



# **2021 Parent and Student Summer Guidelines**

## **Introduction**

### **Background and Rationale**

Westside Montessori School is open for summer sessions starting June 7! We want our families to be confident and informed of our procedures. We will have all the safety and preventive measures in place and will take all precautions needed per the CDC, putting the safety of the children, families and staff as our first and top priority.

The guidance book below has been developed to make childcare and after school operations as safe as possible by limiting exposure. Our approach is a multi-layer preventive defense, but please know that even as we do our best to mitigate risks of transmission on school grounds, risk of transmission on school grounds, there is no such thing as eliminating the risk entirely. This guidance will likely change, as we continue to learn more about this ever-changing virus with each passing day.

### **Staffing**

#### **Education and Training**

All staff will be educated on coronavirus basics, including the prevention of infection and spread of the disease, hand washing, hygiene, personal protective equipment, as well as signs and symptoms of coronavirus infection. Staff is required to take an online course that provides information on infectious diseases along with general health and safety.

#### **Ratios and Group Size**

The smaller the ratio the better. Guidance from the US Centers for Disease Control and Prevention (CDC) recommend limiting group sizes: Toddler: 7:1, Primary 11:1, Elementary 12:1, while still maintaining physical distancing guidelines of staying three feet apart. Children will be with the same group of students and staff for the majority of the day. Class cohorts will stick together each day and limit interaction with other groups as much as possible. This will help reduce the spread of the virus and help prevent a center or program-wide outbreak.

#### **On-Site Staff Cleaner**

A staff member will be responsible for cleaning, sanitizing and disinfecting facilities and materials is optimal. All frequently touched areas will be cleaned throughout the day. This is above and beyond regular cleaning/janitorial services, and would include any shared spaces such as the entrance lobby, door knobs and hallways. To minimize exposure of students to

additional people, classroom teachers will be responsible for disinfection within their own classrooms during the day, and will be provided with adequate supplies to do so.

## **Health and Safety**

### **Entry and Exit Procedures**

As part of the strategy to limit the spread of coronavirus, parents and visitors will not be allowed in the building. For those registered in early and after care, parents will drop off and pick up children at the front office. A staff member will greet your child and escort them into the building, please explain this procedure to your child. Parents will not leave the car during carpool drop-off. We will have staff assisting students at this time. Only essential personnel will be admitted into the building and occasional contractors. No parents or visitors may enter the building without prior approval from the school office.

- We will maintain an emergency exit space for any person with a fever. That person would move to an isolated holding area and will be supervised by a staff member from a 6-foot distance until collected by the parent, pre-designated adult, or an ambulance.
- Students will not congregate in the lobby prior to pick-up. All arriving cars should have their car tag displayed. Students will be called from the classroom and the student will be released to follow procedure for departure.
- During the carpool, the staff member will wear a mask and sanitize their hands between each vehicle. Students will wash their hands upon entering the classroom and we will take their temperatures with a touchless thermometer. If you do not make the drop-off window, you will park and walk your child to the building. Wait in the designated spots outside of the building if someone is at the door. All students must arrive at school no later than 10:00 a.m. to be admitted into the school.

### **Arrival and Departure**

Morning carpool will begin at 8:30 a.m. and end promptly at 8:45 a.m. During the carpool, the staff member will wear a mask. Students will wash their hands upon entering the classroom and we will take their temperature with a touchless thermometer. If you do not make the drop-off window, you will park and walk your child to the building. Wait in the designated standing spot until you are greeted. All students must arrive at school no later than 10:00 a.m. to be admitted into the school. Half day carpool will begin at 12:00 p.m. and end promptly at 12:15 p.m. Afternoon carpool will begin at 2:45 p.m. and end promptly at 3:00 p.m.

We ask parents who bring their children for early care between the hours of 7:00 a.m. and 8:00 a.m. to wait in front of the building

### **Sick Child**

If a student is discovered with signs or symptoms while at school, they will be sent home as soon as possible. The student will be isolated to limit exposure to others. Coughs and sneezes

should be covered. If a child shows signs of illness upon arrival to the school, parents will be contacted for immediate pick up. **The student will not be able to return to school for a minimum of 72 hours and display no signs of fever or other symptoms.**

If any child is experiencing: difficulty breathing, inability to keep down any liquids, chest pain or pressure, confusion or inability to awaken or bluish lips, staff will call 911 immediately and request emergency medical assistance.

