



**Parent Handbook
COVID-19 Edition
School Year 2020-2021
Last Updated: 10/01/2020**

**LE3 INC.
35 California Drive
Williamsville, NY 14221**



Dear Parents,

As we are getting ready to reopen extended day programming, I want to make sure we are all on the same page. While I know this can be a fearful time since none of us have ever experienced this before, the teachers and administration at LE3 are committed to providing a quality program that is safe, educational, child-friendly, and fun!

While many things will seem different with new procedures in place for safety of all, this will still be an environment that fosters fun and learning. It is our goal to draw out and inspire the best in our students as we provide them with opportunities to create, explore, and learn.

This handbook will lay out the changes as we enter the next phase of this COVID-19 pandemic. This situation is unprecedented and is constantly evolving, so all changes included in this handbook will remain as the “new normal” until further notice. We will make sure that all changes are realistic and feasible for staff and children by following CDC (Center for Disease Control) guidelines as well as those put forth by the Office of Child and Family Services. Please be sure to read through this and sign and return the last page electronically.

Please feel free to contact me if you have any questions about the policies and procedures that are outlined in this Parent Handbook. They are in place to ensure that LE3 is a safe and enjoyable place for your family.

Lastly, please remember that this is new for our staff and they are navigating waters they have never experienced before. Just as you would give your dinner server extra patience and understanding we ask that you do the same for our staff as they care for your child(ren).

Sincerely,

Ellie Poleon
CEO of LE3 INC.
716-430-9322
Epoleon@le3-inc.org



Enrolling Your Child

All students must be enrolled in our online Sandbox system. It is recommended but not required that students attend the program Monday-Friday to ensure they can be with the same group of kids throughout the week.

If you are **not** enrolling for Monday-Friday, then you **must do the following**:

1. Login to your parent portal and send a message via the messaging tab to request days to schedule.
2. Schedule changes may take place week to week.
 - a. Changes **must be submitted by 6:00pm each Friday**.
3. All schedule changes can be made through the parent portal or to Ellie directly:
 - a. 716-430-9322 (call or text)
 - b. epoleon@le3-inc.org

Fee and Payment Policy

LE3 INC. enforces the following policies and procedures for tuition payments:

1. All accounts will be charged every Monday for days used during the previous week.
2. **After School Program:**
 - a. 2:30pm-6:00pm 10.00/hour/child (we do prorate for half hours)
 - b. Snack, homework help, art, science, free time, and sports included
3. **Half Day Camps:**
 - a. Dismissal-6:00pm \$50.00/day/child
4. **Full Day Camps:**
 - a. 7:30am-6:00pm \$60.00/day/child
5. **Discounts:**
 - a. Sibling Discount: 10% per sibling
6. If your account is not set to auto-billing or payment is not made by Friday of each week a \$25.00 late fee will be applied.

Cancellation Policy for Full Days of Care ONLY: All days that you schedule but will not need care **MUST** be cancelled within 24 hours of the scheduled day. If you do **NOT** cancel the day within 24 hours you **WILL** be charged \$60.00/day/child. *There is no cancellation policy for after school, but to be considerate please let us know when you need to cancel. *



Nondiscrimination Policy

Admissions to LE3 shall be made without regard to race, color, religious creed, ancestry, national origin, disability, or gender.

Extra Hygiene Measures and Procedures

1. Handwashing: As soon as students arrive to the classroom, they will wash their hands properly. Hands will also be washed throughout the day and more frequently with soap and water for at least 20 seconds. Hand sanitizer will be used for our older classes when soap and water is not available. Sanitizing stations are located throughout our facility.
2. Sanitizing/Disinfecting: All hard surfaces will be wiped down throughout the day, before and after use as well as at the end of each day. Any toys that go into a child's mouth will be put into the disinfecting process like usual. All surfaces and toys will be sprayed prior to leaving the room throughout the day. All sensory bins, soft toys, pillows, dress-up clothes will be put away during this phase of opening.
3. Mask wearing: If students are required to wear masks during the school day, they will be required to wear them at LE3 as well. If this regulation is lifter, we will STILL require students to wear masks when transitioning from room to room and if they become sick or ill while in the program.
 - a. All staff will wear mask throughout the day unless they are able to be six feet apart from children or other staff.
 - b. If a child becomes sick/ill during the program we will seclude the sick/ill child, call the parents to pick up immediately, and move the children to a clean space.
4. Social distancing: Each class is considered a "family." Each "family" will socially distance from other "families" to assure safety. Children will be able to have a "mask break" when they are socially distant from all students and staff outside.

Inclusion Policy

To the greatest extent possible, children with disabilities will be included in the full range of activities and services normally provided to children at our center by making necessary modifications to meet the child's special needs.



Admission/Exclusion due to symptoms of illness

Children who are obviously ill with fever, diarrhea, vomiting, green-runny nose, puss/oozing eyes, disease or condition (i.e.- ringworm, head lice, chicken pox, measles, mumps, pink eye, fever over 100 degrees, etc.) will not be admitted to the program. It is a danger to other children and staff members at our facility. If you have any doubts about your child's health, please call us at 716-430-9322 to be sure they may attend. If your child appears to be sick or has any of the above while at school, we will notify the parent or guardian immediately, and it is necessary that the child be picked up within one hour of notification.

