



July 6, 2020

Dear Cedars Families,

As a Montessori school in existence for 40 plus years, we plan to continue to focus on the individual needs of our children as lifelong learners: their emotional, social, academic & intellectual growth, and ensure and care for the relationships amongst us and the importance of the human connection. These are untraversed times across the globe for us all. Therefore, we must adapt based on mandates and guidelines in order to be sure our students and staff are healthy and safe, both physically and emotionally. We feel it is essential to maintain consistency and structure for all of our students across our campus. Thus, in order to accommodate all these factors, Cedars will be offering ½ day classes for 5 days a week for every student. At the start of next week, we will be scheduling various times to meet via Zoom with families and staff to discuss our plans and answer questions.

Thank you for your continued support,

Sarah Critchfield

Director of Cedars Montessori School

Cedars Planning Fall 2020

This plan/document is reflective of the current conditions and it presents our plans accordingly for the 2020-2021 school year. As August approaches, we know there will be adaptations to this plan, and we will keep you informed every step of the way. In order to reopen, Cedars Montessori School (CMS) is assessing information, acting decisively, and developing guidelines and procedures in service of our community.

If we are permitted to be open and can be on campus, we will be on campus. Our decision-making will be informed by local authorities, state authorities, and the CDC.

Our planning is based on information from the following sources:

- Texas Education Agency
- Austin Public Health & City of Austin
- Center for Disease Control (CDC)
- World Health Organization (WHO)

HEALTH & SAFETY

We are developing procedures to reduce risk wherever possible as we plan to return to our campuses. Cedars will complete a deep clean of all spaces before employees and students return, and will increase the frequency of cleaning and disinfecting once we return, with a particular focus on high-touch and high-traffic areas. Signage will be posted in common areas reminding individuals of health protocols (hand-washing, covering your cough, etc.). Increased access to hand sanitizer and hand-washing stations will be available throughout the campuses. All individuals will be expected to engage in social distancing whenever possible.

TEMPERATURE CHECKS

All students will have their temperatures checked by a trained staff member upon arrival at school. If your child is sick, including exhibiting symptoms such as fever, cough, aches, diarrhea, etc. please keep them home. Any student who has a temperature of 99.6° or higher will not be permitted to attend school. We will share campus-specific procedures for this process later in the summer. Additional health screening questions may be asked of each person upon arrival to campus. Students who experience regular recurring allergy symptoms like runny nose and cough will be permitted to attend school with a doctor's note outlining their symptoms.

ARRIVAL AND DEPARTURE

Our existing assisted arrivals departure procedures, with added procedures for health screening and hand hygiene meet the state's guidelines for social distancing and limited contact.

- Assisted arrival will be available for all Primary students.
- Assisted arrival will be available for all Elementary students.
- **Walk up arrivals cannot be facilitated at this time.**
- **Late arrival or Early departure must be scheduled in advance with the main office: At the pre-arranged arrival time, please pull up to the curb and wait for a staff member to arrive.**
- Parents must wear a face mask during assisted arrival and departure.
- Staff members will clean hands after each child's arrival and departure.

CONTAINMENT OF ILLNESS

- Any person exhibiting signs of illness, including symptoms such as fever, cough, aches, diarrhea, etc. will be sent home immediately.

- As appropriate, individuals exhibiting symptoms of COVID-19 will be asked to seek testing and report the findings as soon as possible.
- Isolation rooms have been determined on each campus for students waiting to be picked up.
- Enhanced PPE will be provided for any employee who is directly caring for a student waiting to be picked up.
- There will be enhanced cleaning and sanitization of the isolation rooms after use.
- In the event of a confirmed COVID-19 case, Cedars will follow recommended protocols, including notifying health authorities and our community about the incident while keeping names confidential.
- Any spaces visited by a person who tests positive for COVID-19 will be additionally disinfected.
- Employees will be trained in contact tracing, as necessary.
- We will communicate frequently regarding updates to these policies. Other restrictions may be put into place based on guidance, including limiting items brought from home, meal preparation and consumption, etc.

FACE MASKS

We view the use of cloth face coverings as an important way that we, as a community, can slow/stop the spread of the virus and protect each other. While indoors or in school vehicles, cloth face coverings will be required for adults who do not have health restrictions. At this time, CDC recommends children 2 and older wearing face masks. However, as of today, July 6th, TEA does not recommend mask-wearing for students under the age of 5; **so we will not require them for those students unless mandated**. Students ages 5 and older will be required to bring a cloth face covering to school every day (we will have extras in case a child loses or misplaces their mask). Use of the covering will be determined based on physical distancing. Any concerns or questions about this requirement for your individual child can be brought to your campus manager.

