



ISLAND MONTESSORI CHILDREN'S SCHOOL
COVID-19 REOPENING PARENT HANDBOOK

AUGUST 2020

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With additional gratitude to Dan Camacho, John Crawford, Jill Bean Davenport, Michael Davenport, Michelle Leonard, and Brian Corrigan for their contributions.

Publication Date: July 31, 2020

DISCLAIMER

The current medical/scientific understanding is that COVID-19 is a potentially life-threatening disease, spread mostly via person-to-person contact, through airborne droplets (when people talk, cough, sneeze, or even breathe), with lesser risks posed, also, by contaminated surfaces that (when touched) can transmit the virus to others (who then infect themselves, by bringing the pathogens into contact with their mouths, noses, eyes, etc.). There is thus currently an inherent and – to some extent – unavoidable risk of COVID-19 exposure in any public place where people congregate, including in schools. Although Island Montessori Children’s School has instituted extensive measures to reduce or prevent the spread of COVID-19 (as outlined in this handbook), the IMS staff, administration, and Board of Directors cannot guarantee you that your child or family member will not be exposed to COVID-19 at our school. Parents are—by sending their children to IMCS or any other in-person school, during the world’s COVID-19 pandemic—knowingly and voluntarily assuming all risks related to their and their child’s potential exposure to COVID-19. While we shall do our very best to follow “best practices,” as outlined and updated herein, there are simply no guarantees. We will do our best to comply with all applicable and practicable federal, state, and local guidelines. Through the enclosed guidelines (and the associated implementation of PPE, sanitation and other hygiene materials and protocols, signage and other precautions), we demonstrate our ongoing commitment to the safety of our children and staff. We reserve the right to update these guidelines as additional research and recommendations become available.

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Message from the Director

Dear Island Montessori Children's School Families,

As a Montessori educator of 38 years, I have long witnessed the important role early learning plays in young children's development and holistic well-being. On behalf of our staff and Board of Directors, we thank you for entrusting us with your child during this unprecedented time. Faced with school closure last spring, we came together as a unique school community in partnership with our families to bring Montessori education into homes through virtual learning. We have since dedicated ourselves to researching and staying abreast of the latest scientific and academic recommendations to prepare for in-person learning for the 2020-2021 school year.

Island Montessori Children's School has developed health and safety protocols that meet or surpass the recommendations of state and national health authorities and environmental and educational organizations. This handbook presents our current guidelines for reopening the Children's School campus, recognizing the need for flexibility should evidence and circumstances change due to the evolving impacts of COVID-19. Our overarching purpose is to communicate the procedures staff will follow to create a safe and nurturing learning environment for our students. The handbook also outlines the critical role and responsibilities of families in ensuring the successful implementation of our reopening school plan.

Developed over months by the Island Montessori Children's School COVID-19 Committee, with careful review by the Administration and Board of Directors, this handbook presents the latest recommendations by health experts, governmental organizations, and education leaders in the US and abroad, including other Montessori preschools and schools. In particular, the guidelines reflect the:

- **Health and safety measures** of the [American Academy of Pediatrics](#), the [Centers for Disease Control and Prevention for K12 and Child Care Programs](#), the [US Environmental Protection Agency](#), the [North Carolina Department of Health and Human Services \(NCDHHS\) Guidance for Child Care Settings](#) which include cleaning and hygiene protocols; class sizes and spacing; use of indoor and outdoor learning environments and materials; and more; and the
- **Principles and recommendations for supporting young children's academic and social-emotional needs** during times of the COVID-19 pandemic by the [American Montessori Society](#), the [National Association for the Education of Young Children](#), and the [Collaborative for Academic, Social, and Emotional Learning \(CASEL\)](#).

We recognize that these modifications can be overwhelming, yet we must be diligent in preparation, keeping an open mind to possibilities and considerations as we move forward. Our

love for our students, families, staff and Montessori education compels us to push aside fear and continue with a thoughtful and conscientious plan that ensures the continued education of our children during this critical period in their development. As always, we stand by our school mission, enabling our students to learn and grow within a Montessori environment that models grace and courtesy and fosters a peaceful community of lifelong learners.

