

# **Student Support Program**

## **Policies and Procedures**

### **Face Coverings**

Parents and Students will be required to wear a face covering upon entering/leaving the building. After checking-in, students will be given the option to remove face coverings once in his/her assigned area and cohort. Students will be asked to wear face coverings when deemed necessary throughout the day, based on specific activities. Staff must wear a face covering at all times when in the presence of children.

### **Social Distancing**

We ask that all parents/guardians and visitors maintain 6ft social distancing at all times while within the building. Throughout the program, staff and children groupings are as static as possible by having the same group of children stay with the same Staff whenever and wherever possible.

### **Drop-Off**

During our check-in procedures, all parents must complete the Student Contact Information form located at [thechapel.com/studentsupport](http://thechapel.com/studentsupport). This form may be completed prior to arrival to expediate the check-in process. Screening of each child will be completed including temperature and COVID-19 questionnaire verbally completed by parent. If any parent chooses to remain on site to work remotely, a screening for temperature and questionnaire will be completed. Each student will be given a wristband to enter the program and is required to wear the wristband until pick up. A new wristband will be assigned each day. Each student should arrive with his/her own packed lunch. If a student has forgotten a lunch, food items will be available for purchase in Stir Cafè.

### **Distance Learning**

While under supervision, Students will be given time to complete distance learning tasks, as assigned. Assistance will be given upon request and as deemed necessary. Students will need to bring all required learning materials including but not limited to: all "Technology" necessary to complete assigned activities and distance learning tasks (all technology must be fully charged upon arrival), any worksheets or text the student needs, a book for pleasure reading, etc. If a student completes their distance learning tasks or if a student chooses to not participate in distance learning, he/she is welcome to entertain themselves with quiet individual activities brought from home. Activities brought from home may include: music with earphones, personal gaming device, books, Legos, art supplies, or similar. \* Please note that personal activities such as Dolls, Action Figures or anything "cloth", or similar toys will not be permitted. Permitted items are at the discretion of the Student Support Program Staff.

## **Structured Activities/Games**

Activities related to social, skill building, play, and spiritual growth will also be provided. If a student chooses to not participate in planned activities, he/she is welcome to entertain themselves with quiet individual activities brought from home.

## **Bathroom Policy**

Students will use bathrooms within the respective assigned student areas. Students are expected to be self-sufficient using the bathroom. If assistance is needed (i.e. buttoning, zipping, adjusting), 2 staff members must be present when assistance is provided.

## **Lunch/Snack**

Each student must bring a packed lunch, including beverages. When necessary, lunch or snack items are available for purchase in Stir Café, located in The Chapel's atrium. If desired, an afternoon snack may be packed as well. Complimentary snacks will not be distributed to students.

If your child has any significant food allergies that require adult monitoring/intervention, please alert our Staff upon Drop-Off.

## **Student Behavior**

The Student Support Program aims to be a positive, safe, and caring environment. If a student's behavior harms or is likely to result in harm to the student, others, or property, it will not be tolerated. A parent will be called and may be asked to come pick up a student if his/her behavior is determined to be inappropriate or unsafe.

## **Pick-Up**

Only persons identified as being authorized to pick up a student on the Student Contact Information form will be allowed to pick up a student. Valid ID (Driver's license, State issued ID, or Passport) must be shown to a staff before the student will be released. If there are any changes to persons authorized to pick up a child, please email Kara Klump, Student Support Program Director, [kklump@thechapel.com](mailto:kklump@thechapel.com).

## **Safety**

We are committed to the safety of the students in our program. Only authorized staff are permitted to enter the Student Support Program areas while in session. There will be space designated for any parents that wish to remain on premises to work remotely. Students will only be released to persons identified on the Student Contact Information form.

## **Accidents**

An Accident Report will be completed upon a life-threatening situation (loss of consciousness, significant blood loss, difficulty breathing, etc). 911 will be called immediately and parent/guardian will be contacted.

## **Minor Incidents**

In the event of a bump, scrape, bruise, bite, etc., an Incident Report will be completed. Band-aids and ice packs are available in the event of a student having a minor incident. Parents will be made aware, via text communication, of the incident at the time that it happens, along with our course of action.

## **Evacuation/Emergency**

In the event of an emergency or evacuation of the building, signs/routes for evacuation are posted in each room. Students and staff will evacuate the building to a safe location. Attendance will be taken at that time. If the building is safe to re-enter, students and staff will re-enter the building back to their assigned locations. Attendance will be taken again. In the event that the building is not safe to re-enter, the Student Support Program will evacuate to a safe location. All parents/guardians of students in attendance of the program will be notified of the evacuation and their student's location. At that time, parents will be asked to come pick up their student.

## **Medical**

We are not able to administer medication of any kind.