

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

In-Person Instruction Plan COVID-19 Training Handout for Parents

August 6, 2020

These instructions are subject to change at any time.

Please read and return the attached signature page.

Dear Children's House Parents,

We are so pleased that you are a part of our Children's House Community. This school year will be one that we will always remember because we are sharing such a strong bond of commitment and support for each other, beyond anything that has come before. Our staff is dedicated to your child's education but we are fully aware that we need your help in so many ways. Our first priority is for the safety of our children, your families, and ourselves as your child's teachers. The phrase, "We are in this together", is so incredibly important and true for our Children's House family, especially now.

We ask that you read each item below so you are aware of our school policies and practices in regards to the Coronavirus safety protocols. **The items in bold font with ** require parent participation. Please read carefully and ask if you have any questions.**

We also ask that you think about your own strategies outside of school. We ask that you stay as safe as possible so that our school can stay as safe as possible. If you do not, you run the risk of closing school down for your own child and for all the other Children's House students and families as well. This school year will only work if we are all committed to each other's safety.

Please sign and return the attached signature page to show your support of our school practices, to agree to those points in bold font and to pledge your commitment toward community safety.

1. Healthy Hygiene Practices -

****Please have your child wash their hands before coming to school.**

****Sign-in and sign-out for Toddler, Preschool and Kindergarten children will be done by a staff member, outside of the school.**

*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 adults are required to wear face masks when on the school grounds.**

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

*We will require all students in Kindergarten 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 -

****Children may not bring anything from home other than their water bottle (required) and lunch/snack box (and a tablet for Upper El students).**

****No classroom snacks will be provided or served at school. Please include snacks in your child's lunch box. NO HEAT UPS!**

*Each student will have their own desk, chair and tote bag or caddy 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. Children will bring their own water bottles.

*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 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 -

****All adults, outside of family members, must stay 6 feet apart while on the school grounds.**

****Only students and staff will come inside the school.**

****Parent cubbies will be replaced by a parent folder. Your folder will be in a file on the front benches, alphabetized by your child's last name.**

****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.**

*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.

*We have rearranged our classrooms to take advantage of outdoor spaces and we have placed desks 6 feet apart. This is not required for our Toddler classroom.

*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 -

****If your child has a tablet available to use while at school, please have them bring it to school on their in-person days.**

*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.

*Computers will be sanitized using the same procedure above.

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

7. Cohorting - (Keeping groups small and contained for the benefit of not spreading the virus and to assist with contact tracing)

****Each cohort will arrive and depart at a designated drop-off time and enter and depart at a designated door or gate. To allow for social distancing and to keep each cohorts' routine intact, please be extremely prompt for both drop-off and pick-up.**

****We cannot offer morning care or afternoon care at this time. Please be sure to arrive for drop-off and pick-up at the designated times.**

****We ask that parents refrain from socializing with each other during drop-off and pick-up times.**

****Please try your best to organize play dates with only children in your cohort.**

*Each class will have their own entrance, their own patio, their own bathrooms and their own kitchen area.

*They would also use completely different outdoor play areas.

To keep our cohorts small, we are taking limited enrollment this year.

•Children in Toddler: total enrollment 16, never more than 9 at a time

•Children in Preschool: total enrollment 20, never more than 10 at a time

•Children in Kindergarten: total enrollment 10

•Children in Lower Elementary: total enrollment 20, never more than 10 at a time

•Children in Upper Elementary: total enrollment 16, never more than 8 at a time

8. Teacher and Other Staff Safety -

*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.

9. Training Staff and Educating Families -

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

*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.

10. Health Screening and Isolation -

****Please wait with your child, while physical distancing from other parents, while your child is screened for drop-off. If your child has any symptoms which do not allow for attendance, please take your child back home. Your child must be free of any fever for 24 hours. If symptoms persist, please obtain a note from your child's doctor, in order to return to school.**

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. If the temperature is 100 degrees or more, the child cannot be at school. (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, Corey Dudley or Assistant, Director, Dana Willis (office@childrenshouse.cc).**

****Temperature will also be checked during the school day.**

****If a child becomes sick or has a fever 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 -

**** If anyone you have come in contact with has tested positive for COVID 19 or if you or anyone in your household has COVID 19 symptoms, please contact the school immediately and get tested.**

****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 -

****An updated list of testing locations, rapid response times and additional information is available here <https://www.emergencyslo.org/en/testing-locations.aspx>.**

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

*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.

*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 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**

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

RETURN THIS PAGE

It is your responsibility as a parent to read and agree to the guidelines in our Policies and Procedures for your child's class. In addition, and more importantly for this year, you must read and agree to the COVID-19 Training Information on the attachedn handout.

Please sign below and return this page only. Keep the COVID-19 Training Information and the policies, if included, for future reference. If your child is not entering a new class this year, you will only receive the COVID-19 pages.

I HAVE READ AND AGREE TO THE
ATTACHED COVID-19 TRAINING
INFORMATION AND TO THE
CLASSROOM POLICIES AND CONDITIONS OF ENROLLMENT,
IF ATTACHED.

MY CHILD(REN)

NAME(S)

WILL ATTEND CHILDREN'S HOUSE
BEGINNING

DATE

Parent or Guardian's Signature

Date