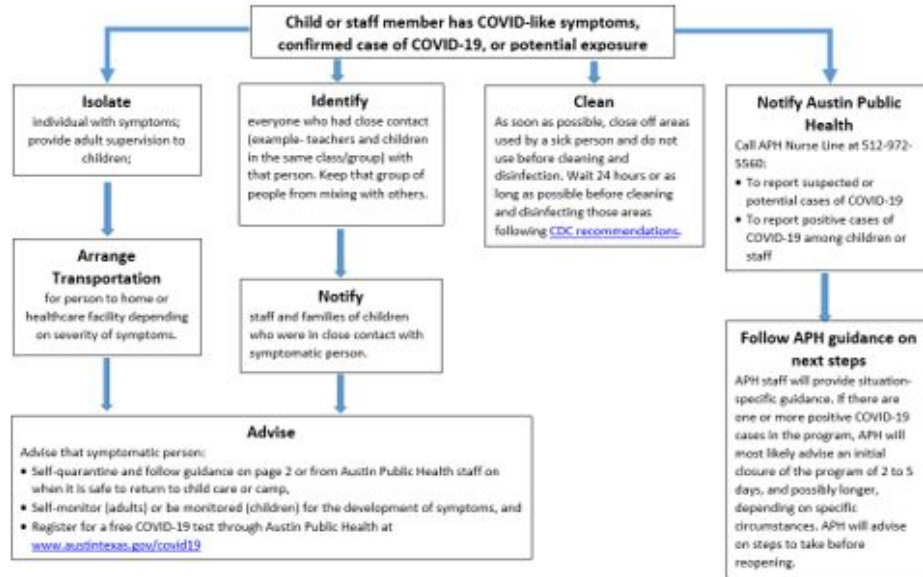
SUPPLIES

Each child will be bringing their own designated and labeled supplies in a pencil bag/box: erasers, pencils, colored pencils, scissors, knitting/handwork items, glue sticks etc. Your child will not be limited to only these items; it is to ensure the health and safety in the first weeks as we join our cohort groups. (More specifics will be sent out in the next week).

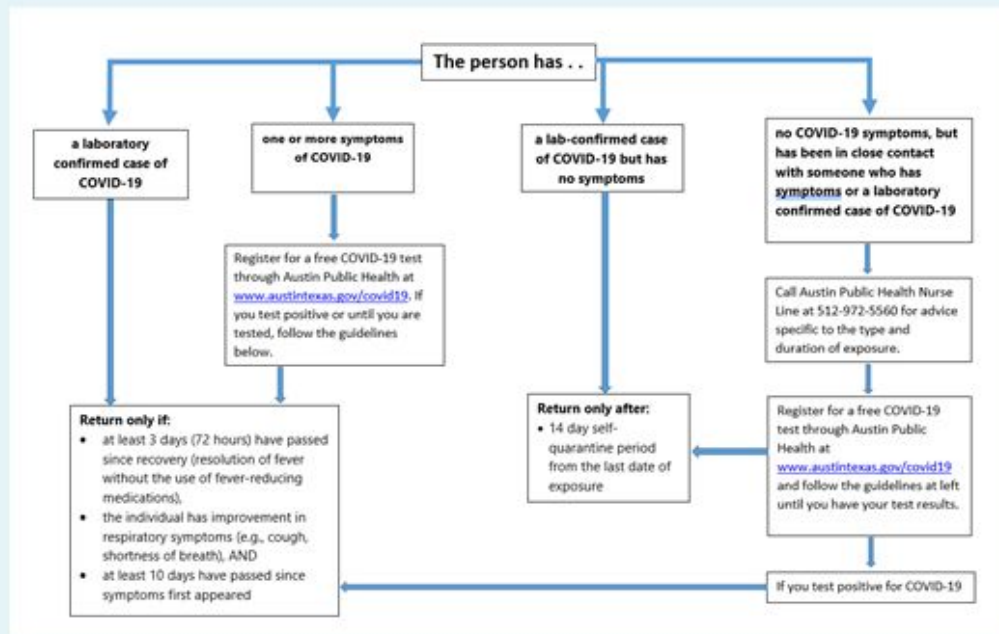
Health & Safety

CONTAINMENT OF ILLNESS

We have protocols in place for containment of illness. We will follow this flowchart, provided by Austin Public Health, if a community member has symptoms, a confirmed COVID-19 case, or potential exposure.



We will follow this flowchart to determine when someone who exhibited symptoms is permitted to return to campus.



VISITORS TO CAMPUS

Each visitor to campus will be screened for temperature and symptoms and will be required to wear a mask. During the first weeks of school, we will not be open for visitors and observations due to the health and safety of all of our families. When the time is appropriate based on guidelines, visitors will be limited to individuals providing services to students, emergency and governmental personnel, and parents on a limited basis.