LE3 staff can refuse a child to the program if they feel they have any of the above and/or other COVID-19 related symptoms.

If a child is showing COVID-19 symptoms (fever, cough, shortness of breath) OR if you've been in close contact with a person or child testing positive for COVID- 19, we ask you to keep your child home. They must be isolated for a minimum of 7 days after symptom onset, and 72 hours after their fever resolves without fever-reducing medicines. (For example, if symptoms and fever resolve on day 7, the person can return on day 10.) For most, this will be 14 days after the household contact with COVID-19.

We ask that all parents and staff let us know of any potential exposure immediately. A potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID- 19 for at least 10 minutes. The timeframe for having contact with an individual includes the period of 48 hours before the individual became symptomatic. If there is a positive case of COVID-19 in a child or an adult who has been present in the childcare center, we will inform the CDC, Department of Health, and Office of Child and Family Services and our parents.

Three Strike COVID Rule

We know it is difficult to not be involved in every part of your child's day we do ask that parents respect our COVID policies. Major Policies:

- 1) No entering the building unless it is approved and/or for an emergency purpose.
- 2) No lingering outside once you pick your child up.
- 3) If you need to get out of your car at pick, ALWAYS wear a mask.

If our team has to provide three reminders regarding the above safety policies, we will ask that you and your child(ren) do not return to the program.



Personal Belongings

While in this phase of operation, children may not bring in any personal belongings aside from what is approved. No toys or personal items from home will be permitted at this time. All fabric masks will stay here on the premises and worn home. Bedding will be sent home on the last day of each week, and it is **mandatory** that bedding be laundered before returning the next week.

Students may bring a reusable water bottle and change of clothes but that is it.

Arrival and Departure Procedures

All students will be dismissed to LE3 in their prospective groups from school. We will re-take students' temperatures and allow them into LE3. Parents **will not** be allowed in the building to pick up their children. Please come to the normal after school Dorr, ring the bell, state who you are there for and wait. We will bring your child(ren) and all their belongings to you! We encourage all families to pick up by 5:30pm as we will be cleaning our spaces then, however it is not required.

St. Christopher Site Phone: 716-429-5855

For Camp Days:

All drivers and passengers must wear a face covering during drop-off. A designated check-in staff will come directly to your car wearing proper PPE. This check-in staff will look in through your child's window for a visual assessment. The check-in staff will then ask a series of yes/no questions regarding symptoms and travel. Your child will get their temperature taken through the open window. If it is below 100F, the runner will unbuckle and take your child to his/her classroom. Once in the classroom, the mask will be placed safely in a bag specific to each child.

Please abide by this pick-up time. If you see another family being helped, please be patient until it is your turn. Parents should always have a mask on while on campus. Adults other than LE3 staff are NOT allowed to roam or stay on campus near the groups of children.

Visitors

Visitors will not be permitted at this time. This includes specials teachers until further notice. IU instructors (special needs instructors) will be permitted if they pass screening procedures and follow protocol.

Field Trips/Special Events

There will be no field trips or special events/gatherings at this time.



Food

- A. Lunch on Camp Days: **We ask that you do not bring in lunches.** LE3 will provide ready to eat, pre-packed lunches that will be delivered hot each day. If your child requires a special lunch due to medical requirements, please contact Ellie to understand our policies regarding outside food packaging.
- B. Snack: A afternoon snack is included in your daily tuition amount. Snack is provided at 2:30pm each day.
- C. Food Allergy: **We are a peanut-free facility.**

Cleaning Products/Supplies

LE3 will be using disinfectant sprays that are CDC approved.

Lysol Disinfectant wipes and spry

Aerosol Disinfectants Freshener

Mr. Clean Disinfectant Floor Cleaner

During the 5:30pm-6:00pm work hour, LE3 staff will begin washing all manipulatives, student pencil pouches, tables, chairs, playground, sports equipment, and classrooms used.

All supplies that students are touching will be dry of cleaning solution to avoid damaging the children's skin.



LE3 INC.
Parent or Guardian COVID-19 Handbook Receipt Form

Parents or Guardians,

Please thoroughly review the Parent Handbook “COVID-19” edition for the 2020 LE3 2020-2021 School Year at St. Christopher Catholic School, which contains the policies and procedures for LE3 INC. while in the process of reopening. After reading the handbook, please complete this form and return it to the Ellie via email as soon as possible. This form will be kept in your child’s file for the duration of the program.

You can upload the document through your parent portal under the child tab as well.

Thank you in advance for your cooperation.

Sincerely,

Ellie Poleon
CEO of LE3 INC.

I, _____ (print your name), the
parent/guardian of _____
(print child’s name), hereby acknowledge receipt of LE3 INC. Parent Handbook COVID-
19 edition. I have read and agree to adhere to all the policies and regulations set forth in
this handbook.

Parent/Guardian Signature: _____

Date: _____