



St. Stephen Presbyterian Day School

COVID-19 Response Plan

Updated: July 28, 2020

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The health and safety of our children, staff, and families is paramount. The policies and protocols listed below are designed to help parents understand their role and the Day School's role in providing a safe and healthy school environment. Because of the easy manner of transmission within a community, the sustainability of our program relies on staff and families making wise decisions about limiting risks, including those that rely on decisions made outside the Day School. Please stay informed about all recommendations and requirements for the areas in which you live and work.

These policies and protocols will be followed to the greatest extent practicable, will be adjusted as recommendations are updated, and will supersede the policies listed in the Day School Handbook where applicable. **Please read through the policies and protocols carefully and keep a copy for review as necessary.**

1 | State and Federal Health Protocols

The following policies and protocols have been created using the [Texas Health and Human Services Checklist for Child Care Centers](#) (revised 7/03/20), the [Emergency Rules set forth by the Health and Human Services Commission](#) (revised 6/25/20), and the [CDC Guidance for Child Care Programs that Remain Open](#) (revised 7/23/20) for increased health and safety protocols. The areas of guidance these documents address, which are specifically included in our Day School policies and procedures, are:

- Implementation of social distancing strategies
- Intensifying cleaning and disinfecting efforts
- Modification to drop-off and pick-up procedures
- Implementation of screening procedures upon arrival

All Day School staff will take additional health and safety training related to COVID-19 through the Texas A&M AgrilLife Extension. These trainings include:

- Providing High Quality Experiences during COVID-19 for Emergency Child Care Settings
- Special Considerations for Infection Control during COVID-19

- **Preparing Supplies**

The Day School has begun purchasing the necessary cleaning supplies and personal protective equipment (PPE), such as teacher smocks, gloves, face shields, and face masks. Non-contact infrared thermometers, touch free soap dispensers, hand sanitizer, and other items have been purchased.

- **Staying Home**

It is vital that ***you keep your child home if they are ill or acting in such a manner that you believe they are becoming ill.*** Please check your child's temperature before leaving for school and for any symptoms associated with COVID-19 (described below). We will first rely on the social responsibility of each family to be as prudent as possible in sending their child to school only when healthy, but our second step is to screen each child and family upon drop-off. It is important for each family and staff member to be as vigilant as possible in monitoring for symptoms and communicating with the Day School if or when they start to feel sick. A doctor's note of clearance to return to school may be required. Please email the Day School to communicate any concerns (DaySchool@ststephenpresbyterian.com).

- **If a Child or Staff Member is or Becomes Sick**

If a child or staff member should become ill while at school, the teacher or another staff member will escort them to the *quarantine isolation room* located in the Chapel of the Trinity. As stated in the Health and Safety policy in the Day School Handbook, a parent will be called for the child to be picked up. To the extent possible, it is encouraged that the designated parent or child caregiver who normally drops-off/picks-up (more on this request below), is the person to pick up the ill child from school. ***If the child who is ill has a sibling enrolled in the Day School, both children will be sent home.*** The affected classroom or space where an ill child or staff member has been present will receive additional cleaning and disinfecting.

- **If COVID-19 is Confirmed in a Child or Staff Member**

If a child or staff member is diagnosed with COVID-19, the Day School Director will contact the Tarrant County Health Department for guidance on how to respond. It is possible that a confirmed case at the Day School will result in a partial or full closure of the Day School, or a closure of isolated classroom(s). All parents in the Day School will be notified without disclosing the person's name that has tested positive. More information on confirmed cases of COVID-19 can be found in Section 6: COVID-19 Symptoms and Confirmed Cases.

If your child, a member of your child's household, or a person your child has close contact with is confirmed with COVID-19, you are required to inform the Day School ***immediately and no later than 24*** hours from the time of diagnosis.

- **Allergies and Teething**

Children or staff who show persistent signs of runny nose, coughing and other respiratory issues that may be caused by seasonal allergies or teething may be asked to obtain a doctor's note of clearance to participate in school. This note will be dated, filed in the Day School office, shared with your child's classroom teachers, and kept for two months. If symptoms are persistent after two months, we will ask that you obtain another doctor's note of clearance to continue participating in school. Please inform the school during the daily screening process about any allergy or teething symptoms your child may be experiencing that day. If your child has an elevated temperature, please do not give them fever-reducing medicine and send them to school

- **Monitoring Absenteeism**

The Day School will monitor absenteeism daily. If your child is absent, please let his or her teachers know by messaging them through the Procure app (information about Procure will be sent to parents in August). Parents

will be contacted if the absence has not been reported by 10:30AM. Trends in absences will be tracked both by class and by the Day School as a whole.

