

Montessori of Ladera Ranch School Re-Opening Update

Dear Parents,

April 20, 2020

On behalf of myself and our staff, we hope this note finds you all safe and healthy. Thank you so much for your patience and understanding, as we have been adjusting to the drastic changes in life during the last few weeks. I am extremely appreciative of our students, parents, and teachers for your positivity, flexibility, and support during these trying times. A huge debt of gratitude also goes out to all front-line responders, many of which are parents at our school.

As promised, I am following up with details regarding our upcoming re-opening date. Since March 18, our school closure was voluntary, as we are considered an essential business and do not fall under the same guidelines as our local public-school district. We are governed by the Department of Social Services (Community Care Licensing), Orange County Department of Public Health (CDPH), and the U.S. Centers for Disease Control and Prevention (CDC). The recommendation from The Department of Social Services, Community Care Licensing, has been to remain open for essential workers.

After careful thought and consideration, we have decided to continue with our planned re-open date of **May 1**. Many of our families are still working and need care and stability for their children. It is our intent and duty to continue to provide our support and services for our beloved families. The health and safety of our community is a shared responsibility and one that we take seriously. I am providing you with our detailed plan, along with guidelines provided by our governing agencies. We will adhere to our safety protocol and practices for as long as necessary. Additionally, I commit to providing you with regular updates and adjustments as appropriate or required.

In closing, one of our main focus points for our staff and students during this trying time is resilience. Resilience unlocks our ability to learn and grow especially during challenging times. Little did we know how important this growth mindset would be for all of us this year. Due to this experience, I believe we all will be stronger when we come out on the other side of the COVID-19 Pandemic. History is being written and we hold the pen. Together, we will write the best story for our children.

Should you have any additional questions, please feel free to contact me.

Warmest Regards,

Montessori of Ladera Ranch
Melissa Scott
Director

COVID-19 Safety Protocol & Practices

Student's Name: _____ Date of Birth: _____

Parent or Guardian: _____ Phone # _____

(Please check the box that applies to the age group of your child)

Toddler

Preschool

Elementary

SCHOOL HOURS: The following are the weekly schedule options:

- **School Day** **7:00 a.m. – 6:00 p.m.**
- **Full-Day** **9:00 a.m. – 3:00 p.m.**
- **Half-Day** **9:00 a.m. - 12:00 p.m.**

DROP OFF AND PICK UP TIMES: The school will limit the number of people with access to the school. We are suspending all guests and visitors from entering our school.

- There will be a sign in/out table located in front of the school entrance. Please stand in line with the mandated 6 foot socially distant markers located on the tape. We ask that all parents wear a **mask and gloves**. Each child will have their temperature taken, and then will be escorted to their classrooms. At your scheduled pick-up time, please stand in line outside, and your child will be brought out to you. Do not enter the building.

SNACKS AND LUNCH:

- During this time, we are suspending our hot lunch program and school snacks. Children enrolled in our full-day program, please provide two snacks and lunch every day. Children enrolled in one of our half-day programs, please provide one snack per day. No sharing of food will be allowed, and we are unable to reheat or refrigerate food.

CLASSROOM PROTOCOL:

- To the extent possible, all staff members will wear a face mask and gloves. Children may attend school with a face mask provided by the parent and will be encouraged to wear it during the day. Please also provide a labeled Ziploc bag for storing.
- Children and teachers will wash hands and/or use hand sanitizer as they enter the classrooms at the beginning of each day, after touching classroom materials, each time coming inside from the playground, after using the restrooms, and before eating.
- The school and playgrounds will be cleaned and disinfected continuously throughout the day.
- The school will keep the children in the same groups every day. There will be no co-mingling between classrooms and teachers. The children will be limited to consistent small groups of children.
- To the extent possible, the school will implement “social distancing” between children. The school will make sure to give space between children during circle time, at the tables while doing work or while eating, during naptime, and for the remaining portions of the day.
- Children who are sick, or anyone in the household is sick, with respiratory symptoms, a fever or persistent cough must remain home. Children may not return to school until all symptoms have been GONE without using fever reducing medication for a minimum of

72 hours. A Doctor's note may be requested and required to return to school.

- Each teacher will have a classroom thermometer and will be taking the children's temperatures throughout the day. Should a child come down with a fever or other flu-like symptoms, they will be isolated in the office and the parent will be notified and must pick up within 30 minutes of notification.
- If anyone in the household has traveled, please notify us immediately.
- If anyone in your household learns that they have tested positive for COVID-19, your child must self-isolate for 14 days at a minimum. If this should occur, please notify the school immediately so that we may work with the Orange County Health Care Agency and provide appropriate notifications to the families and the staff of the school.

All policies and stipulations from the current parent handbook and admission's agreement will be carried over and remain active. My signature below indicates I agree to follow the updated policies regarding the COVID-19 Safety Protocol & Practices set forth by Montessori of Ladera Ranch. I have read and understand the terms of these policies, all materials were explained adequately, and my questions have been satisfactorily answered. Please keep a copy for your records.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Director Signature: _____ Date: _____