

**Wyneken Memorial Lutheran School**

11565 North U.S. 27

Decatur, IN 46733

Phone (260) 639-6177

Fax (260) 639-3050

Principal – Andrew Gavrun

**REACH, TEACH, SEND IN CHRIST**

July 2020

Dear Parents,

Thank you for your partnership and continued support of Wyneken Memorial Lutheran School and Childcare. As you may be aware, there are many items that need to be considered and adjusted as a result of the pandemic currently facing our world. Our staff has been working to address these considerations. Wyneken Memorial Lutheran School and Childcare is committed to ensuring a safe location for your child(ren) and is looking forward to re-opening childcare on Monday, July 13, 2020 and resuming in-person class instruction to our students on Tuesday, August 11. Several safeguards and operational changes are being made in an effort to protect our children and employees. You are encouraged to review our childcare re-entry plan at [www.wyneken.org](http://www.wyneken.org). Due to the COVID-19 pandemic, we have been advised to have all families sign an Assumption of Risk and Waiver of Liability. This document may be found at the end of the completed plan found on our website, [www.wyneken.org](http://www.wyneken.org) in Appendix F, printed, and signed, and brought to daycare.

With the start of a new fiscal year, the Wyneken Board of Education has adopted the following rate structure as it relates to before and aftercare cost beginning July 1, 2020:

Snacks = \$0.50

Drinks = \$0.50

All children will be billed at the hourly rate of \$3.50 per hour (regardless of minutes used within that hour) and at \$1.75 for the first half hour 6:30am to 7am (regardless of the minutes used within that half-hour). \*Those going to aftercare following school will remain in the classroom until 3pm before heading to aftercare.

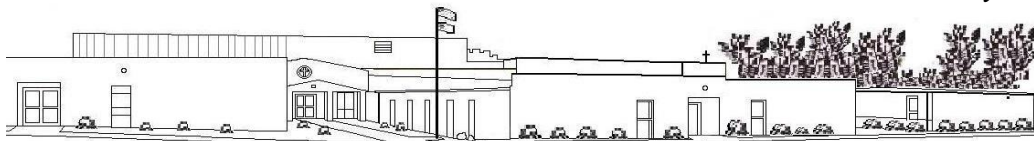
Families using childcare are asked to please submit schedules to our daycare director at least one week in advance to plan for adequate staffing.

We look forward to the future the Lord has set before us as we continue our commitment to REACH children with the love of Christ, TEACH them of God's Word and world, and SEND them out as faithful stewards in God's Kingdom.

Sincerely,

Mr. Gavrun  
Principal

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### **Wyneken Daycare Preparedness Plan – COVID-19 (7/1/20)**

*\*\*\*This plan is subject to change as additional guidance becomes available from the Center for Disease Control, the County Department of Health, the Governor's Executive Orders, the Indiana Department of Education, or the Wyneken Board of Education or Administration.*

*The Wyneken Daycare Preparedness Plan aims to faithfully adhere to state and local requirements and therefore features the following guidelines listed alphabetically:*

#### **Back-Up Staffing Plan**

- The daycare will regularly monitor absenteeism of students and employees and will secure substitute workers if and when needed. If the daycare director becomes ill, cross-trained staff will help to temporarily fill this position. If a significant number of staff are ill, it may become necessary to temporarily suspend the program.

#### **Breaks and Passing Time**

- hallways – all individuals should travel on the right side of the hallway at all times
- students and staff are to wear face coverings when traveling in the hallway
- prolonged lingering and standing in line of hallways is discouraged
  - Students should make way immediately to their classroom/next location in an expedient manner as much as possible under the direct supervision of the teacher

#### **Change of Clothing:**

- Infant age children should have three additional sets of clothing available.
- Toddler age children should have two additional sets of clothing available.
- Change clothing of staff and/or children whenever it comes in contact with bodily fluids including saliva. Place soiled clothing in a plastic bag before laundering (\*See also "Infants/Toddlers")

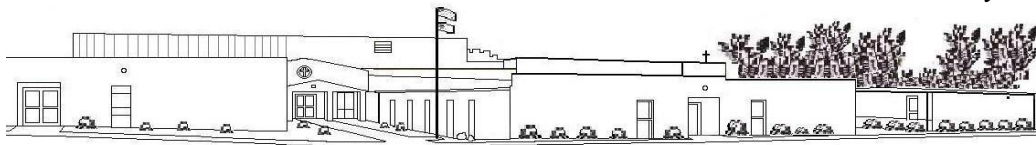
#### **Cleaning and Disinfecting:**

- The daycare will follow the CDC/American Academy of Pediatrics Guidelines/ Office of Early Childhood and Out of School Learning (OECOSL) guidance for sanitizing and cleaning. [https://www.in.gov/fssa/files/Cleaning\\_sanitizing\\_guidance\\_%203-2020.pdf](https://www.in.gov/fssa/files/Cleaning_sanitizing_guidance_%203-2020.pdf) for cleaning and disinfecting. One hour of deep disinfecting will be built in per day when children are not present in the building. This may happen prior to the start of daycare or the hour following daycare:

#### **Definitions:**

- Chart available -- <https://nrckids.org/files/appendix/AppendixK.pdf>
- Clean: Remove dirt/debris with soap and water
- Sanitize: Reduce germs to levels considered safe by public health codes – Bleach water; Sanitabs, etc.
- Disinfect: Destroy/inactivate most germs

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**Disinfectants:**

- Bleach: 5 Tbsp. /gallon of water; 4 tsp./quart of water. Wait 1 minute before wiping and rinsing.
- Commercial disinfectants: Regular household disinfectants approved by EPA
- Liquid disinfectants: 70% alcohol content
- Mechanical dishwasher

**What to disinfect:**

- Door knobs and cabinet handles
- Drinking fountains
- Sinks and faucets
- Countertops
- Toys
- Light Switches
- Desks
- Chairs
- Cubbies
- Playground structures
- Bathrooms
- Floors
- Electronics
- Remote controls

**Methodology:**

- Use all cleaning products according to the directions on the label (concentration, application, method, contact time).
- Assure there is adequate ventilation. Open windows...
- Keep all cleaning products out of the reach of children.

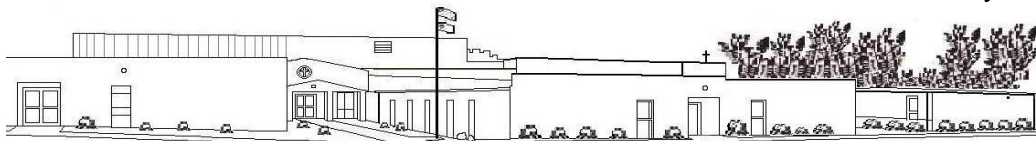
**Drills**

- Safety measures such as monthly safety drills will remain in place during on campus instruction. Safety drills may be altered in timing or communication methods to promote social distancing when possible.

**Entry/Drop off/Pick up–**

- Staff will check in and out students.
- The entryway will feature hand sanitizer as well as wipes for the door. All staff and those who enter shall use hand sanitizer upon entry. One staff member will be designated to serve as door monitor. The door monitor will ensure all individuals have used sanitizer, will check students in (parents only permitted in entry way), will sanitize doors in between use. This staff member will also be responsible for getting vitals/temperature checks for those exhibiting signs of illness.
- Entry and drop off will be staggered as much as possible. Those awaiting check-in or check out are requested to wait outside until the door monitor opens the door. All individuals should maintain a minimum of 6 feet social distancing while waiting. Parents may wait in their vehicle and call the daycare to alert daycare staff they are in the vehicle waiting to enter, drop-off, or pick-up.

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- When possible, the staff door monitor will meet children outside the entrance and usher them into the building. This will limit parental entry into the building. If necessary, parents will be permitted into the building, but only at the entry. Appropriate disinfecting measures will follow entries including disinfecting of surfaces, door handles, and items touched by parents and/or children.
- Staff will conduct a visual screening as a wellness check.

**Equipment/Toys –**

- Toys from home are not permitted
- All toys that cannot be sanitized will be removed.
- A rotation of a smaller number of toys will be utilized with sanitization between uses.
- Sand/water tables, playdough, dress-up clothes, and stuffed animals will be removed.
- A bin will be used to deposit used toys for sanitation prior to next use.