In Peace,

Carrie O'Brien Dworshak
Director



General Guidelines

Communication

We believe that open communication with our families enhances the health and safety of children and staff. To that end, the Island Montessori Children’s School (henceforth the “Children’s School”) has developed a communication plan to ensure that administrators and teachers communicate regularly with families about school safety, key information, and/or new procedures.

Note that this handbook is current as of the publication date. Please monitor official Children’s School communications published on our [website](#) and shared via email, SchoolCues and social media accounts for any updates, and contact your child’s lead teacher or the school director with any questions or concerns. If your child is a kindergarten student, you will also receive communications from the Charter School campus.

If we have a case or a suspected case of Covid19, we will contact the public health system for guidance. Their guidance will dictate what steps each child, family, or staff member will take and will also dictate how we respond to the case. Such steps could include required time in quarantine, extra cleaning measures or closing a classroom or the school for a period of time. Each case may be different, and we will seek the public health department’s guidance. We will also seek their guidance on communications to parents and staff.

COVID-19 Prevention Practices

As a school community, each of us plays a critical role in the prevention of COVID-19 transmission through our daily behaviors and monitoring for symptoms. People with COVID-19 report a wide range of symptoms from no symptoms to mild to severe illness. Even people with no or mild symptoms can spread the virus. If your child presents any COVID-19 related symptoms, please follow the recommendations of your pediatrician. We care for all of our students and staff, so please *do not* send him or her to school with fever-reducing medication. It is up to all of us to prevent the spread of the virus.

Please review critical information about how COVID-19 is transmitted and what symptoms may be presented. *Importantly, children with COVID-19 may not initially present with fever and cough as often as adult patients.*

According to the CDC, the virus that causes COVID-19 is spread mainly from person-to-person:

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes, or talks.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- COVID-19 may be spread by people who are not showing symptoms.

It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes. This is not thought to be the main way the virus spreads, but we are still learning more about how this virus spreads.

Source: Centers for Disease Control and Prevention. (2020). How COVID-19 spreads. Retrieved from <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html>

Prevention practices (such as handwashing and staying home when sick) and environmental cleaning and disinfection are outlined in subsequent sections of this handbook.

Daily Monitoring of COVID-19 Symptoms

At Island Montessori Children’s School, we want to ensure the safety and health of our children, Staff, and their families. As a result, each day, both staff and families will monitor for COVID-19 symptoms to include:

- Fever (temperature of 100.4 °F or greater, or feels warm to the touch, or says they have recently felt feverish) or chills
- New cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Headache
- Gastrointestinal symptoms (nausea, vomiting, or diarrhea) are less common than other symptoms, but have been reported in persons with COVID-19.

Source: North Carolina Department of Health and Human Services. (2020, June 9). Interim Guidance for Child Care Settings. Retrieved from <https://files.nc.gov/ncdhhs/documents/files/covid-19/NC-Interim-Guidance-for-Child-Care-Settings.pdf>

We encourage our families to:

- ❑ Stay informed about the COVID-19 outbreak:
 - ❑ North Carolina DHHS [Website](#) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [YouTube](#)
 - ❑ North Carolina Governor's Office [Website](#) | [Facebook](#) | [Twitter](#) | [Instagram](#)
 - ❑ Centers for Disease Control [Website](#) | [Facebook](#) | [Twitter](#)
- ❑ Keep a vigilant watch for the signs and symptoms of COVID-19 in [children](#) and [adults](#). Children typically have milder disease than adults.
- ❑ For more information, use the following resources: [NC COVID-19 website](#), [CDC COVID-19 website](#), [NC environmental cleaning guidance](#), and [CDC guidance for schools and childcare facilities](#)

This handbook outlines how the Children's School will implement the following **prevention practices and ongoing monitoring**:

