

The Maria Montessori Center



School Policy/Procedure update regarding Covid19 for Fall 2020

Dear Parents & Staff,

Over the past several months our school has been at the front line following the County and State Guidelines for School Opening and Social Distancing Learning. Michigan is currently at stage 4.

State-School Policy Update

Following are MMC's updated policies and procedures, to meet the requirements and keep all of us safe while educating our children, based on the MI Safe Schools: Return to School Roadmap. So much of what school will look like in the fall depends directly on what stage of our State's recovery we are in (Phase 1-6). Regardless of whether our school does virtual learning or in person, students will be required to **attend all five days**. They will have a structured schedule which will involve them from 8:30 AM - 3:30 PM.

While in Phase 4, our MMC School students will have continuous, uninterrupted instruction, delivered remotely, by our teachers. We feel strongly, given the enrollment numbers at MMC combined with the strongly recommended social distancing protocols, that remote learning protects the largest group of students and staff from potential exposure and provides quality instruction with the least disruption.

Phase 5 & 6 - Mi Safe Start Plan

When our region moves to Phase 5 of the Mi Safe Start, all students and staff will return to five days of in-person instruction. We believe it makes the most sense to follow the Governor's carefully designed plan for safe reopening.

Phases 1-3 - Mi Safe Start Plan

Should our region revert back to Phases 1-3, in-person instruction is not allowed in accordance to the Governor's Return to School Roadmap and all students will experience. Virtual learning with instruction delivered remotely by our teachers.

MMC Management and Staff will continue to review best practice models and adjust our plans accordingly to ensure the safest learning environment possible for those within our school. We will be adjusting our plan accordingly and will be consistent with the State's recommendations and we will work closely with public health officials at the county and state level.

The provided document of **School Policy / Procedure for COVID – 19** will outline all the details of the process that will be implemented and strictly adhered during the school.

For more information regarding what stage is Michigan in, click the link below :

Michigan's COVID-19 Status And Reopening Phases By Region

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Our Goal

Our goal is to share the safety requirements that we will be implementing this school year while we are working with children in the school. Parents, administrators and staff know that we cannot eliminate the risk of Covid19, but we can mitigate the risk and open our school for children while taking all necessary precautions.

Facility Preparation and Disinfection

The school has been deep-cleaned and disinfected, adhering to the EPA guidelines. Daily, the school will continue to be cleaned and disinfected. In addition, personal protective face shields for children and all staff have been ordered. Each child will be required to provide his/her own mask daily. Water fountains will not be in use. We will require students to bring their own water bottles and in addition the school will have a supply of bottled water available. CDC Information Decals are posted throughout the school. Students will be required to wash hands after changing into their school shoes and before settling into their pre-assigned individual desks.

Inside the classrooms, all desks and work areas have been physically distanced. Each child will have their own individual assigned desk.



Weather permitting, we will erect canopies behind the playground to enable outdoor classrooms.

Arriving at School

MMC will be implementing the following protocols for morning arrivals in order to meet the safety recommendations presented by the medical task force.

Parents, children and staff should be wearing face masks at all times during morning arrival. A staff member is unable to take the temperature of a child who is not wearing a face mask. For the safety of your family and our staff, wearing a face mask is necessary.

- **Temperature Checks**

Parents will need to check their child's temperature at home and a MMC staff member will check each child's temperature when they arrive at school. **The child's temperature will be checked while they remain in the car and the temperature will be recorded into the daily log book.** A child will only be permitted to exit their car upon completion of having their temperature taken and recorded. MMC Staff will help the child out of the car. **Parents are to remain in the car. Only students and staff are allowed to enter the building.**

- If a child has a temperature of 100.4 or higher, they will not be permitted to attend school. A child will only be permitted to return after 48 hours from their last symptom. Upon return, the child must provide a note from a pediatrician clearing them for re-admittance.**

If a child arrives before or after the Car-line, please ring the bell and wait for a staff member. The staff member must take and record the child's temperature prior to the child being permitted entrance to the school. **Parents and visitors are not allowed inside the school at any time without a prior appointment.**

When in the school, decal signs and floor tape are in place in order to ensure one-way traffic flow and provide for social distancing.