**Grouping-**

- Students will be grouped by age range (as normal) – Infant, toddler, and school age. Each of these age ranges will remain with their own peers at all times.

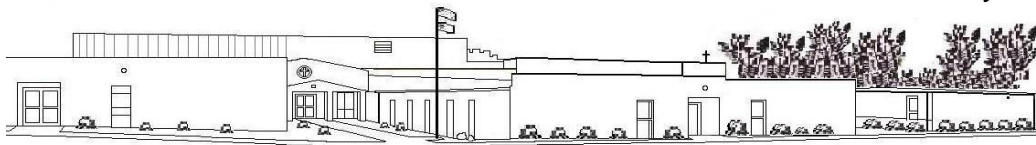
**Handwashing –**

- Staff and children MUST wash hands frequently with soap; 20 seconds. Note: Hand washing is preferable to using hand sanitizer. If using hand-sanitizers make sure they have a minimum of 60% alcohol content. Keep hand sanitizer out of the reach of children. Adults need to assist children in using hand sanitizer.

**Hand washing/sanitizer guidance for staff:**

- Upon arrival in the classroom
- Before/after breaks
- After using the bathroom, blowing nose, coughing/sneezing
- Before/after preparing food or beverages
- Before/after administering medication
- Before/after diapering children
- After using the toilet or helping a child use the bathroom
- After assisting children with hand washing
- After coming into contact with any bodily fluids
- After being outdoors
- After handling animals or cleaning up animal waste
- After handling garbage
- Leaving the classroom

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**Hand washing guidance for children:**

- Upon arrival in the classroom
- Leaving the classroom
- After using the bathroom, blowing nose, coughing/sneezing
- After playing outdoors
- Before/after eating
- Before going home
- At other frequent times during the day

**Post hand washing signs -**

- o <https://www.cdc.gov/handwashing/posters.html>

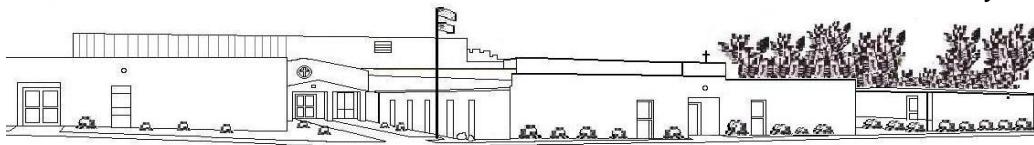
**Post signs with symptoms of Covid19 and ways to avoid spreading germs –**

- o [https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread\\_poster.pdf](https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread_poster.pdf)
- o <https://providers.vayahealth.com/stop-the-spread-of-germs-flyer-cdc/>.

**Illness**

- o All children/staff are to be excluded from school for a communicable disease of a condition that is readily transmitted to others until a written permit from the doctor is provided. If a child/staff member has an acute respiratory infection, sore throat, earache, upset stomach, or an elevated temperature of 100 degrees or more, the student/staff member should be kept home or will be sent home.
- o Children/staff members should remain home for a full 24 hours following an episode of fever or vomiting to ensure full recovery
- o Students and employees [should be trained](#) to recognize the following COVID-19-related symptoms:
  - A fever of 100.4° F or greater
  - Cough
  - Shortness of breath or difficulty breathing
  - Chills
  - Repeated shaking with chills
  - Muscle pain
  - Headache
  - Sore throat
  - New loss of taste or smell
- o Students and employees should be excluded from school if they test positive for COVID-19 or exhibit multiple symptoms of COVID-19
- o Those who have documented COVID-19 are to remain out of the building until able to satisfy the current CDC recommendations for return.
- o Even without symptoms, if a student or employee has recently had contact with a person with a suspected or confirmed case of COVID-19, has someone in their home being tested for COVID-19, or has recently traveled from somewhere considered to be a “hot spot” by the CDC, the district/school may exclude the student or employee from the school building and recommend

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that the self-quarantine for 14 calendar days. Individuals who are known to have been exposed or suspected to have been exposed directly to COVID-19 are to remain home and satisfy the current CDC recommendations for return

**How Ill Employees or Students Return After Exclusion**

Once a student or employee is excluded from the school environment, they may return if they satisfy the recommendations of the CDC. Currently those guidelines are:

**Untested**

Persons who have not received a test proving or disproving the presence of COVID-19 but experience symptoms may return if the following conditions are met:

- They have not had a fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers); and other symptoms have improved (for example, when your cough or shortness of breath have improved); and at least 10 calendar days have passed since your symptoms first appeared.
- The state website has a list of over 200 testing facilities, their location, and hours of operation. This list is updated frequently.

**Tested Positive- Symptomatic**

Persons who experienced symptoms and have been tested for COVID-19 may return to school if the following conditions are met:

- The individual no longer has a fever (without the use medicine that reduces fevers); and other symptoms have improved (for example, when your cough or shortness of breath have improved); and at least 10 calendar days have passed since symptoms first appeared; or the individual has received two negative tests at least 24 hours apart.

**Tested Positive- Asymptomatic**

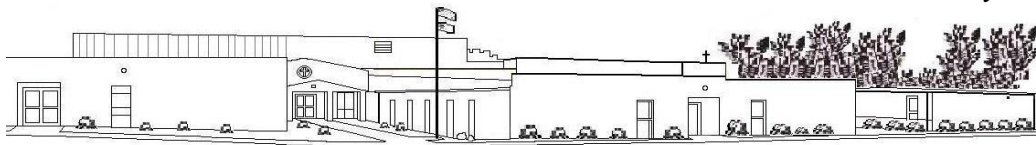
Persons who have not had symptoms but test positive for COVID-19 may return when:

- They have gone 10 calendar days past their test without symptoms and have been preferably released by a healthcare provider. Students may also return if they are approved to do so in writing by the student's health care provider.

**Infants/Toddler-**

- Staff needs to wear an oversized long-sleeve, button down shirt over clothing.
- Long hair should be clipped/"tied up."
- Wash hands and wash the child's hands before diapering. Wear gloves. Follow safe diaper changing procedures.
- After diapering, wash hands (even if wearing gloves) and disinfect the diapering area.
- When holding an infant, wrap the child in a light-weight blanket, if possible.
- Change clothing of staff and/or children whenever it comes in contact with bodily fluids including saliva. Place soiled clothing in a plastic bag before laundering
- Have many changes of clothing available for staff and children.
- Place "mouthed" toys in a dish pan with soapy water or in a separate container marked for "soiled toys."
- Sanitize/disinfect toys daily.

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- Clean with water and detergent, rinse, sanitize with an EPA-registered disinfectant, and air-dry. Or, clean in a mechanical dishwasher.

**Masks –**

- Staff should wear masks when social distancing of 6 feet is not possible. Students age 3 or older may also be encouraged to wear masks when social distancing of 6ft or greater is not feasible. The daycare will make an effort to encourage this and will provide masks for students – with their names written on them to help staff identify who they belong to.

**Mealtime-**

- Sinks used for food preparation should not be used for any other purpose.
- Meals should be served in a designated room with thorough disinfecting between any differing groups.
- Caregivers should ensure that children wash hands prior to and immediately after eating.
- Caregivers should wash their hands before preparing food and after helping children eat.
- Wash tables with soap and water and sanitize before and after meals.
- Staff will “plate” each meal.
- Daycare staff will work to seat children with space between each individual, striving for 6 feet of distance when possible.

**Naps**

- Cots and cribs will be placed head to toe striving for 6 feet of distance when possible.
- Cots/cribs will be specific to each child.
- Each child’s bedding will be kept separate.
- Cots/cribs will be sanitized between uses and on a weekly basis. They will also be sanitized immediately when soiled.
- Bedding will be laundered weekly or immediately if soiled.

**Playground**

Students will be required to wash/sanitize hands before and after playground use.

**Personal Protective Equipment (PPE) -**

- An adequate amount of hand sanitizer, gloves, masks, and disinfecting wipes will be maintained at all times. Employees will review proper usage and disposal of all of these materials prior to working with children. Proper procedures and protocols for PPE can be found at the following site:  
<https://www.cdc.gov/niosh/npptl/pdfs/PPE-Sequence-508.pdf>

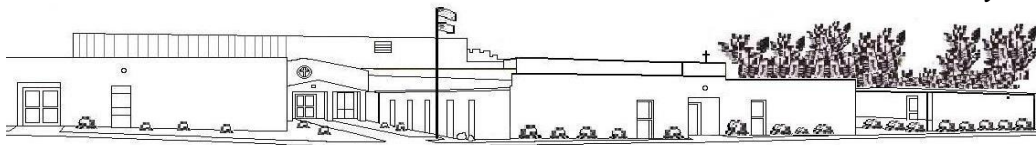
**Recognize Signs and Symptoms**

- Health checks will be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations. (See [CDC Screening guideline](#))

**Shared Objects**

- The sharing of items that are difficult to clean or disinfect will be discouraged
- Keep each child’s belongings separated from others’ and in individually labeled containers, cubbies, or areas.

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- Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (e.g., assigning each student their own art supplies, equipment) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.
- Any shared toys, books, and other games or learning aids will be disinfected between uses.

**Social Distancing-**

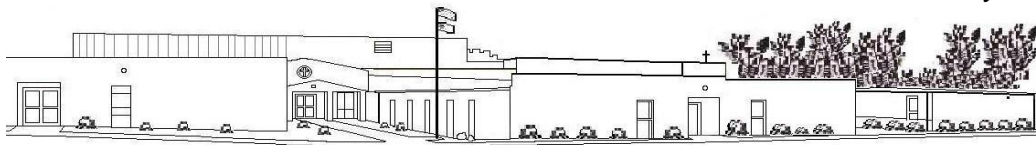
- Employees should maintain a minimum of 6 feet of social distancing between one another. When possible, the employee should also practice adequate social distancing from the general population of children who they are serving, although it may be necessary to come into close contact with that population (diapering, feeding...). When possible, the employee is to observe adequate and appropriate social distancing measures. When it is not possible to socially distance 6ft or greater, employees and children age 3 and older shall wear a mask.
- Children – children will be socially distanced from populations of children outside their particular age grouping (infant, toddler, and school age). They will maintain interactions only with those children in their appropriate age grouping.

**Staffing –**

- All employees are encouraged to consult with their family physician regarding ongoing employment and duties at the daycare as it pertains to his/her health. Employees are encouraged to heed the advice of their healthcare provider.
- All employees are required to sign a liability waiver prior to working. The liability waiver will be kept on file with the employee's permanent records.
- The daycare will strive to make accommodations for employees that are deemed to have a higher risk for contracting viruses, but cannot guarantee accommodations nor any level of protection that such accommodations might provide. Employees that are concerned should speak with their immediate supervisor and make specified requests if such accommodations are desired.
- Employees are required to self-monitor temperatures and symptoms on a daily basis. Staff will have a minimum of two temperature readings if a report of not feeling well or the employee is showing signs of illness. If an employee registers as having a temperature of 100 degrees or greater, the employee will be sent home and not be allowed to return until he/she is fever free for 24 hours of time without the use of medication (such as Tylenol or Ibuprofen). If the employee is also experiencing multiple symptoms congruent with COVID-19 related illness, the employee shall remain home until he or she is fever free for 72 hours of time without the use of medication (such as Tylenol or Ibuprofen).
  - A touchless infrared thermometer will be used for temperature checks and all staff will be trained to use this device.
- Staff should wear masks whenever social distancing of 6ft or greater is not possible. The daycare has masks that may be utilized by employees.
- A staff member will be designated to monitor the entryway. This same individual will be responsible for checking in and out children, monitoring temperatures of those reporting illness, and disinfecting the entry way between each drop off or pick up.
- The door monitoring staff member will sign in and out children. Parents and children may not self-sign in or out. The staff member will carry out this procedure to reduce cross contamination.