- **Group Events**

For the time being, the Day School will not hold group events. This includes any school-wide functions or individual class parties where parents are invited.

- **Limiting Access to the Day School**

The Day School space is defined as the main hallway and the classrooms in the Education Building of St. Stephen Presbyterian Church. In an attempt to minimize the exposure to any infectious disease, the number of people allowed into the school will be limited. Only the following will be allowed to enter the Day School area:

- ✓ Day School Staff;
- ✓ Persons with legal authority to enter, including law enforcement officers, Texas Rising Star staff, Licensing staff, and Department of Family and Protective Services staff;
- ✓ Professionals providing services to children;
- ✓ Enrolled children; and
- ✓ Parents who have children enrolled and present at the operation. Parents should only enter the Day School when absolutely necessary (see Section 4: Pick-up and Drop-off Protocols)

Tours of the Day School will not be conducted during school hours. Virtual tours will be encouraged.

3 | Social Distancing Strategies

All Day School employees and Day School families must be aware that their individual actions play a critical role in reducing the risk of infectious disease transmission in our school community. Staff and parents are asked to maintain at least six feet of separation from other individuals. If such distancing is not feasible, other measures such as face coverings, hand hygiene, cough etiquette, cleanliness and sanitation should be rigorously practiced.

Children will be encouraged to social distance while sitting at tables, while lining up, during circle time, and while participating in activity centers. However, social distancing is in direct conflict with developmentally appropriate learning through play and peer interaction in an early childhood setting and may not always be possible. Day School teachers will do their best to enforce social distancing measures, but parents must be aware that children will interact in close proximity.

- **Class Sizes and Classroom Space**

The Day School has always had small classes that fall below even the *new* Modified Child Care Ratios listed in the Texas Health and Human Services Checklist for Child Care Centers. Each class is held in separate classrooms that do not currently share space with other groups. Additionally, each class contains the same children each day and they have the same regular teachers. With the exception of outside playtime and Chapel, the classes will remain in their classrooms. Some classes may eat in Parish Hall to allow for more distance. As possible, classroom arrangement will include additional tables so children can have better separation when doing table work or eating. Toys and materials that cannot be easily cleaned and sanitized will not be used and classroom blankets and pillows will be removed. In order to reduce sharing of materials, the children will have individual sets of crayons and other supplies when feasible. Class-shared sensory tables and bins will not be used.

- **Outside Playtime**

The Baby class will be taken on stroller rides around the SSPC campus. All other children will continue to play on the playground. Outside playtimes will be staggered so each class can use the space separately. Bike handles and other frequently touched metal and plastic surfaces will be cleaned routinely. Each class will have their own bin of outside toys so that each group is not sharing these items (buckets, shovels, trucks, etc.).

- **Music & Chapel**

At this time, Music and Chapel will not be permitted. Our procedures surrounding Music and Chapel will be phased in and out as we continue monitoring rates of transmission in the area. When it is considered safe to begin musical activity, the primary focus will be on exploring various instruments and movement to music.

When it is deemed appropriate, the Music teacher will visit the Ones and Twos classes in their classroom once per week for 15 minutes. Children will have assigned spots that will be spaced out in the classroom. The Music teacher will stand behind an acrylic shield, wear a face shield, and maintain as much distance as the classroom allows. Musical instruments will neither be shared among children nor classes and will be sanitized after each use. Children will wash hands before and after Music time.

The Threes and Pre-K classes will walk to the sanctuary separately for Music and Chapel. One class will attend Music while the other class attends Chapel. Classes will then switch. Children will be spaced out and have assigned spaces. The Music teacher will stand behind an acrylic shield and wear a face shield. The Pastor and Organist will wear masks and/or face shields and maintain at least a six-foot distance from the children. Children will wash hands before and after this activity.

