

COVID-19 RESPONSE: POLICIES AND PROCEDURES

Thank you for being a part of the Montessori Center Room community. We have updated many of our policies and procedures, and ask that you carefully review the following information. Thank you, in advance, for your patience and understanding.

Each process or procedure has undergone extensive research and examination by the MCR Administration along with the Board of Trustees and has been made in the best interests of the children and staff's health and safety, and in accordance with all local rules and regulations.

Policies and procedures are subject to change as necessitated by licensing or state guidelines/mandates.

It is the intent of the MCR Administration and Board of Trustees to return to normal operations as soon as possible. Until then, our policies and procedures are as follows:

MCR School Calendar and Daily Schedule

The 2021-2022 school year will start, as planned, in September of 2021.

Those who are pre-registered for a January 2022 start will still do so.

There will be no start dates other than the established September and January dates.

If you have questions or concerns about your enrollment date, please contact MCR by August 10, 2021, as our waitlist is growing each day.

School days and times will remain the same.

Preschool students:

Five days each week

8:30am - 11:30am

Kindergarten students:

Five days each week

8:30am - 3:00pm Monday - Thursday

8:30am-11:30am on Friday

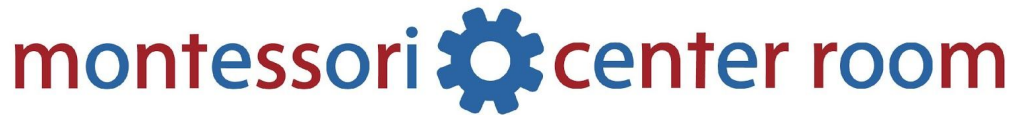
Classroom Format

Students will be divided into four classes, each with at least one lead teacher and no more than ten children. The MCR Administration will assign the children to their class, taking into account the Montessori philosophy of the balancing of ages and gender, and whether or not the child is using Enrichment.

Classrooms will be called: BLUE, RED, GREEN and YELLOW.

Students will stay with their same class and teachers at all times, all five days of the week.
(Exception: if a substitute teacher is needed.)

The following spaces will be used for the four classrooms, each with its own bathroom and sink: 1st floor classroom (GREEN), 2nd floor classroom (RED); 3rd Floor Classroom (BLUE) ; and the Gym (YELLOW).



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All Kindergarten children will be in the 2nd Floor classroom (RED) at all times.

The remaining three pre-K classes will rotate through the other spaces weekly. This will allow the children to experience all of the works and spaces in our environment and allows each classroom to be thoroughly disinfected between rotations.

For example, a Pre-K Class would be in the Yellow classroom for the first week of the month, the Blue classroom the second week of the month and so on.

Enrichment Format

Enrichment will be available 5 days a week, from 11:30am - 4:00pm. Enrichment options are the following:

Pre-K Half-Day Enrichment Program

Monday - Friday, 11:30 am - 4:00 pm

Kindergarten Enrichment Program

Monday - Thursday, 3:00 - 4:00 pm

Friday 11:30 am - 4:00 pm

Enrichment will not be open in the morning before the classrooms are open.

Children using Enrichment must stay the entire Enrichment session from 11:30am - 4:00pm, all five days of the week. Students will be dismissed from the building either after class ends at 11:30am or after Enrichment ends at 4:00 pm only.

Enrichment hours and pick-up times are limited to reduce movement in and out of the classrooms and building, to ensure mandated staff/student ratios, and to keep each individual class together for the entire day (not mixing groups of children).

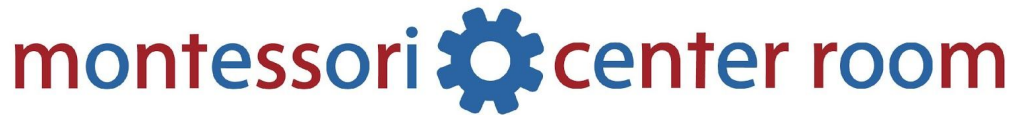
Enrichment Advantages:

Your child will enjoy the continuation of the classroom's safe, clean and Montessori-enriched environment with teacher/child ratios much lower than pre-Covid. The Teachers/Staff with your child will remain consistent each and every day. Your child will enjoy the benefits of a consistent schedule and socialization with peers.