### **Positive COVID-19 Cases**

If a staff member or student who has been present in the school tests positive for COVID-19, that information will be reported to the Houston Health Department. If a staff member or student who was in school tests positive, the building in which they work will be immediately closed for a minimum of 24 hours to allow for extra cleaning and sanitation, as well as information gathering. After 24 hours we will decide if we can return to the building. The school community will be informed by email in the event of any positive test of someone who has been present in the school, although the name will be withheld for privacy purposes.

WMS will comply with any tracing protocols from local health authorities to identify all persons that may have had direct contact with the individual who tested positive. Those individuals will also be notified. In the event of positive tests, the school will first follow any government or public health recommendation with respect to suspending or re-opening its operations. The school may also use its own judgment about closing in the event closure is not required by a public agency.

### **Hygiene**

No unnecessary contact will be permitted. For adults, this includes hugs, shaking hands, patting on the back, any type of unnecessary touching. Hands must be washed frequently. All individuals should be discouraged from touching their eyes, ears, mouth and face. Hand washing with soap is preferred. Ensure all staff and children are washing hands for at least 20 seconds - scrubbing their fingers, under the fingernails and between the fingers. Increased hand washing is one key at slowing the spread of this virus. Hands should be washed frequently throughout the day, including: immediately upon drop off to the program, after any contact with bodily fluids, before and after playtime or any touching of toys, after any coughing or sneezing, before and after meal or snack time, when returning inside from any outside activity, before leaving at the end of the day. For occasions when soap and water are not immediately available, hand sanitizing products with at least 70% alcohol may be used. It is important to store hand sanitizer out of reach of children when not in use. Even after using sanitizer, hands should be thoroughly washed with soap and water as soon thereafter as possible.

### **Apparel**

During the summer students are not required to wear school uniforms. Each child will need to bring a change of clothes in a plastic bag with their name on the bag and all clothing. These clothes will be kept at school in case your child needs to be changed.

All Elementary and Middle School students are required to wear masks, except when eating or drinking. All teachers will be required to wear a mask. Simple surgical masks and cloth- based masks can limit the spread of the virus, as this will limit the water droplets expelled from their mouths. Currently, the research suggests that for masks - it is more about preventing people from spreading the virus than catching it.

Students will need an extra pair of shoes to use when inside the building. The shoes they arrive at school in (outside shoes) will be removed once coming into the building and will be replaced with their (inside shoes). Please do not send your child to school with sandals, flip flops or crocs. Closed toed shoes are the best choice for protecting your child's feet.

### **Recess**

Students will have morning and afternoon recess. Students will wash their hands before going outdoors and upon re-entering the building. They will line up and be escorted to recess while maintaining physical distance from other classmates.

Students will be allowed to bring their personal water bottles to recess, however, they will not be allowed to share with other classmates.

### **Toys and Bedding**

Toys, plushed animals and pillows will not be allowed in school. All student bedding for nap time will need to arrive at school in a plastic bag that we can throw away.

### **Communication**

Please submit any required paperwork to the school via email to [manuela@westsidemontessori.com](mailto:manuela@westsidemontessori.com) or in the mailbox outside located by the carpool lane.

### **Lunch and Snack**

Snacks will be provided by our food service company, Chef's Catering. Snacks will be available for Toddler, Primary and Elementary students. If your student is in after care, they will be provided with a snack. Lunch will be made available to order through the same food service company.

During this pandemic, to avoid cross contamination, please keep in mind that microwaves will not be available. If you would like to send in lunch or snacks with your child, students cannot bring meals that need to be heated as time will not allow teachers to clean the microwaves between each heated meal. If your child brings lunch from home everything needs to be disposable.

Students will not share dishes, drinking glasses, cups, eating utensils. Students will use disposable - single use - plates and utensils.