- **Nap Time**

Children's nap mats will be spaced at least six feet apart when possible, and positioned head-to-toe to further reduce the potential of viral spread. As always, the mats will be disinfected after each use.

Cribs will be spaced out as much as possible. A clear acrylic divider may be used between cribs if they are within six feet of another crib. Each crib is labeled with the child's name and will not be used by any other child during Day School hours. A clean sheet, provided by the Day School, will be used each school day.

4 | Parent Drop-Off and Pick-Up Protocols

Drop-off and Pick-up procedures will take place in accordance with guidelines set forth by the CDC and the Texas Health and Human Services Checklist for Child Care Centers. Parents are not permitted to enter the Day School unless it is determined that there is a legitimate need.

- **Designated Parent/Caregiver**

To the extent possible, it is recommended that one parent or caregiver be designated to drop-off and pick-up the child at school each day. If possible, those who are immunocompromised should not be the designated person, as they are at higher risk for severe illness from COVID-19.

- **Drop-Off Protocols**

- ✓ Drop-off will occur outside of the Education Building beginning at 9:20am and will end at 9:45am.
- ✓ Parents should wait in line with their child(ren) and remain at least six feet from other families.
- ✓ **Each parent or caregiver dropping off his or her child must wear a mask or face covering. It is required that children age 2 and above wear a mask or face covering while waiting in line and while having their temperature checked.** Disposable masks will be available for adults who do not have one. This procedure will continue even when state or local orders have expired.
- ✓ Parents will use the touch free feature in their Procure app to check their child in to the Day School. More details will be given about this process closer to the beginning of school.
- ✓ Each child and family will be health screened before the child can be dropped off for school. More information about the health screening process can be found in Section 5.

- ✓ After completing the health screening process, parents will assist their child(ren) in initial hand washing, and the child(ren) will be escorted into the building by a Day School employee.
- ✓ **Late Drop-Off:** It is essential for the efficiency of the drop-off process for parents and caregivers to be on time when dropping off. However, we understand there may be mornings when an emergency arises that delays school arrival. If you arrive after the morning check-in has ended, please call the Day School Director in order to be screened and admitted (Lauren, 817.832.8849). A child's enrollment may be discontinued for habitual tardiness.

- **Pick-Up Protocols**

- ✓ Pick-up of children will occur outside of the Education Building.
- ✓ Checkout stations will be utilized in a manner similar to morning drop-off. The Day School will be using the checkout system from Procure. More details will be given about this process closer to the beginning of school.
- ✓ **Each parent or caregiver picking up his or her child must wear a mask or face covering.** Disposable masks will be available for those who do not have one. This protocol will continue even when state and local orders have expired.
- ✓ Until further notice, we ask that you take your children directly to your vehicle rather than lingering on the school property. We will take great effort during the school day to reduce the contact between groups of children and want those efforts to continue throughout the pickup process.
- ✓ **Late Pick-Up:** The Day School will still be following the Late Pick-Up policy that is outlined in the Day School Handbook.

- **Inclement Weather Plan**

In the event of inclement weather or extremely cold conditions, the drop-off and pick-up process will occur in the SSPC Sanctuary and Narthex area. Parents will enter through the west parking lot door and proceed through a single line. More information about this process will be shared at the beginning of the school year.

- **Communication**

Because we will lose the regular face-to-face contact we normally have during the drop-off and pick-up process, please be sure to become familiar with the Procure app when you receive the invitation to connect with SSPDS. This will be the main source of direct parent/teacher communication. Your child's classroom teachers will also be available for phone appointments to answer any questions or concerns you might have. We highly value clear and frequent communication with parents and teachers and will do our best in these new circumstances.

5 | Health Screening: Children, Parents, and Staff

- **Who Will be Screened**

Per the Texas Department of State Health Services, the following individuals **must** be screened every day before entering the Day School:

- ✓ Day School Staff;
- ✓ SSPC Staff that would be working in or around the Day School facility;
- ✓ Persons with legal authority to enter, including law enforcement officers, Texas Rising Star staff, Licensing staff, and Department of Family and Protective Services staff;
- ✓ Professionals providing services to children;
- ✓ Enrolled children; and
- ✓ Parents who have children enrolled and present at the school. Parents should only enter the Day School when necessary.