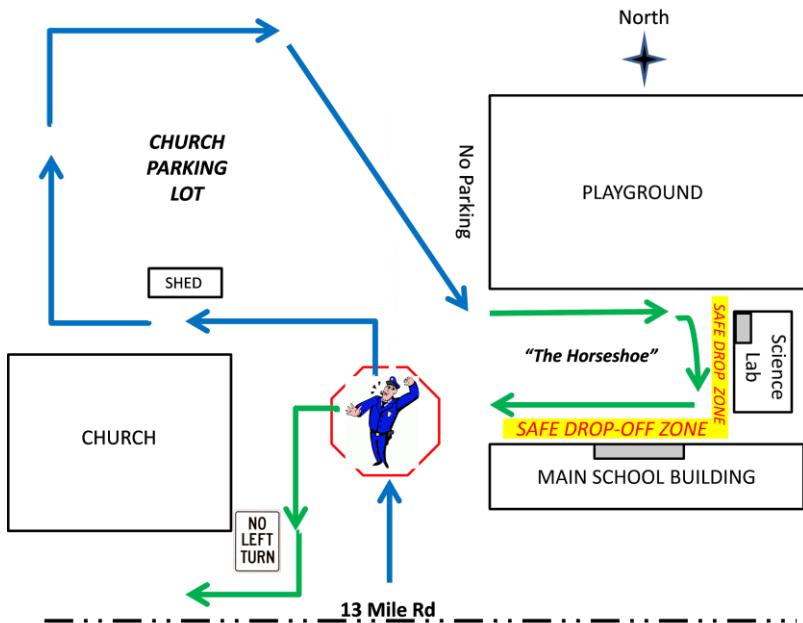
In order to accommodate the above procedures in the morning Car-line, the time period for Car-line will be 8:10 a.m. to 8:45 am. Dropping off your child may take longer than previously, as only one car can be unloaded at a time and the additional step of taking and recording temperatures is required. Please plan for this additional time.

Please help us adhere to the recommended guidelines so that we can provide you with the safest level of service possible. Guidelines can be found at the CDC website under COVID-19.

• Car-line Procedure

Please adhere to the Car-line instructions in the student parent handbook on page 14 - 19 .

Following is the Car-line:



If you have someone else picking up your child please notify MMC in advance and share this map with the person. In addition, make sure the authorized person has their ID ready when they pick up your child. MMC will not release a child to anyone other than their parent without previous arrangements having been made.

Covid 19 - Watch for Symptoms

People with Covid19 have had a wide range of symptoms reported ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure** to the virus. People with these symptoms may have Covid19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about Covid19. MMC will keep parents and guardians updated.

If you, your child, or anyone in the family shows symptoms – please keep your child at home. Do not permit your child to return until a period of 48 hours has passed of which all individuals in the home have been symptom free. Upon return, the child must provide a note from a pediatrician clearing them for re-admittance.

Any child with symptoms will be sent home from school and may not return until they reach a period of 48 hours symptom free. Upon return, the child must provide a note from a pediatrician clearing them for re-admittance.

Masks

- Children under 2 are not required to wear masks.
- Children under 4 should arrive in masks for temperature check and building entry, but they are not required to wear masks during class.
- Children 4 and older are required to wear masks inside the classroom. They do not need to wear a mask during outdoor activities. A mask is required from arrival and must be worn until the child arrives at their desk. MMC will be providing each child with a face shield. Inside the class, the child is permitted to wear only the face shield. Desks are placed 6 feet distance apart, therefore, masks will not be required in the classroom. **If you prefer to have your child wear both a mask and face shield, this will be permitted, but is not required.** If a student is walking to/from the restroom, or any other location outside of their assigned classroom, they will be required to wear a mask.

According to medical guidelines, masks must fit properly. Therefore, we ask that you size your child(ren) for a properly fitting mask. Since masks should be washed daily, we encourage you to purchase multiple masks for each of your children.

Social distancing:

Individual Workspaces. Indoors, children are assigned to their own desks (6 foot spacing); hand washing is required upon arrival, as well as throughout the day. Washing hands is taught and practiced daily. When working on the common carpet areas, 6-foot work areas are marked and must be adhered to when setting up their lessons.

Distancing. Children learn to distance (age appropriate) and learn about the importance of keeping clean hands and not touching their face. Social distancing for young children is required in the work, sitting and napping areas. However, please note that we have no reasonable expectation or ability to enforce 6-foot social distancing consistently with our incredibly young children.

The Outdoor Classroom. Weather permitting, we will erect canopies behind the playground to enable outdoor classrooms. Outdoor classrooms will be equipped with individual desks to ensure that academic instruction continues safely.

Creating Cohorts. The children of one class will not mix with other classes outdoors or indoors. Each class is its own cohort, with the same staff.

No Adults permitted in the building other than staff. Parents and visitors are not allowed inside the school at any time without a prior appointment. **If necessary, by prior appointment, parents and visitors will only be allowed to visit the main office.** Upon parent/visitor exit of the main office, it will be disinfected to prevent cross-contamination in the school.