Enrichment Billing

Enrichment will be billed at the beginning of each month, along with tuition, at a flat, monthly rate as stated in the table below.

If you wish to enroll your child in Enrichment for the month of September, please notify the Executive Director, Stephanie Stark: Stark@montessoricenterroom.com by August 15, 2021.



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Pre-K Enrichment	Monday - Friday, 11:30am - 4:00pm	\$720/month
Kindergarten Enrichment	Monday - Thursday, 3:00 - 4:00pm Friday 11:30am - 4:00pm	\$325/month

Drop-off and Pick-up Process

Drop-off and Pick-up will occur outside at the black gate.

Drop-off will be at **8:30am**. An MCR Staff member will meet you at the gate.

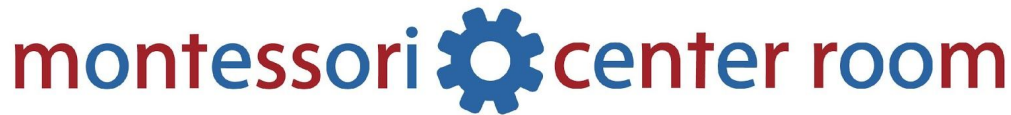
- Please park your car and walk your child to the black gate, practicing social distancing and proper face covering while in the waiting zone with other families. (The MCR Staff will be parking their vehicles in the spots closest to the gate effectively creating a safe waiting zone area where no vehicles will be pulling in/backing out.) Please remain on the parking lot side of the gate at all times.
- Please ensure your child has their mask on before you approach the gate.
- The child will sanitize his/her hands and be seen into the building by a staff member.
- Upon entering the building, staff members will ensure your child hangs up his/her jacket/coat on his/her hook (new hooks have been installed in the downstairs hallway); changes out of street shoes; sanitizes hands again; and puts on his/her school-issued Crocs.
- The child will then be seen into the classroom.

Pick-up will be at **11:30am, 3:00 pm or 4:00pm** (for Kindergarteners and children using Enrichment).

- Parent/caregiver will walk to the black gate, queuing up in a socially-distanced line.
- Children will leave their Crocs at school, to be cleaned and sanitized by staff for the next day.
- A staff member will walk the child outside and meet the parent/caregiver just outside the black gate.

Cleaning Protocol

Every day at 4:00pm, the staff will clean and disinfect all materials, 'works', and Crocs.



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Every evening, professional cleaners will clean and disinfect all classroom surfaces (door handles, handrails, bathrooms, sinks, counters, tables, chairs, floors, etc.).

Each child will be given a personal work rug that can be rolled and carried easily by a carrying strap. This rug will only be used by that child and will stay at school, being washed at least once a week.

Each classroom will have a sanitizing station with sanitizer, gloves, and disinfectant wipes.

Each classroom will have a sink (those without a permanent sink will have a portable sink).

Personal Protective Equipment

MCR Staff members will wear a face mask at all times.

Children will be required to wear a face mask at all times. They will arrive at school with their face mask on and keep it on until they are picked up. Teachers will instruct them to keep their face masks over their mouth and nose.

Snack and Lunch Policies

Children are to bring a daily nutritious snack.

Kindergarteners and children in Enrichment are to bring a nutritious, balanced lunch.

What NOT to bring to school

Toys or items from home, other than backpacks and snack/lunch containers are not permitted.

Observation Booths/Tours/Visitors

Observation booths will remain closed until further notice. The Staff is looking at options to provide a virtual observation. More information to come.

In-person tours are being conducted outside of school hours, by appointment only.

Visitors, including parents and caregivers, are not permitted in the school building.

Onsite Quarantine Areas



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Each classroom will have a designated and isolated area where a child who becomes ill while at MCR can rest on a cot, away from others in the class until a parent/caregiver arrives to take the child home.

Health Policies

All Health Policies, as spelled out in the MCR Handbook on pages 12-14, shall remain in effect, with the revision of the policy regarding fevers.