- ❑ Require parents/guardians to be on alert for symptoms of COVID-19, to keep the child(ren) home if showing any signs of illness, and to wear a face covering at drop-off and pick-up and remain in one's vehicle (see [Family Responsibilities](#)).
- ❑ Use a health screening protocol at daily drop-off (see [Appendix B Health Screening Questionnaire](#)).
- ❑ Monitor children throughout the day for any signs of illness (includes digital temperature checks).
- ❑ Prohibit any child or staff member from entering the building if they are sick or exhibit symptoms (even if symptoms resemble a mild cold).
- ❑ Require staff to wear face coverings and scrubs that will be laundered daily.
- ❑ In order to reduce the potential for cross contamination, all students and teacher assistants will return to the regular classrooms. Each classroom will have a lead teacher and assistant with a maximum of 25 students. We will continue all social distancing, wearing masks, washing hands often, cleaning of materials throughout the day and significant cleanings at night and on the weekend. We will also continue to do heavy cleaning in circumstances where there is a confirmed case of Covid19.
- ❑ Limit the sharing of materials between children.
- ❑ Designate a room to separate any child or adult showing symptoms while at school.
- ❑ Prohibit any outside visitors, including parents, inside the school building.
- ❑ Follow strict cleaning and hygiene protocols for learning materials and the environment meeting or surpassing the CDC, DHHS, and EPA guidelines (see

[Health and Safety Protocols section](#)).

Island Montessori Children’s School Revised 2020-2021 Learning Plan

Following health and safety recommendations of the Centers for Disease Control and Prevention, the NC Department of Health and Human Services, and other health experts and governmental organizations, the Children’s School has designed a modified learning plan while remaining true to our Montessori principles and practices. Specifically, we will:

- ❑ In order to reduce the potential for cross contamination, all students and teacher assistants will return to the regular classrooms. Each classroom will have a lead teacher and assistant with a maximum of 25 students. We will continue all social distancing, wearing masks, washing hands often, cleaning of materials throughout the day and significant cleanings at night and on the weekend. We will also continue to do heavy cleaning in circumstances where there is a confirmed case of Covid19.
- ❑ Reduce the “intermingling” of children by maintaining the same group throughout the school day.
- ❑ Create five learning environments, given maximum occupancy, to include four indoor classrooms and an outdoor learning space where children will experience engaging enrichment experiences such as Spanish, PE, science, art, and environmental education. Note: Classrooms will take turns spending one day per week in the outdoor space, or students may do a week at a time in the outdoor classroom.
- ❑ Modify layout of student seats to 3-6 feet when feasible.
- ❑ Limit the sharing of materials by requiring children to bring personal items to store at their seats and sanitizing classroom materials after use.
- ❑ Utilize a staggered schedule for outdoor play and lunches.
- ❑ Note: Kindergarten students are entitled to receive online learning rather than in school learning, if the parents wish to do so.

Specific details about our revised 2020-2021 learning plan are outlined in the following sections.



Revised Classroom Structure

The revised Children's School classroom structure aims to prevent the spread of COVID-19 and other illnesses. Recognizing there is no "perfect" approach, we have created a structure that we believe will be the safest for our school, while still allowing us to practice and promote the Montessori philosophy. In order to reduce the potential for cross contamination, all students and teacher assistants will return to the regular classrooms. Each classroom will have a lead teacher and assistant with a maximum of 25 students. We will continue all social distancing, wearing masks, washing hands often, cleaning of materials throughout the day and significant cleanings at night and on the weekend. We will also continue to do heavy cleaning in circumstances where there is a confirmed case of Covid19.

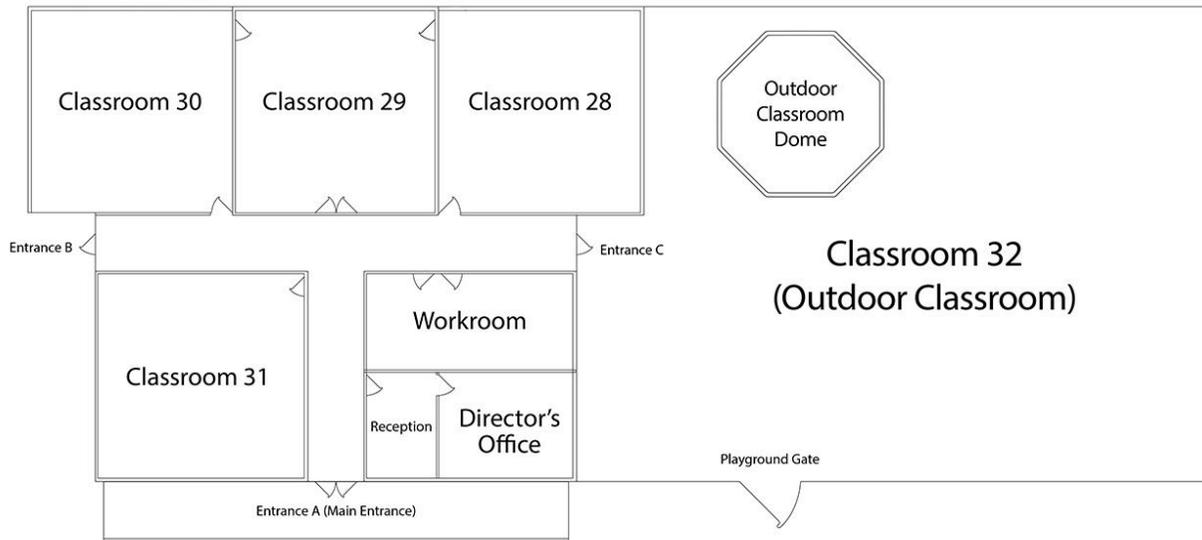
This will be broken down as follows (see classroom locations on the map below):

