

Dear Andover Parent,

I hope everyone is well during this trying period that we are all going through. As you are aware, Broward County has started its reopening and there are parents who must return to work.

Andover Academy will reopen on Monday, June 1<sup>st</sup> with temporary operating hours of 8am to 5pm. Of course, we will try and accommodate everyone.

Please see our COVID-19 procedures and COVID-19 questionnaire below. The questionnaire must be filled out, signed, and turned in when your child/children return to school. One form for each child please.

It was so good and uplifting to see all of you who came for our drive by, the teachers were crying as they were so happy to see the children who they miss so much.

I do not think any of us ever thought we would experience a pandemic of this magnitude. We can only pray that this will be over soon so we can return to some sort of normalcy and routine. We know from experience that children thrive on routine and so we are anxious for them to get back to that in a safe environment.

Wishing you and your families a happy Memorial Day weekend and hoping to see you soon. Stay safe.

Blessings

Donna  
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# ANDOVER ACADEMY COVID-19 PROCEDURES

## DROP OFF PROCEDURES

- Parent/Guardian will drop off student in the front of the school, under the overhang
- 6' Social distancing must be adhered to
- Parent/Guardian will fill out and sign a questionnaire that requires them to advise the school immediately if there are any changes to said form
- Parent/Guardian will advise the school of emergency contact information
- Staff member will sign in student to prevent cross contamination
- Students temperature will be checked daily
- Students will be escorted to their respective classroom by an employee

## PICK UP PROCEDURES

- Parent/Guardian will call when they arrive at the school, **not before**, and the child will be brought to the front of the school for pick up

## GENERAL INFORMATION

- As we have always done at Andover Academy, students will wash their hands as soon as they enter the classroom
- The children, as we always do, will wash hands after each activity e.g. before leaving to go to the playground, on their return from the playground, before and after toileting, before and after eating etc.
- The playground will be sanitized before and after each class uses it
- The toys will be sanitized daily and more often if deemed necessary
- Tables will continue to be sanitized before and after every activity
- Sleeping mats will continue to be sanitized daily
- Children's temperature will be monitored during the course of the day
- Staff members temperature will be monitored during the course of the day
- Bathrooms will continue to be sanitized during the course of the day
- Staff will wear mask and/or face shields at all times

# ANDOVER ACADEMY COVID-19 QUESTIONNAIRE

	YES	NO
Have you or anyone in your household had contact with someone with COVID-19?	___	___
Have you or anyone in your household had a temperature of over 100°F in the past 72 hours?	___	___
Have you or anyone in your household been out of the country in the past 30 days?	___	___
Have you or anyone in your household been out of Florida in the past 30 days?	___	___

I attest that the information that I have provided is accurate.  
I also understand that if there are any changes, I will inform the school immediately.  
I understand that if my child becomes sick at school, I will have someone to come and pick them up within 15 minutes

I \_\_\_\_\_ parent/guardian of \_\_\_\_\_  
PLEASE PRINT NAME OF CHILD

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE