

Application Cover Form for Elementary School Reopening Waiver

School Name:

Children's House Montessori School

School District:

Atascadero Unified

Superintendent or Director Name:

Korey Dudley

Address:

3025 Monterey Rd
Atascadero CA 93422

Grades to be Reopened: (listed below)

1st
2nd
3rd
4th
5th
6th

Total Number of Students by Grade:

1st = 7
2nd = 5
3rd = 8
4th = 2
5th = 7
6th = 7

Date of Planned Reopening:

September 8, 2020

Name of Person Completing Application:

Korey Dudley

Phone Number: 805-466-5068 or Cell 805-610-4277

Signature: Korey L. Dudley

Email: office@childrenshouse.cc

Date: August 5, 2020

Children's House Montessori School
3025 Monterey Road
Atascadero, CA. 93422
(805) 466-5068

School In-Person Instruction Plan

I. Completed Application Form

Our school, Children's House Montessori School, is applying for a waiver to allow for in-person instruction for our students, grades 1-6. We have two elementary classrooms, a first to third grade with 20 children enrolled and a fourth to sixth grade with 16 enrolled. We are hoping, with this waiver, to have half of the children attend on Mondays and Wednesdays and the other half on Tuesdays and Thursdays. Fridays will be available for children whose families do not want to come two full days but will come for an individual time. We will also offer online learning for any students who do not wish to attend in-person. We understand this waiver can only be granted if it is safe to do so. The following is our plan:

1. Healthy Hygiene Practices -

*The teachers will initially give a lesson to each student on the correct way to wash their hands. Teachers and children will be required to wash hands routinely, before entering the classroom, before they use new work materials, before and after eating, after using the restroom, and before entering the classroom from the playground.

*Each class has a bathroom as well as a classroom sink available for hand washing. There is also a sink on the playground and on the outside patio.

*A hand sanitizer dispenser will also be available in each classroom and by each exit/entrance.

*We have installed all motion detecting, hands-free soap and paper towel dispensers throughout the school.

2. Face Coverings -

*All staff are required to wear masks and/or shields at all times.

*We will require all students in First through Sixth grade to wear masks when they are inside the classrooms and outside when they cannot be six feet apart. In addition to

face masks, child sized face shields are available at our school for students and adult sized face shields for teachers.

3. Cleaning and Disinfection -

- *Each student will have their own desk, chair and tote bag with essential supplies.
- *The communal Montessori materials will be sanitized after each child completes their work with them. The student will put the material on a designated cleaning table or they will place a YIELD sign on the material on the shelf and a designated staff member will sanitize it, take the YIELD sign off and then it will be available for the next student.
- *All approved EPA and CDC sanitizing products will be used.
- *The only items coming in and out of the classroom will be the student's lunch box and water bottle. These will be wiped down upon arrival and departure.
- *Drinking fountains will be turned off or covered.
- *All high touch surfaces- computer keyboards, light switches, desktops - will be sanitized throughout the day.
- *Bathrooms will also be sanitized throughout the day, at least every 30 minutes.
- *At the end of each day, professional janitors from Coverall Cleaning Company will thoroughly clean and sanitize the classroom using CDC listed products.

4. Ventilation and Use of Outdoor Spaces -

- *Each of our two elementary classrooms has at least 2 doors to the outside as well as multiple windows that will be kept open.
- *Each classroom has its own patio where children can do their work. Tables will be set out on the patio as well as some shelves, but students can bring all work outside to the patio at any time, while maintaining a distance of 6 feet.
- *We also have a very large (almost one acre) playground area as well as a creek bed where the children can spend much of their day.

5. Distancing -

- *The ratios between teachers and students will be 2 teachers to 10 or less children.
- *We have purposely limited our enrollment, this year to accommodate for extremely small class sizes and to insure plenty of room for physical distancing.
- *This year our Upper Elementary classroom will have only eight students each day of in-person instruction (we accommodated 28 students, comfortably, last year).

*This year our Lower Elementary classroom will have only ten students each day of in-person instruction (we accommodated 28 students, comfortably, last year).

*We have rearranged our classrooms to take advantage of outdoor spaces and we have placed desks 6 feet apart.

*Group time will take place on each child's personal carpet square, 6 feet apart, outside or in our large 2000 square foot barn.

*Students will eat lunch at their personal desk or outside 6 feet apart.

*Each class will arrive and depart on a staggered schedule, ensuring physical distancing and separation of cohorts.

6. Sharing Objects -

*All materials will be sanitized between uses.

*Students, upon finishing their work with the materials, will either put them on a table to be sanitized or place a YIELD sign on them. The teachers will sanitize them and put them back or remove the YIELD sign.

*The students will either have their own tablet or they will share a computer which will have a keyboard cover that will be sanitized between uses.

*Whenever possible, students will have their own personal supplies.

7. Cohorting -

*Our school has two elementary classrooms.

*A first-third grade class with 20 students and 2 teachers and a fourth-sixth grade classroom with 16 students and 2 teachers.

*This means that on Mondays and Wednesdays, our 1st-3rd grade class would have 10 students present and our 4th-6th grade classroom would have 8 students present.

*The same number of students in the 2nd cohort would attend on Tuesdays and Thursdays

*Each of these classes have their own entrance, their own patio, their own bathrooms and their own kitchen area.

*They would also use completely different outdoor play areas.

8. Teacher and Other Staff Safety -

*The only staff members who are over the age of 60 and are deemed "at risk" are in administrative positions. They would work from their offices.

*All staff will go through the health screening and get their temperature checked each day.

*Teachers will stay in their own classrooms for the majority of the day, will wear masks, wash their hands regularly and keep 6 feet apart.