All children must be fever-free without fever-reducing medication for 72 hours before returning to school, not 24 hours as stated in the handbook.

Additional details about Covid-related Health Policies are spelled out below, taken from the directives of the **Hamilton County Public Health Department** and the **Ohio Department of Job and Family Services** for both suspected and positive Covid cases.

If recommendations are adjusted by the authorities, MCR will react accordingly.

Response to SUSPECTED or CONFIRMED POSITIVE COVID-19 Case:

If a staff member, student, someone in their immediate household, or a student's regular caregiver has **symptoms** of coronavirus (a fever of 100 degrees or higher; respiratory symptoms of cough, shortness of breath; or lack of taste and/or smell), the staff member or student **may NOT return to school until:**

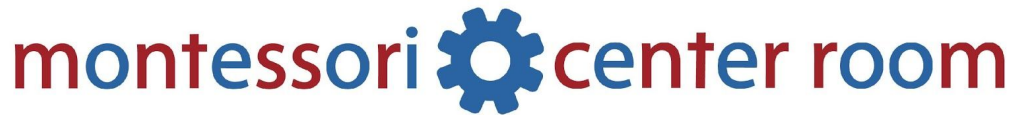
- At least 10 days have passed since symptoms first appeared; and,
- At least 3 days (72 hours) have passed since recovery, defined as
 - resolution of fever without the use of fever-reducing medications and
 - improvement in respiratory symptoms (e.g., cough, shortness of breath)

If a student or teacher tests positive for COVID-19:

MCR is required to notify the Ohio Department of Job and Family Services and the local health department, and ensure that the person completes isolation or quarantine.

The specific classroom will close until at least three of the students can return safely, in accordance with the guidelines stated above.

If the teacher is not able to return at that time, a substitute teacher will be called. The classrooms the individual had occupied for the last two days would undergo a deep cleaning during the quarantine period and would not be used by other classes.



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Tuition will not be reimbursed during an individual student or classroom quarantine period.

Close contact with positive case of confirmed COVID-19

Close contact would include anyone that was within 6 feet of a positive COVID-19 case for 15 minutes in the 48 hours prior to being positive or symptomatic. This would include anyone with or without a mask.

- Asymptomatic contacts testing **negative** should self-quarantine **for 14 days from their last exposure** (i.e., close encounter with confirmed or probable COVID-19 case).
- Close contacts should self-isolate and be managed as a probable COVID-19 case.
- Close contacts should self-quarantine and be monitored for 14 days after their last exposure, with linkage to clinical care for those who develop symptoms.
- All close contacts need to be symptom free and no fever for 72 hours (3 days) without fever reducing medication.

Remote Learning

We recognize that student absence may increase due to quarantine requirements related to COVID-19 exposure, COVID-19 diagnosis, or symptoms awaiting test results.

We are working on remote learning options and expectations for teachers, parents and students to best meet the needs of students who are well enough to participate in learning at home during the extended absence of an entire class. Individual absences will not create remote learning situations.

If Hamilton County reaches “Purple” status on the State of Ohio’s COVID-19 Alert System, which indicates a “severe level of exposure and spread”, MCR will move to remote learning until the county is no longer “Purple”.

- There is a plan in place for all children for remote learning that is ready to be implemented whenever needed.
- The plan includes but is not limited to: daily class Zoom meetings, individual child/teacher Zoom lessons, and daily ‘work’ materials that will be sent home each week and can be done independently or with the help of a parent/caregiver.

Tuition

Tuition will remain as outlined in your 2021-2022 school year contract.



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At MCR, the center of every discussion and decision is “what is best for your child(ren).” This drives us, motivates us, and directs us to our best practices. No matter what comes our way during the 2021-2022 school year, the MCR administration, staff and board members are devoted to providing a quality education to your child(ren) in a safe environment each day.

Please sign and date the Acknowledgement form below and return to MCR.

I, _____, parent(s)/guardian(s)

of _____ acknowledge that I have read and agree to follow the MCR COVID-19 Response Policies and Procedures.

_____ / ___ / ____
Parent/Guardian Signature Date

_____ / ___ / ____
Parent/Guardian Signature Date