- **Screening**

Every child, and each person accompanying the child, will be screened for the following:

- ✓ Temperature check: Using a non-contact infrared thermometer, each person's temperature will be checked. Children with temperatures greater or equal to 100.0° will not be allowed to enter. If the child has a sibling enrolled in the Day School, the sibling will also be unable to enter. *In addition, if the parent or caregiver dropping the child(ren) off at school has a temperature of 100.4° or higher, the child(ren) may not attend school.*
- ✓ Symptoms of COVID-19 that will be monitored each school day include:
 - cough
 - chills
 - loss of taste or smell
 - diarrhea
 - repeating shaking with chills
 - has had known contact with a person who is lab-confirmed to have COVID-19
 - shortness of breath/difficulty breathing
 - muscle pain
 - feeling feverish or measured temperature $\geq 100.0^{\circ}$ (for children)
- ✓ Review of a child's close contacts and if any of them have a lab-confirmed case of COVID-19 or are awaiting results of COVID-19 testing. If so, the child or staff member may not return to school until the end of the 14-day self-quarantine period from the last date of exposure (with an exception granted for health care workers and critical infrastructure workers), or until a negative test result is confirmed. If a parent believes that they or their child has had close contact to someone with COVID-19 but are not currently sick, they should monitor their health for the above symptoms during the 14-day period after the last day they were in close contact with the individual with COVID-19.
- ✓ If an employee or a child has been excluded because of any of the symptoms above, he or she may not return to the Day School until the following criteria are met:
 - 72 hours have passed since recovery (without the use of fever-reducing medications)
 - The individual has improvement in respiratory symptoms
 - And at least 10 days have passed since symptoms have appeared.Employees and children may return to the Day School without completing the isolation period if they obtain a medical professional's note clearing the individual for return based on alternative diagnosis.

- **Travel Alerts**

- ✓ If anyone in a child's household or a close personal contact travels by air, please notify the school in writing (DaySchool@ststephenpresbyterian.com) so we can monitor for any possible development of symptoms. The parents should consider keeping their child home for 7 days after taking a flight as an added precaution to other families.
- ✓ Parents and children returning from travel to areas with community spread of COVID-19 must follow the guidelines they have received from the local health officials.
- ✓ *Any parent returning from a CDC Level 3 area or international travel area must notify the Day School in writing (DaySchool@ststephenpresbyterian.com) and the child **must** be kept home for 14 days. Children and staff who have traveled to a CDC Level 3 area or international travel will be excluded for 14 days.*
- ✓ A parent who travels to a CDC Level 3 area or international travel area and does not notify the Day School in writing may forfeit their child's spot, with no refunds or credits issued.
- ✓ Please stay up-to-date with the recommendations from the Centers for Disease Control – Travel information website.

6 | COVID-19 Symptoms and Confirmed Cases

Maintaining a safe and healthy learning environment is a partnership. Each family plays a significant role in maintaining the safety and health of all children and staff at the Day School. Because of the easy manner of transmission within a community, the sustainability of our program relies on staff and families making wise decisions about limiting risks, including those that rely on decisions made outside the Day School.

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| IF | a child is exhibiting signs of illness, | THEN | the parent or emergency contact will be contacted for immediate pick up. |
| | a child is experiencing symptoms of COVID-19, | | it is recommended that parents contact the child's medical professional and consider following CDC and local health department guidelines regarding self-quarantine. |
| | a child is tested for COVID-19, | | the Day School office must be contacted immediately (within 24 hours). |
| | a child tests negative for COVID-19, | | a note from a medical professional confirming a negative result and an alternative diagnosis is required before the child may return to school. |
| | a child or staff member tests positive for COVID-19, | | all parents in the Day School will be notified without disclosing the person's name. The Day School will contact the local health department for guidance, which may result in a full or partial emergency closure of the Day School. |
| | a child or staff member tests positive for COVID-19, | | <i>all three</i> of the following criteria must be met in order to return. <ol style="list-style-type: none"> 1. At least 3 days (72 hours) have passed since recovery (fever-free without the use of fever-reducing medications) 2. Improvement of respiratory symptoms (cough, shortness of breath, etc.) 3. At least 10 days have passed since symptoms first appeared. |
| | a child or staff member is displaying symptoms of COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, | | the individual is assumed to have COVID-19. The individual may not return to the Day School until the same three steps mentioned above have been met. In the event that the three criteria are not met, a note from a medical professional must be obtained clearing the individual for return based on an alternative diagnosis. |
| | a child, staff member, or any member of their household believes they have been in close contact to someone with COVID-19 (but the person is not currently ill), | | the child or staff member should not attend school while they monitor their health for COVID-19 symptoms during the 14 days after the last day they were in close contact with the individual with COVID-19. |