*By having no more than 10 children at a time in any given classroom, the number of people coming into contact with the teachers is less.

If a staff member sees another staff member using the copy machine, paper cutter or kitchen, they will return at a later time.

*Staff meetings will take place outside, 6 ft apart with masks or on Zoom.

*Teachers are instructed to stay home if not feeling well.

*Visitors will be greeted outside the front door by the director and will not be allowed into the school building.

*If the Director needs to speak with parents, she will meet with them on the outside staff patio, with masks and physical distancing.

9. Training Staff and Educating Families -

We will educate staff and families regarding all aspects of the program, including:

- Child and Staff Health Checks
- Social Distancing and Group Size
- Mask regulations
- Cleaning and Sanitation
- Handwashing
- COVID exposure and positive testing protocol

*Signage is posted throughout the school regarding distancing, proper hand washing and COVID information on how to protect others and ourselves.

*Training through the San Luis Obispo Office of Education slide show (California Department of Pesticide Regulation <https://online2.cce.csus.edu/dpr/login/index.php>) and written information is being provided to the teachers on COVID 19, cleaning and sanitizing, and personal responsibilities for all of us in slowing and stopping this virus.

*We are sending emails and holding zoom meetings for parents to understand the requirements of symptom checking, mask or face shield wearing, physical distancing and non-essential travel.

*Parents will be asked to read all procedures and policies and to sign an agreement of compliance.

10. Health Screening and Isolation -

A. This screening test will be given to **each student outside**, upon arrival. Health screen will include a temperature check using a non-contact thermometer. (Parents must always remain outside the school building):

1. *Is your child feeling sick today?*

- *If YES: Is there a behavior? -lethargic, poor appetite, itching, unusually cranky etc.*
- *Is there any coughing, fever, or diarrhea?*

2. *Was your child given any fever reducing medication today (ex: Tylenol)?*

3. *Has he/she had contact with anyone who is sick?*

4. *Has anyone in your household been sick at all in the past 3 days?*

5. *Has anyone in your house been exposed to a confirmed COVID case and/or is anyone in your household awaiting COVID test results?*

6. *Has anyone in your household been contacted by the Public Health Department? If so, are they following all instructions?*

***If you answer yes to any of these questions your child will not be able to attend. No exceptions. If you have questions please contact the Director, Korey Dudley or Administrative Assistant, Dana Willis (office@childrenshouse.cc).*

If a child becomes sick while at school, they will be sent to our isolation area which is the Director's office. The Director will move her office to the staff lounge. The child's parent or guardian will be called immediately to come pick up their child.

B. For Teachers: Temperatures will be taken and these questions will be asked each morning upon arrival:

1. Have you had any known exposure to COVID 19?

2. Do you have a cough?

3. Do you have any shortness of breath?

4. Are you unable to taste or smell?

5. Have you had any signs of illness in the last 48 hours?

6. Have you taken any fever reducer in the last 48 hours

***If a staff member becomes sick at school, he or she will be sent home immediately.*

11. Managing Cases -

*We will work with the Health Dept. when we are informed of any COVID-19 cases or exposure and provide all contact information to facilitate tracing.

*We are committed to keeping our cohorts small but will also work diligently to investigate any exposure at our school outside the cohort.

*We will keep detailed records of attendance.

*We will document all illnesses and/or symptoms for children and staff on a daily basis.

12. Testing -

*Children's House Montessori School will work directly with the San Luis Obispo County Public Health Department in response to the need for rapid testing of students and staff when there is a confirmed case of COVID-19 at CHMS.

*An updated list of testing locations, rapid response times and additional information will be made available as a [link to the current testing locations listed on the County Health Dept. website](#).

*When a confirmed case happens at our school, we will immediately call each family and teacher involved, as advised by the public health department.

*We will notify all families by email and/or phone, that a confirmed case has been identified at our school.

*We will comply with HIPAA guidelines, keeping each individual's medical information confidential.

13. Triggers for Switching to Distance Learning -

*We will closely watch the monitoring list and will switch to distance learning only when/if the case rates in our county move to more than 200 cases per 100,000 population or on any recommendation from our local health department to move to distance learning only.

14. Communication Plans -

* Our director will be in constant contact with our local health department, Dr. Penny Borenstein and the Superintendent of San Luis Obispo County schools, Dr. James Brescia, for guidance and updates.

* The school will share all updates and recommendations with the teachers and families in a timely manner.

15. Identifying a Point of Contact -

***The designated person to use as the point of contact for Public Health would be the School Director:**

**Korey Dudley: (805) 610-4277
10355 San Marcos Road
Atascadero, CA. 93422**

Alternate:

Assistant Director, Dana Willis: (805) 295-0002

II. Verification of approval by the school governing board or agency of waiver request.

Children's House Montessori School is a corporation owned and directed by Korey Dudley, who is submitting this application for reopening waiver.

III. Documentation of consultation with:

Teachers – – 7/30/20- discussed waiver options, in-person with staff
7/30/20 – emailed a copy of our reopening plan waiver to the teachers.
Letters from teachers attached.

Parents — 7/30/20 – emailed a copy of our reopening waiver plan to the parents. Letters from parents attached.

Community –

* 8/5/20 Waiver plan emailed to County Office of Education and/or Atascadero Unified School District to publish on their website.

* 8/4/20 Letter to Dr. William Buys, local ER doctor, at Twin Cities and Sierra Vista, and a resident of Atascadero, informing him and getting approval for our waiver application. Email attached from Dr. Buys confirming his support and approval of our plan.

Thank you for your consideration of our school-reopening waiver. Our desired re-opening date is Tuesday, September 8, 2020.

Sincerely,

Korey Dudley
Owner/director
Children's House Montessori School