1. Classroom 28 - kindergarten and older 4's
2. Classroom 29 - 4's and 3's
3. Classroom 30 - kindergarten and older 4's
4. Classroom 31 - kindergarten and older 4's
5. Classroom 32 - 4's and 3's

Our three lead teachers will continue to plan the curriculum, direct teaching, and implement lessons to all students. All staff members will observe proper sanitizing and safety practices when entering a new environment, including washing hands, using hand sanitizer, and wearing a face covering.

Island Montessori Children's School Map

A visual map of the Children's School campus showing entrance locations and classroom numbers is as follows:



The Addition of an Outdoor Montessori Classroom

We are pleased to utilize our outdoor space as the 5th Montessori classroom. The “outdoor classroom” affords a unique opportunity to provide all children with a day full of enrichment learning that supports and complements the Montessori method of inquiry and exploration. A sample schedule may look as follows:

Morning Session 1	Environmental Education
Morning Session 2	Physical Movement and Mindfulness
Morning Session 3	Culture and the Arts
Recess/Lunch	
Afternoon Session 1	Science
Afternoon Session 2	Spanish

Each of the five classrooms will have one day a week, where they are outside for the entire day, or, in the alternative, we might have each classroom spend a week at a time in the outdoor classroom. When it is your child’s day or week outside, please make sure to dress them appropriately for the weather.



Your child will be dropped off and picked up at the outdoor classroom. We will have an outdoor shelter for shade and inclement weather. Rain or shine, our children will be enjoying nature and lessons in the outdoors. We are working on a contingency plan, such as the use of another classroom if we have severe weather, such as lightning.

Outdoor students will be supervised by at least two teachers to ensure the safety of all children. Children will be taken to the bathrooms when needed. Water stations will be provided outside for handwashing and refilling water bottles. Students will eat lunch outside in the shelter following recess.

What Will a Typical Week at the Children’s School Look Like?

You can expect your child to be in an indoor classroom four days per week or, in the alternative, for 4 weeks inside and 1 week outside. While in the indoor classroom, your child will use the Montessori materials on the shelves to refine their abilities and skills in sensorial, practical life, math, and language works. During these four days, your child will be working with the teachers and assistants on new lessons, concepts, and independent work within the classroom. If we adopt the one week outdoor classroom, your children will be in the classroom for 5 days for four weeks and then one full week outside. Students will nap/rest within their own cohorts in their own class space, have lunch in their classrooms, and will have recess time outside.

We are incredibly excited about being able to provide a thoughtful Montessori education in addition to our new outdoor enrichment lessons to your children each day. As part of the Montessori philosophy, the work of the child promotes their resilience. The materials afford exploration, flexible thinking, and creativity.

Please see below a sample schedule (if using the one day a week outdoor classroom) of when each classroom may utilize the outdoor classroom:

	Monday	Tuesday	Wednesday	Thursday	Friday
Class A Room #31 Ms. Samara	#31	#31	#31	#32	#31
Class B Room #30 Ms. Sally	#30	#32	#30	#30	#30
Class C Room #29 Multipurpose	#29	#29	#29	#29	#32
Class D Room #28 Ms. Avery	#28	#28	#32	#28	#28
Class E Room #32 (Outdoor Classroom)	#32	#30	#28	#31	#29

If we determine that a week long outdoor classroom is better for children and staff, you will be so notified and given a schedule.