7 | Enhanced Cleaning and Disinfectant Measures

- **Cleaning Products and Supplies**
 - ✓ The Day School will utilize products that are registered with the EPA and have been approved for use in child care settings. The products used will be qualified for use against SARS-CoV-2 (List N: Products with Emerging Viral Pathogens AND Human Coronavirus claims for use against SARS-CoV-2).
 - ✓ Day School staff will be trained in the proper use of all cleaning products, which will be used according to the directions on the label.
 - ✓ Classrooms will be supplied with disinfectant wipes and hand sanitizer with at least 60% alcohol content. These items will only be used by staff and kept out of reach of children. Children under 24 months will not use hand sanitizer.
 - ✓ SSPC will contract with a local janitorial service to clean the classrooms after each school day.
- **Cleaning and Sanitizing Toys, Materials, and Surfaces**
 - ✓ Toys that have been put in a child's mouth (or that are otherwise contaminated) will be collected through the school day and placed in a "to be cleaned" bin to be sanitized at the end of the day.
 - ✓ Toys that cannot be cleaned and sanitized will not be used.
 - ✓ Staff will clean and sanitize other toys and surfaces frequently throughout the day.
 - ✓ Classroom restrooms will be cleaned throughout the day.
- **Cleaning and Sanitizing Bedding**
 - ✓ In the Baby room, clean crib sheets will be provided and laundered by the Day School. These sheets will be changed each school day.
 - ✓ Families with children in the ones, twos, and threes classes will provide a clean crib sheet, blanket, and travel-size pillow, if desired, each week. These items will be sent home each Wednesday and returned each Monday. Families are expected to wash all items before returning to school on Monday. Children in the Pre-K class do not have a rest time during the school day.

8 | Caring for Infants, Toddlers and Preschoolers

- **Diapering Procedures**

Day School employees will wash their hands and the child's hands before and after diaper changes. Gloves will also be worn. The changing area will be disinfected with an EPA-registered sanitizing or disinfecting solution after each use.

If reusable cloth diapers are used, they will not be rinsed or cleaned at the Day School. The soiled cloth diaper and its contents will be placed in a sealed plastic bag and given to the parent at the end of the school day.

- **Holding, Feeding, and Helping**

In order to provide the safest environment possible for our children and staff, **all Day School employees will wear face masks and when necessary, utilize face shields.** There may be times when proper distancing can allow for the use of face shields only. Additionally, Day School staff members will exercise the best respiratory practices, such as covering their mouth if they have to cough, not talking directly in the child's face, and washing their hands frequently, as well as frequently assisting hand washing hygiene with the children.

All Day School employees will wear a protective clothing cover, such as a smock. All staff will be required to bring a change of clothes to school each day so they can change into clean clothes, if or when needed. Contaminated clothing will be placed in a sealed plastic bag and taken home.

Day School teachers will wash their hands before and after handling infant bottles prepared at home or prepared at the Day School. Day School staff will wash their hands and use gloves when handling children's food (See handwashing frequency in Section 9: Healthy Hand Hygiene and Face Mask Wearing and Section 10: Food Preparation and Serving).

- **Personal Belongings**

Children must have multiple changes of clothing kept at the Day School. New guidelines recommend more frequent clothing changes when/if the clothing is soiled. Parents are asked to provide two complete sets of appropriately sized clothing, stored in separate Ziploc style bags and clearly labeled. These will be stored at the Day School and sent home as necessary.

For naptime, please send only one small blanket, fitted crib sheet, and travel-size pillow if desired. These items must fit inside the child's backpack when zipped up. Personal belongings will be stored in cubbies and sent home on Wednesdays only. It is the responsibility of the family to wash naptime linens each week. Nap mats/rolls from home will not be permitted at this time.

