

KIDS LIFE FALL 2020 COVID-19 RELATED INFORMATION

Due to COVID-19, the following guidelines and changes have been implemented for the fall 2020 semester.

Registration:

- The current registration is for fall 2020 school semester only. By registering for fall 2020, you are committing to pay monthly tuition even if your family opts for your child to not participate.
- Recognizing that these are uncertain times and situations change from day-to-day, the following provisions are available in certain circumstances:
 - Family has loss of income due to job loss. Family may ask for forgiveness of tuition payments. A sub-committee of the Kids LIFE Administrative Committee will review the case and provide guidance on tuition forgiveness.
 - If Roberts or Fulbright Elementary Schools or the Kids LIFE program closes to in-person learning or after care for more than two weeks, the Administrative Committee will announce adjustments to tuition charges.
 - If a family withdraws due to a COVID-19 illness within the family, the sub-committee will review the information and provide guidance on tuition forgiveness.
- Families will be given the opportunity to register for the spring 2021 school semester in early December. If a student attended in the fall there will be no additional fees charged. New or returning students from 2019-2020 school year registering will be required to pay the normal registration and building fees and will be limited to available space.

Safety Protocols:

- Employees will be checked upon arrival at work for temperatures, exposure risks, and general health.
- Before students get on a bus at Roberts, temperatures will be checked. If they have a fever of 100.4 or higher, they will be asked to remain at school for parents to pick-up at the school.
- Students and staff will be required to wear masks on the bus/vans at all times. Hand sanitizer will be also be applied to all hands before entering a bus/van or walking to KL. *Parents are to provide masks for students.*
- Staff will be required to masks at all times. Once students arrive in their assigned room, masks may be taken off. Masks will be worn by students when they are common areas (hallways, restrooms, etc.).
- Every attempt will be made to keep kids in groups relating to same school/grade/bus. Goal is to have as little interaction between school students as possible to prevent cross contamination.
- If a student or staff member tests positive for COVID or comes in close contact with a COVID positive person, the protocols developed and approved by St. James Board of Trustees will be followed. These protocols will be provided to families prior to the start of the school year.
- If someone in your family tests positive for COVID-19 or comes into close contact with a COVID positive person, please notify Leah Phelps as soon as possible.

Tuition Payment:

- We are pleased to offer the option of safe and convenient electronic tuition payment! Through a program called Tuition Express, Kids LIFE would debit your checking or savings account on a certain day of the month for tuition (between the 1st and 10th).
- If you would like to participate in this payment option, please provide the completed form with bank document to Leah Phelps no later than August 24, 2020. The first month this option will be available is September 2020.

ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR _____ KIDS LIFE ACCOUNT

(Child's Name)

I (we) hereby authorize St. James Kids LIFE to initiate debit entries to my (our) Checking or Savings Account indicated below. To properly affect the cancellation of this agreement, I (we) are required to give a 10-day written notice.

Credit Union Members: Please contact your Credit Union to verify account and routing numbers for automatic payments.

Your Name

Phone #

Address

City

State

Zip

Bank or Credit Union Name

Address

City/State/ZIP

Signature

Date

ATTACH A VOIDED CHECK, DEPOSIT SLIP OR BANK DOCUMENT LISTING ROUTING/ACCOUNT NUMBERS - HAND WRITTEN NUMBERS WILL NOT BE ACCEPTED!