Health and Safety Education

In addition to modifications to the learning environment and structure, our revised learning plan aims to empower each child to understand and practice healthy self-care behaviors by integrating in the Montessori curriculum:

- ❑ Proper handwashing and other hygiene practices endorsed by the CDC.
- ❑ Age-appropriate instruction about how germs are spread and preventative actions such as covering one's nose and mouth with a tissue when coughing or sneezing and properly disposing of the tissue afterwards; and avoiding touching one's eyes, nose, and mouth.
- ❑ How to take care of one's body and space through Practical Life and health and nutrition lessons.
- ❑ Outdoor education as an extension of the physical classroom whereby children will learn about the natural world through observation and experiential learning, take care of a school garden, and breathe fresh air as they engage in free play and learning activities.

Social-Emotional Learning

The Children's School teachers and staff believe that social-emotional learning (SEL) is paramount to the well-being of children. Through a whole-child approach, Montessori education naturally supports children's social-emotional development by building a positive sense of self, fostering emotion regulation, instilling grace and courtesy to self and others, and practicing peace and conflict resolution. To meet the unique social-emotional and mental health needs of each child during times of anxiety and uncertainty posed by the pandemic, the *enhanced* SEL plan includes:

- ❑ Staff training on trauma-informed practices for young children.
- ❑ Daily opportunities for open conversation and reflection.
- ❑ Resources and learning experiences emphasizing social and emotional wellness.
- ❑ Using a strengths-based approach to empower and build resilience.
- ❑ Diverse avenues for self-expression through the arts, writing, role-play, and more.
- ❑ Stress reduction practices such as yoga and mindfulness.



Health and Safety Protocols

We have developed health and safety protocols that, in most cases, meet or surpass the recommendations of state, local and national health authorities and environmental and educational organizations. We have purchased sanitizing supplies (such as hand sanitizer stations placed throughout the building and at entrances), disinfectants, wipes, masks, scrubs, and gloves to meet the current need. We adhere to our new protocols to the extent possible and wherever feasible.

We truly understand that cleaning and prevention practices are important during this time. We have implemented the following preventive practices and procedures. Prevention practices and transmission mitigation are key priorities during this time and include the following:

Facility and Materials Cleaning Protocol

Staff will:

- ❑ Sanitize daily the classroom environment, learning materials, and outdoor equipment using [EPA approved disinfectants](#).
- ❑ Clean and disinfect frequently touched or used surfaces (such as doorknobs, light switches, toilet and faucet handles, and tabletops) at least twice a day.
- ❑ Wipe and sanitize tables, chairs, shelving, offices, and common areas (such as meeting rooms and kitchen) before leaving each day.
- ❑ Launder scrubs and other textiles on site daily.
- ❑ Wash glass materials (e.g., for Practical Life) in the dishwasher daily.

Additionally, an evening cleaning crew wearing PPE will sanitize materials on shelves and disinfect bathrooms, tables, chairs each day. Further, a Lysol sprayer with hospital grade disinfectant will be used daily along with an electrolyzed water or hypochlorous acid (HOCl) sprayer to clean and disinfect the facility.

Preventing Spread in the Classroom

Staff will:

- ❑ Use consistent scheduled times and procedures throughout the day for handwashing.
- ❑ Afford time between activities for proper cleaning and disinfection of high-touch surfaces.

- ❑ Implement social distancing strategies (e.g., limiting the number of children who share a table to two; remind children of designated seats and physical markers in hallways and classrooms).
- ❑ Use developmentally appropriate strategies to promote health and safety (see [Health and Safety Education section](#)).
- ❑ Use a designated area to store materials that may need more significant sanitizing (e.g., if a work is coughed on, sneezed on, placed in the mouth, etc.).
- ❑ Clean and sanitize materials utilizing HOCL water solution throughout the day and at the end of the school day. Note: Outdoor learning equipment and other materials will be sanitized every evening.
- ❑ Remove materials that cannot be properly cleaned and sanitized.
- ❑ Maintain class groups and minimize the mixing of children to the extent possible (e.g., using staggered recess time).
- ❑ Ensure that children who nap are spaced as much as possible with head to toe to prevent spreading. Children will nap within their own cohort in their class space each day.

Signage

Visualizing expectations is an important component of communication. In order to help families understand what is expected (preventative practices, such as proper handwashing, good hygiene, and social distancing, etc.), school guidelines will be reinforced with age-appropriate signs throughout the Children’s School.

Specifically, signage will include:

- ❑ Exterior door signs in English and Spanish reminding visitors to not enter.
- ❑ Child-appropriate posters on proper handwashing and other prevention practices, such as elbow coughing and keeping a distance between students.
- ❑ Distancing markers on walkways to provide visual cues for children and adults.

Family Responsibilities

The Children's School values our partnership with families in the education and wellbeing of their children. Without question, the COVID-19 pandemic places additional demands on parents/guardians to ensure the health, safety, and well-being of all of us: children and their families, teachers and staff, and the community at large. Please review the following parent/guardian responsibilities and contact your child's teacher or director with any questions.

Health Monitoring and Prevention Practices

- Check your child's temperature daily prior to leaving home and monitor any changes to health.
- Please **keep your child home** if:
 - He/she has a temperature of 100.4 °F or higher.
 - He/she has had fever reducing medicine.
 - He/she exhibits symptoms like (but are not limited to): fever, cough, shortness of breath, nausea, diarrhea, sore throat, runny nose, nasal congestion, headache, loss of smell and taste, and a general feeling of being unwell.
 - He/she or family member has been to any overseas country in the past 14 days.
 - Anyone in your household is under quarantine.
- If your child exhibits any of the above symptoms at school, you will be asked to pick him or her up quickly (within one hour of the time of the call).
- Notify school staff if any immediate family members or any individuals you have recently visited become ill with COVID-19 related symptoms.
- Anyone confirmed with COVID-19 symptoms should be tested by a local health care provider. Children may not return to campus until approved by a medical doctor. If tested for COVID-19, *we will contact the New Hanover County Health Department and follow their recommendations..*
- Reinforce health and safety practices at home:
 - Wash hands with soap and water thoroughly (at least 20 seconds) and frequently. If soap and water are not available, use at least a 60% alcohol-based or 70% isopropanol hand sanitizer.
 - Avoid touching eyes, nose and mouth with unwashed hands.
 - Avoid getting in close contact with people with respiratory symptoms such as coughing and sneezing.
 - Avoid visiting any crowded places.
 - Refrain from hugging, handshakes, and high-fives with peers.

Drop-Off and Pick-Up

- Refer to your welcome letter for your child's drop-off and pick-up entrance location.
- Follow staff directions during drop off and pick up and do not exit your car at any time.
- Wear a mask in your vehicle during drop off and pick up.
- Answer honestly all staff questions regarding health and travel.

Meals, Snacks, and Beverages

- Provide healthy meals and snacks and a labeled personal water bottle to be used throughout the day.
- Remind your child not to share food or water bottles.
- There should be no common food items (e.g., shared snack bowl). Utensils should be used to serve food items (not fingers).
- Thoroughly sanitize your child's lunch box and water bottle each evening prior to sending it back to school the next day.
- If your child's lunch requires utensils, please provide them in your child's bag.

School Supplies

- Regardless of COVID-19 symptoms, food, drinks or school supplies should NOT be shared with others.
- If your child naps, thoroughly sanitize nap materials each evening and return to school in a sealed bag.
- Personal belongings (e.g., backpack, clothing, etc.) should be minimized. If brought, belongings should be labeled and kept in the child's cubby/ designated area.

Daily Protocols: Before School, Arrival and Drop-Off, and Dismissal Procedures

The Children's School has modified daily protocols to protect the health and safety of staff and children and their families and to minimize the spread of COVID-19. Please see below procedures organized by *before school*, *arrival and drop-off*, and *dismissal*, as well as review the above [Family Responsibilities section](#) for a comprehensive listing. Prior to the first day of school, parents will receive a welcome letter outlining their child's lead teacher, designated entrance at the school, and class supply list.

Before School

Staff will:

- Take temperature prior to arrival at school.
- Check all soap, paper towels, and sanitizer stations to ensure they are full and ready for use each morning.
- Open windows a minimum of 1 inch to increase air circulation as much as possible.
- Wash hands and wear a face covering and scrubs. Note: Staff face coverings will *not* be surgical masks, respirator masks (e.g., N95s), or other medical personal protective equipment.
- Stand at their designated entrance to greet each child.