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**Temperature Checks -**

- All individuals are required to self-monitor for symptoms of illness. Any report of ill feeling will result in the check of a temperature. Any child or employee presenting a temperature of 100 F or higher will be required to go home for at least 24 hours of being fever free without being given fever-reducing medications. If the individual is also experiencing multiple symptoms congruent with COVID-19 related illness, the individual shall remain home until he or she is fever free for 72 hours of time without the use of medication (such as Tylenol or Ibuprofen).
- If anyone tests positive for a fever within the first temperature reading, a second and third reading will be conducted to confirm a correct temperature reading is being presented.
  - [https://www.in.gov/fssa/files/Temperature\\_Policy\\_Notification\\_Template.pdf](https://www.in.gov/fssa/files/Temperature_Policy_Notification_Template.pdf)

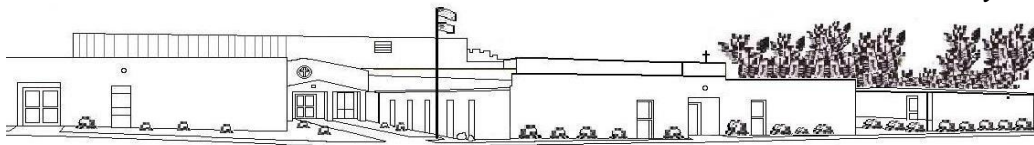
**Water Systems**

- To minimize the risk of disease and diseases associated with water, the daycare will ensure drinking fountains have been turned off and not made available for student or staff use.

**What if a child or staff person contracts Covid-19?**

- Notify the local health department and inform families as directed by the department of health
- Use pre-drafted letters from CDC/Department of Health
- Maintain confidentiality consistent with FERPA
- Plan a 2 – 5-day closure – adequate time for cleaning and disinfecting and contact tracing. Follow Health Department directives.
- Wait 24 hours, if possible, to disinfect.
- Open doors and windows.

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### **Resource Documents/Links:**

**CDC Screening Guidelines** - <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#ScreenChildren>

**Cleaning and Sanitizing** – This document lists the Office of Early Childhood and Out of School Learning (OECOSL) guidance for sanitizing and cleaning.

[https://www.in.gov/fssa/files/Cleaning\\_sanitizing\\_guidance\\_%203-2020.pdf](https://www.in.gov/fssa/files/Cleaning_sanitizing_guidance_%203-2020.pdf)

**Clothing** – this link is a template letter to families concerning having multiple sets of clothing sent with a child to the daycare. [https://www.in.gov/fssa/files/Extra\\_Clothing\\_Policy\\_Notification\\_Template.pdf](https://www.in.gov/fssa/files/Extra_Clothing_Policy_Notification_Template.pdf)

**Closure Template** – this link provides a template from FSSA regarding closure due to COVID-19

[https://www.in.gov/fssa/files/Closure\\_Due\\_to\\_Positive\\_Case\\_Staff\\_Comm\\_Template.pdf](https://www.in.gov/fssa/files/Closure_Due_to_Positive_Case_Staff_Comm_Template.pdf)

**Personal Protective Equipment** - <https://www.cdc.gov/niosh/npptl/pdfs/PPE-Sequence-508.pdf>

**Talking with Children about COVID-19** – This template provides a framework for speaking with children about COVID-19.

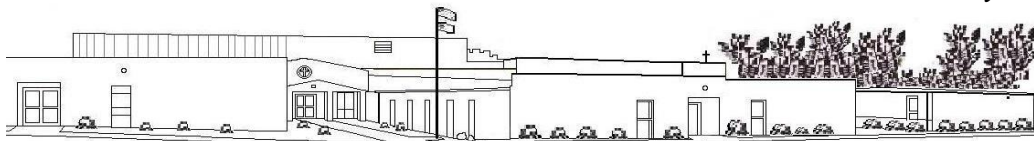
[https://www.in.gov/fssa/files/Talking\\_with\\_Children\\_about\\_Coronavirus.pdf](https://www.in.gov/fssa/files/Talking_with_Children_about_Coronavirus.pdf)

**Temperature Policy Template** –

This document contains the FSSA temperature policy notification template.

[https://www.in.gov/fssa/files/Temperature\\_Policy\\_Notification\\_Template.pdf](https://www.in.gov/fssa/files/Temperature_Policy_Notification_Template.pdf)

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WYNEKEN MEMORIAL LUTHERAN SCHOOL-DAYCARE  
ASSUMPTION OF RISK AND WAIVER OF LIABILITY  
RELATING TO CORONAVIRUS/COVID-19

**PREFACE:**

The novel virus COVID-19 has been declared a worldwide pandemic by the World Health Organization. **COVID-19 IS HIGHLY CONTAGIOUS.** It is believed to be spread primarily from person to person contact. Federal, State and Local governments, and State/Local Health Agencies all recommend social distancing and have in many instances prohibited the congregation of groups of people.