Expectations and Waivers

Parents and staff are asked to comply with the policies outlined in this communication and help each other to make our environment a safe place to work and learn. Parents and staff understand that our school will take every reasonable precaution and follow recommended instructions (by the CDC and required by the State authorities) to prevent the contraction of Covid19 of children, parents, guardians, staff and visitors while on school property.

Parents, staff and visitors release, waive, and absolve our school and its employees from liability resulting from COVID-19, other than negligent reasons relating to COVID-19. We follow the recommendations of the CDC and the Health Department.

Please understand that the path we are taking going forward will involve some risk of Covid19 infection. Our goal is to balance minimizing this risk with re-opening our school to allow children and parents to benefit.

Communication with the Teacher is via email only

All communication between the parent and teacher is to take place using email. Please cc the office email (mariamontessori2019@gmail.com) or Mrs. Ahuja's email (mrsahujammc@gmail.com) when emailing the teachers. Emails will be addressed at the end of each day and the teacher will either respond to the email or call the parent if necessary.

Office staff will be available to answer your questions. The office is open 9:00 a.m. - 3:00 p.m. for calls.

Before Care and After Care

We will NOT be able to offer the Before-Care and After-Care due to regulations that limit our ability to move staff from one room to another and require class cohorts and disinfection. As we move through the year and progress into advanced Recovery Stages, we hope to be able to reinstate this service.

Ongoing Evaluation of the Situation and Our Policy

Please remember that this is a fluid situation that requires all institutions to constantly evaluate, update and implement change to policies and procedures. Please expect change and communicate with the school if something is unclear or seems uncomfortable. School policies must respond to new information. As administrators, we are willing and dedicated to constantly evaluating policies and procedures to ensure they are working well.

In addition to the State guidelines, we are looking to guidelines from the American Academy of Pediatricians when making decisions for our school. AAP guidelines can be found at:

<https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>

Recap:

We ask all families to follow the guidelines below when arriving at school:

1. When arriving at school please have all persons in the vehicle wear a mask. **We cannot handle your child if they are not wearing a mask.**
2. Check your child's temperature at home prior to leaving for school. We will check your child's temperature **while they are still seated in the car** and record their temperature in a daily log.
 - *If a child has a temperature of 100.4 or higher, they will not be permitted to attend school. A child will only be permitted to return after 48 hours from their last symptom. Upon return, the child must provide a note from a pediatrician clearing he/she for re-admittance.*
3. If your child is over 5 years of age, they can unbuckle themselves and exit the vehicle on their own. MMC Staff will help the child out of the car if they are younger than 5. **Parents are to remain in the car.**
4. The Carline is open from 8:10 a.m.to 8:45 a.m.
5. Late Arrival – after 8:45 am. If a child arrives after the Carline has closed, please ring the bell and wait for a staff member. You and your child must be wearing a mask. The staff member will take and record the child's temperature prior to the child being permitted entrance to the school.
6. **Parents and visitors are not allowed inside the school at any time without a prior appointment.**

Thank you for your cooperation on the Carline. We genuinely appreciate your help and understanding.

Frequent Q&A

Question1: Do kids over 2 years of age wear masks all day?

Answer: Yes, the State does not require children under 2 to wear a face mask. For more information click [CDC website](#)

Question 2: What kind of PPE does the staff wear and how often do they replace it?

Answer: The MMC staff will be wearing a face mask and / or a face shield and replacing and disinfecting and cleaning them daily. Gloves are worn on an as needed basis.

Question 3: How often are the bathrooms and classroom disinfected?

Answer: We disinfect each classroom and bathroom daily.

Question 4: What is the daily schedule for my child?

Answer: The program runs from 8:30 AM - 3:30 PM as a full-fledged Montessori education. We give lessons, we have circle time, discussion, music, reading, math, science and more.

Question 5: How much outdoor time do the older children have during the day?

Answer: We created the Outdoor Classroom per each class. The area is designated to work and learn outdoors. We have increased outdoor times.

Question 6: How often are staff screened for fevers or other symptoms of COVID19?

Answer: Daily in the morning before they enter the school. The head of school screens the first staff member. Then the staff checks the Head of School.

Question 7: How do the families verify their temperatures before dropping kids off?

Answer: The parents are required to take the child's temperature before arriving at school. Once they are thermometer, check the temperature and report to the teacher each morning before entering the class. Daily.

Question 8: What happens if a child or adult is positive to Covid19?

Answer: In such a case we follow direct instruction from the Michigan State Health Department for closure. The Health Department will issue us guidelines on what to do and how to act. We understand that it is requiring a quarantine time of 2 weeks for the cohort involved with the issue. However, we will ask for further directions if the situation arises.