9 | Healthy Hand Hygiene and Face Mask Wearing

- **Handwashing: Frequency**

Handwashing is the number one method of stopping the spread of an infectious disease in a school community. Each classroom is equipped with a sink and teachers will supervise as necessary to ensure proper handwashing techniques are being used. The teachers will design lessons about handwashing to be included into their daily curriculum so that the children can develop the healthy habit of frequent and effective handwashing.

Children and staff will wash/sanitize their hands multiple times throughout the day; including, but not limited to:

- entering school and after breaks
- before and after outside playtime
- before and after preparing food
- before and after eating or handling food, or feeding children
- before and after administering medication or medical ointment
- before and after every diaper change
- after using the restroom or helping a child use the restroom
- after coming in contact with bodily fluid
- before leaving school

- **Handwashing: Method**

When handwashing, the teachers will have the children wash with soap and water for at least 20 seconds and then use a paper towel to dry their hands. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol will be used if soap and water are not readily available.

- **Face Masks and Face Shields**

- ✓ **Day School staff will wear face masks at drop-off, pick-up, and while inside the building.** Face shields may be utilized in addition to masks. There may be times when proper distancing can allow for only face shields to be worn. Face masks will not be worn while eating, drinking, or on the playground.
- ✓ **Children ages 2 and up** will be required to wear a face mask during drop-off, pick-up, and when outside of their classroom. Masks will not be required on the playground. There may be times within the classroom when children are encouraged to wear masks when distancing is difficult, though we cannot predict all of the possible scenarios when this may occur. Face masks will not be worn while eating, drinking, napping, or on the playground. Children over two will be required to have two face masks while at school. An extra mask can be kept at the Day School if the parent desires.

- ✓ **Children under 2** will not wear a mask due to the potential suffocation danger.
- ✓ All other adults (SSPC staff, necessary visitors, etc.) who enter the Day School will be required to wear a mask (see Section 2: Limiting Access to the Day School).

10 | Food Preparation and Serving

Snacks will be prepared for individual serving and not family-style. Staff will wear gloves when preparing and serving food to the children. Parents will continue to provide a lunch for their child each day. Please reference the policy in the Day School Handbook for complete details about providing a lunch. Please provide a water bottle that is clean with fresh water for your child each school day. Clearly label the bottle with your child's name in a manner that it will not rub or come off.

At this time, Day School staff will not eat lunch with the children in the classrooms. Some classes may choose to eat lunch in Parish Hall, and if so, teachers may eat at separate tables while still monitoring the children.

11 | St. Stephen Presbyterian Church

SSPC and the Day School have agreed to immediately notify one another if someone on either staff or an immediate constituent has contracted COVID-19 so that we can determine if there was any potential for cross contamination.

Per the SSPC COVID-19 Policy, if a SSPC staff member or congregant develops symptoms of COVID-19 and has had access to the Day School area, the building will be closed for three (3) days for cleaning. Parents will be notified as soon as possible. Church Members will not have access to the Day School area on Mondays or Wednesdays.

12 | COVID-19 Financial Responsibility Policy

The policy in the Day School Handbook regarding a 30 day written notice prior to withdrawal from the program is still in effect. However, the following additions have been approved by the Day School Board and shall be confirmed upon the COVID-19 School Attendance Waiver being signed.

- **Local Orders for Community Shelter-in-Place:** If Tarrant County or the City of Fort Worth are ordered to shelter-in-place and the Day School must close, the first 30 days of tuition payment will not be eligible for a refund or credit. When school resumes, tuition will be reinstated (prorated accordingly) and due upon the first week back. Remote learning platforms will be available in the event of a temporary closure.
- **Personal Absence:** Prolonged personal absence because of COVID-19 illness or related reasons (e.g., a child must quarantine with their household) will not be eligible for refunds or credits.
- **Closure by the Tarrant County Health Department:** If the Day School is advised by the local health authorities to close for a quarantine, if St. Stephen Presbyterian Church closes for 3 days because of a confirmed case, or if the Day School decides to close for 24 hours for deep cleaning, the tuition for that period will not be eligible for a refund or credit. For any subsequent quarantine closures, specific to SSPC or the Day School, families will be eligible for a credit for future tuition.
- **Delayed Start:** If the Day School is unable to open as scheduled because of state or local orders, September tuition will be applied on a prorated schedule and due the first week school is in session.