**ACTION PLAN:**

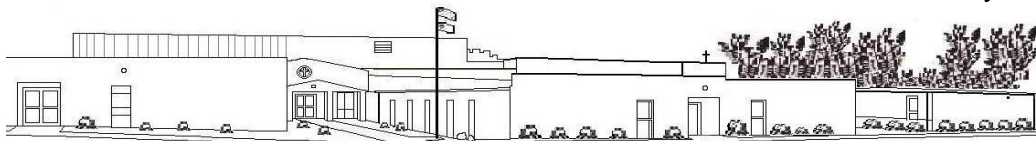
Wyneken Daycare has put in place preventative measures, and have implemented a Wyneken Daycare Preparedness Plan-COVID-19, all in an effort to reduce the risks of the introduction/spread of COVID-19 in our program. Wyneken Daycare **CANNOT** guaranty that children, parents or even staff will not become infected with COVID-19. Attending daycare may in fact increase the risk of contracting COVID-19. For those reasons, we require the execution of the following before we will permit participation in our Wyneken Daycare program.

**WAIVER AND ASSUMPTION.**

We, the undersigned, on behalf of themselves, and any minors they are enrolling in the Wyneken Daycare Program, in exchange for due consideration, hereby

1. Acknowledge the contagious nature of COVID-19 and hereby voluntarily assume the risk that we and our children voluntarily assume the risk of exposure to, or infection with, Covid-19
2. Acknowledge that we are aware that exposure to or infection with COVID-19 may result in personal injury, illness, permanent disability, and/or death at the time of making this Waiver and Assumption.
3. Acknowledge that the risks of being exposed to or infected by COVID-19 may result from the actions, omissions, or negligence of ourselves and others, including but not limited to Daycare staff, other employees of Wyneken Memorial Lutheran School, volunteers, program participants, and other children and their families
4. We voluntarily assume all of the foregoing risks and potential damages, and accept sole responsibility for ourselves and our children, including but not limited to the risks of personal injury, illness, disability, death, damage loss, claims, liability or any expense arising from or relating in any way to COVID-19 and our direct or indirect participation in the Wyneken Daycare Program.
5. We, on behalf of ourselves and our children, and our respective heirs and assigns, hereby release, covenant not to sue, discharge and hold harmless Wyneken Daycare, its employees, agents, volunteers, representatives, directors and owners, of and from all claims or other matters referred to herein, including but not limited to all liabilities, claims, actions, causes of action, damages, costs or expenses of any kind arising from or related to, directly or indirectly and matter waived or risk assumed hereunder.
6. We understand and agree that this Waiver and Assumption includes any claims based upon the actions, omissions or negligence of Wyneken Daycare, its employees, agents and representatives, whether a COVID-19 issue arises before, during or after any participation in any Wyneken Daycare event.

*Through Jesus Christ, it is the mission of Wyneken Memorial Lutheran School to REACH children with the love of Christ, TEACH them of God's Word and world, and SEND them out as faithful stewards in God's Kingdom.*



**Wyneken Memorial Lutheran School**

11565 North U.S. 27

Decatur, IN 46733

Phone (260) 639-6177

Fax (260) 639-3050

Principal – Andrew Gavrun

**REACH, TEACH, SEND IN CHRIST**

**We have been given a full opportunity to review this Assumption of Risk and Waiver of Liability Document with counsel, and have either done so, or chosen not to do so, and we sign this document and agree to all covenants herein voluntarily and with the intent to assume risks and waive liabilities as set forth herein.**

Date: \_\_\_\_\_ 2020.

Name of Child(ren) \_\_\_\_\_

Name of Parent: \_\_\_\_\_

Signature of Parent: \_\_\_\_\_

Name of Parent: \_\_\_\_\_

Signature of Parent: \_\_\_\_\_

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