Parents/Guardians will:

- Take daily body temperatures of their child(ren) and monitor for any symptoms of COVID-19 before arrival at school.
- Keep the child(ren) home if showing any signs of illness or if any family member is under quarantine, or if child or any family member exposed to Covid
- Designate (if possible) the same adult to drop off/pick up child(ren).
- Sanitize the water bottle and lunch bag each day (and napping supplies if applicable).

Arrival and Drop-Off

Staff will:

- Greet children by name. Air high fives, air hugs, or other alternatives will be used to make children feel welcomed each day.
- Use a health screening protocol (see Appendix B) and take the temperature of each child upon arrival. If a child has a temperature (more than 100.4 °F) or exhibits other symptoms, return the child to the vehicle to go home.
- Monitor and encourage social distancing at arrival and drop-off reinforced through distance markers.



Parents/Guardians will:

- Wear a face covering and stay in their vehicle.
- Answer health screening questions honestly and accurately.
- Prepare to take child home should he or she have a temperature or exhibit other symptoms of illness.
- If arriving late the following procedure must be used:
 - Families who are tardy will be asked to put their car in park at the door where their child enters school.
 - Please stay in your car, with your mask on, and call the front desk at # 910-796-3003 to speak to a staff member.
 - Remain in your car and one of our staff members will greet you and your child at the car.
 - We will proceed using our health screening protocol and take your child's temperature.
 - Once completed and cleared your child will be escorted into school.

Children will:

- Use hand sanitizer stations to clean hands before they enter the classroom and wash with soap and water when entering the classroom.
- Go to their designated seat where their personal supplies (including work rugs) will be kept during the year. On the outdoor learning day, children bring to school a bag with their personal supplies.

- ❑ Note: During COVID-19, no personal items or indoor shoes will be allowed. Children will *not* share their school-approved materials stored at their seats.
- ❑ Children's shoes will be sprayed each day with HOCL solution before entering the building each morning and before going home at dismissal. As stated in the Children's School Parent Handbook, closed toe shoes are recommended for all children.

Dismissal

Staff will:

- ❑ Stagger dismissal and maintain social distancing using marked spaces in the hallway.
- ❑ Spray your child's shoes with HOCL solution before walking him or her to the car, guiding them into their seat.
- ❑ Dismiss children through the same door as they entered.

Parents/guardians will:

- ❑ Wear a face covering and stay in their vehicle.

Preparedness Plan for Sudden Closure due to COVID-19 or Other Natural Event

Plan for Remote Learning

The Children's School strives to provide safe, nurturing, in-person Montessori education for as long as possible. However, should a natural event like a hurricane or NC state COVID-19 metrics worsen significantly enough to require the State of North Carolina to suspend in-person learning, the Children's School may employ developmentally appropriate remote learning. This plan may be modified according to a child's enrollment in the private preschool program or in kindergarten as part of the public charter school (the latter guided by the mandates of the North Carolina Department of Public Instruction). Note: In the event that the public school system mandates distance-learning for charter school kindergarten students, it is possible that our private preschool students may continue in-person learning on campus.

Should remote learning be employed for any period of time, for any group of children, it may include:

- ❑ A Montessori at Home learning platform consisting of short personalized teacher-created and supplementary video lessons and accompanying templates for parents to bring Montessori education through play-based, experiential learning in the home environment.
- ❑ Provision of supplemental resources to further learning in the areas of early literacy; environmental education and early science; mathematics; music; social studies; and more. Families who do not have a device for remote learning, such as an iPad, may request to check one out from the school.
- ❑ Weekly synchronous lessons via a password-protected Zoom link with a lead teacher and peers to promote engagement and peer interaction. For example, this may entail a live read-aloud of a children's book followed by group discussion and follow-up activities on the Montessori at Home learning platform.
- ❑ Online office hours a few times a week and at different times of the day (morning, afternoon, evening) to be available one-on-one with children and their families if they have questions or need additional support.
- ❑ Opportunities for support for parents coordinated by staff.

Tuition and Enrollment

Our number one priority is to keep our children, staff, and families safe. Secondly, we want to create the best learning environment for all students. Ideally, we prefer to offer in-person learning; however, should COVID metrics or other event prevent classroom-based Montessori education, the Children's School teachers will provide innovative, nurturing, and meaningful remote learning experiences.

