



# FALL GUIDELINES

Many of our school procedures have been updated due to Covid-19. Please review these changes carefully.

Full guidelines are available online:  
[westlakechristian.org/fall-guidelines](http://westlakechristian.org/fall-guidelines)

## SYMPTOM CHECKS

Everyone entering the building will have a temperature and symptom check first. Parents should pull up to the front door for drop-off (K-12), and students should remain in the vehicle and wait until a staff member approaches and completes the symptom check. Parents should park and walk PS/PK students to the ramp.

[westlakechristian.org/parking-lot-procedures](http://westlakechristian.org/parking-lot-procedures)

## DROP-OFF TIMES

7:00–7:50 Before Care\* (PS-6th)  
7:50–8:00 Students to cafeteria\*\* (PS-6th)  
8:00–8:15 Students to classrooms (7–12th)  
8:00–8:20 Students to classrooms (K-6th)  
8:00–8:30 PS/PK, park & walk to ramp

\*Extra charge applies, register online

## ABSENCE REPORTING

This year, absences should be reported online, using our absence report form. Absences must be reported by 8am. This form will also be used to provide information to teachers about which students will engage via remote learning.

[westlakechristian.org/absence](http://westlakechristian.org/absence)

## EXTENDED CARE

Students may not bring any personal items (such as blanket, pillow, stuffed animals or toys). Blankets will be provided. Students will also be separated into groups by age (PS-K, 1st–3rd, 4th–6th) during before and after care. Please register online.

[westlakechristian.org/extendedcare](http://westlakechristian.org/extendedcare)

## ILLNESS GUIDELINES

1. Students and faculty/staff members with a fever (100.4 or higher) or Covid-19 symptoms of any kind will need to stay home.
2. If a student or faculty/staff member develops a fever (100.4 or higher) or Covid-19 symptoms during the school day, they will need to be picked up immediately.
3. If a student or faculty/staff member has any Covid-19 symptoms, the entire household must stay home from school until they are fever free for 24 hours and at least 10 days from the start of symptoms, OR provide proof of a negative Covid-19 test or doctor's note with alternative diagnosis.
4. Teachers with a fever (100.4 or higher) or Covid-19 symptoms will need to stay home. When possible the teacher will be able to teach from home using Google Classroom, and students will still meet at school for instruction.
5. If a student or teacher tests positive for Covid-19, the entire class will be required to quarantine for 14 days.

Covid-19 Symptoms\*: Fever or chills, Cough, Shortness of breath or difficulty breathing, Fatigue, Muscle or body aches, Headache, New loss of taste or smell, Sore throat, Congestion or runny nose, Nausea or vomiting, Diarrhea

\*As of 8/19/2020, visit [CDC.gov](http://CDC.gov) for the most recent symptoms.

Report absences online: [westlakechristian.org/absence](http://westlakechristian.org/absence)

## LATE START FRIDAYS

Fridays will continue to be "Late Start", to allow our faculty time to collaborate. The drop off windows have changed as follows:

7:00–7:50am: Before Care\* (PS-6th)  
7:50–8:40am: Pre-registration required/no extra charge (PS-12th)  
8:40–9:00am: K-12th drop-off (at front door)  
8:50–9:10am: Preschool/Pre-K drop-off (park & walk to ramp)

\*Extra Charge applies, no drop-ins from 7–7:50am on Fridays.