CALENDAR & OPERATIONS

OPENING DATE

The 2020-2021 school year will begin as planned on Monday, August 24. If permitted to open our campuses, we will begin school face-to-face at that time – stay tuned for your child's individual schedule.

FLEXIBLE CALENDAR/ COVID RESPONSE

Should we need to close the campus, we will decide the course of learning based on the age, success and adaptability of the students. School will be paused, and we will implement a flexible calendar. We will do this by utilizing any available days that were previously scheduled to be professional development days or select holidays. We will track these days on a quarterly basis and communicate any upcoming calendar changes.

DURING ANY REQUIRED VIRTUAL LEARNING FOR STUDENTS

- Children will engage in an age-appropriate amount of virtual learning each day
- Learning packets will be sent / available as needed
- Small group Zoom lessons
- Guides help facilitate collaborative projects (connect kids with each other across groups to Zoom and work)
- Provide student accountability
- Weekly student check-ins - Individualized check-ins - Work plans are created and checked - Work turned in
- Children presenting work or projects

CLASSROOM CAPACITY

The classroom capacity based on current TEA and Child Care Licensing guidance is 45 sq. ft. per child, with no more than 22 people in a room, including teachers (10-1 ratio). Based on these guidelines, we are able to accommodate all students who are currently enrolled. Children will stay within their individual cohorts throughout the day/week. Therefore, we will be split into daily cohorts at this time so each child comes to school **5 days a week**, for consistency and structure.

DAILY SCHEDULE (Temperature & Well Checks in Carpool Line)

PRIMARY

Cohort A:

8:10-8:25 am: Arrival begins in each classroom

No Late Arrivals(unless arrangements made ahead of time)

8:30 am: Start of School

11:30 am: Dismissal (promptly so we can sanitize for next group)

Aftercare children will go to their aftercare room

Cohort B:

12:15:-12:25: Arrival begins for each classroom

***No Late Arrivals(unless arrangements made ahead of time) due to Temp Checks etc
no crossing over of groups)***

12:30 pm: Start of School

3:30 pm: Dismissal (prompt)

Aftercare children will go to their aftercare room

ELEMENTARY(Temperature & Well Checks in Carpool Line)

Cohort A:

8:10-8:25 am: Arrival begins in each classroom

***No Late Arrivals(unless arrangements made ahead of time) due to Temp Checks etc
no crossing over of groups)***

8:30 am: Start of School

11:30 am: Dismissal (promptly so we can sanitize for next group)

Aftercare children will go to their aftercare room.

Cohort B:

12:15:-12:25: Arrival begins for each classroom

***No Late Arrivals(unless arrangements made ahead of time) due to Temp Checks etc
no crossing over of groups)***

12:30 pm: Start of School

3:30 pm: Dismissal (prompt)

Aftercare children will go to their classroom

LATER THIS WEEK WE WILL SHARE YOUR CHILD'S COHORT GROUP/SCHEDULE

BEFORE AND AFTER SCHOOL CARE

After school care will be provided for families that are essential workers and that we can accommodate at this time based on the guidelines for health and safety.

LUNCHES, SNACKS & FOOD PREP

At this time, due to the nature of the time periods, we will not be eating lunch as a group at school. Cedars will not be providing snacks in an effort to ensure cross contamination does not occur and the vigilance of the health and safety of all our students. Therefore, each child will bring their own snacks in a container they are able to open and close.

PLAYGROUND/OUTDOOR SPACES

Classes will rotate use of the playgrounds and our outdoor spaces. All equipment will be regularly cleaned, and each group will have a set of equipment (balls, jump ropes, etc.) that is disinfected regularly and not shared with other groups.

TUITION AND FINANCES

While we know the year may include some temporary campus closures, it is important that we maintain our physical campuses for our return. In addition to regular maintenance, many costs associated with running our programs will increase, including:

- Expanded janitorial services to ensure spaces are cleaned and disinfected more thoroughly
- Purchasing of PPE for faculty
- Additional cleaning supplies and hand sanitizer for daily use

For those reasons, our tuition schedule for 2020-2021 remains the same. By employing a flexible calendar and/or virtual learning, we intend to provide a full educational experience to each child.

PARENT RESOURCES

We will stay in close contact with parents through regular communication. We request your collaboration and open communication with us about any symptoms that may appear at home for any of your family members. Parents will be provided with guidelines for establishing an at-home learning environment to support their students. We will offer Parent Education and resources during the year, and we welcome your ideas and suggestions for topics for these sessions.

We can't wait to see you! We missed having everyone on our campus and we are really looking forward to the start of the new school year. Please be sure to monitor school emails this summer for updates and additional information.

If you have any questions, please contact me at director@cedarsmontessori.com.

Sincerely,

Sarah