Tuition is very important to supporting high quality Montessori education regardless of delivery format. We must continue to pay our bills and to pay our teacher and staff salaries. In the event of remote learning, the following policies and procedures for tuition payments will remain in place:

- ❑ Enrollment is a year-long commitment and the monthly tuition will still be due at regular intervals regardless of illness, COVID or other emergency-related closings, or holidays (unless the Director or her designee informs you otherwise).
- ❑ To terminate your child's enrollment, a 30-day notice in writing must be given to the Director; otherwise you will continue to be charged your monthly tuition. (In general, no reimbursement of tuition will be granted, absent notice to the contrary.)
- ❑ Should you request an extended leave for your child(ren), the Children's School cannot guarantee enrollment when you are prepared to return.
- ❑ To ensure your child's enrollment, parents must re-register their child(ren) for the following year.

Appendix A: Reopening Handbook Acknowledgement Form



Parent/Guardian Reopening Handbook Acknowledgement Form

Parents/Guardians,

Please thoroughly review the Island Montessori Children’s School Parent Reopening Handbook for the 2020-2021 school year in light of COVID-19 outlining reopening policies and procedures. After reading this handbook, please complete and sign this form, returning it to the school by **August 10, 2020** either via email (mleonard@islandmontessorischool.com) or by mail:

Island Montessori Children’s School
Attn: Carrie Dworshak
6339 Carolina Beach Road
Wilmington, NC 28412

Thank you in advance for your cooperation.

Sincerely,

Carrie O’Brien Dworshak
Director

I, _____ (print your name), the parent/guardian of
_____ (print child’s name), hereby
acknowledge receipt of Island Montessori Children’s School Parent Reopening Handbook. I
have read and agree to adhere to all the policies, regulations, and responsibilities set forth in this
handbook.

Parent/Guardian Signature: _____

Date: _____

Appendix B: Health Screening Questionnaire

DAILY HEALTH SCREENING FOR CHILDREN FOR COVID-19¹

To be completed each day when dropping off your child

When conducting the screenings, the staff member should keep 6 feet distance when asking these questions. Any child who has Covid-19, symptoms of Covid-19, or who has been exposed to Covid-19 will not be allowed at Island Montessori Children's School.

1. Have you or any children you are dropping off had close contact (within 6 feet for longer than 15 minutes) in the last 14 days with someone who has been diagnosed with Covid-19? Or has a health care provider advised you, your child, or a member of your family to quarantine?
2. Do you or any of the children you are dropping off have any of these symptoms:
 - Fever (temperature of 100.4 °F or greater, or feels warm to the touch, or says they have recently felt feverish) or chills
 - New cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Headache
3. Did you give your child any medications that would reduce his or her temperature today?
4. Have you, your child or anyone who lives with you, had contact with anyone who recently traveled to another country or have you, your child, or any family members travelled to a known Covid-19 hotspot in the United States?
 - ❖ If the answer to any of Questions 1-3 is YES, the child must remain in the car and go home. The parent should contact their health care provider and update the school.
 - ❖ If the answer to all of these questions is NO, the child is allowed to enter the building.

¹ A similar protocol will be used daily for all staff and for any approved visitors to the school.

Appendix C: After School Protocol

Aftercare will be available from 3 pm until 6 pm for students at the Children's School for those families who are in need. These extended hours are on a first/come, first/served basis, not exceeding 15 children in number. Since we are asking families to provide a snack for their children this year due to COVID-19, families utilizing the aftercare services will need to pack an extra snack each day to be eaten during aftercare.

Prior to entering into the multi-purpose-room for aftercare, children will:

- Have their temperature checked.
- Wash their hands thoroughly.
- Use hand sanitizer.

Please see the following to ensure the safety of our children for aftercare pick up.

- Pull your car up to the front gate and park.
- Please remain in your car with your mask on.
- Call the office at #901-796-3003 and speak to an aftercare staff member.
- A staff member will spray your child's shoes with HOCL solution before walking your child to the car, guiding them into their seat.
- Once the staff member has entered the building, feel free to help your child buckle into their car seat.

For more information about our aftercare program and prices please refer to our Island Montessori Children's School Parent Handbook, page 21- AFTERCARE.

References Consulted

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