



childpeace

MONTESSORI SCHOOL

# Children's House Back to School Guide 2020-21

Version 1.0 - Updated August 7, 2020

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# Overview

This guide has been created to ensure that we, as a community, are taking appropriate action to protect our Childpeace community, staff, children and families and to minimize the risk of a potential outbreak of illness while providing educational experiences.

Procedures outlined in this guide override existing ones from our current parent handbook in any areas where they may overlap. Together we will work to continue the quality program that this community has created, while offering a safe place for children and staff to work and learn.

Procedures in this guide are intended to provide direction for families and staff while at school, to help limit the potential of an outbreak of illness in our school community, and to provide protection for our staff, children, and families. The procedures and policies outlined in this document apply to the Children's House program.

We have based these procedures on guidance from both the Center for Disease Control (CDC) and the Oregon Department of Education Early Learning Division (ELD) in collaboration with the Oregon Health Authority (OHA).

Due to the nature of the COVID-19 pandemic, changes to these procedures are inevitable and Childpeace will provide clear communication in a timely manner regarding any changes to policy or protocols.

# Program Information

## Hours

The Children's House (CH) hours will be:

- ½ Day Schedule: 8:30 am – 1:00 pm
- ¾ Day Schedule 8:30 am – 3:00 pm

**NOTE:** Due to current health regulations, we are currently unable to provide any Early Morning Care hours in CH but we will re-evaluate this decision throughout the year based on guidance from the health authorities. We are continuing to explore options for offering some hours of care after 3:00 pm.

## Class Location, Staffing and Group Size

Current drafts of the reopening guidelines for Early Childhood Education (ECE) Providers mandates that the maximum stable group size for this age is 20 children with a ratio of one adult to 10 children. The reopening scenario shared here is based on groups of 20. If regulations require us to remain at group sizes of 10 children per stable group, we will share our alternate scenario. The classroom staff will be as follows:

- Maple Room – Stephanie Wiant, Guide, and Wendi Taylor, assistant
- Pine Room - Maren Thomas, Guide, and Sadie Soliman, assistant
- Spruce Room – Anastasia Shulevitz, Guide, and Susan Harris, assistant
- Willow Room – Venus Zaron, Guide, and Lindsay van Warmerdam, assistant
- Sage Clubroom – Becky Poulos, Sage Guide, and Caity Dudley, assistant
- Trillium Clubroom - Crystal Harris, Guide, and Natalie Orr, assistant

## Reaching Your Child's Guide

Guides are available to answer questions and share about your child's experience by email and phone. While we need to suspend in-person meetings at this time, we know that communication is an essential piece of our partnership with parents. For urgent questions, please call or email the TC/CH Program Director, Amanda Donigan Gibbs, [amanda@childpeace.org](mailto:amanda@childpeace.org), (503) 222-1197.

## **Gross Motor Movement**

Each day, the CH classrooms will have time for gross motor activity at either the greenspace, playground, or playroom. Stable groups will be maintained during playtime and any shared play equipment will be sanitized between use by stable classroom groups. For sanitation reasons, the sandbox will not be in use at this time.

## **Lunch and Snacks**

Family-style snack and meal offerings have been suspended at this time.

Please send your child to school with a backpack/reusable bag with a morning snack, a complete lunch, and a water bottle each day. Afternoon snacks will not be needed unless we are able to offer a Full Day option (pick up after 3:00 pm). Please package any snacks in separate containers from your child's lunch to avoid confusion.

Remember to include any necessary utensils as the school will not be able to provide them at this time. Paper napkins will be provided for each child, but please feel free to send reusable napkins if you prefer. If a child brings a reusable napkin, it will be sent home to be laundered each day.

We will not have water glasses in the classroom, so your child will need to bring a full water bottle. An adult will help your child refill their water bottle as needed during the day. Please make sure your child is able to open and drink from their water bottle independently. We will send water bottles home for cleaning each day.

## **Personal Items**

Each child should bring two full changes of clothing to be kept at school (two sets consisting of a shirt, underwear, pants, and socks). If your child has wet or soiled clothing, it will be sent home at the end of the day. Please make sure to send a replacement set back to school the following day.

Each child should also keep a rain jacket, rain pants, and pair of rain boots at school.

If your child naps at school, please send a crib-size fitted sheet and a small blanket. A small pillow and/or stuffed animal is optional. Nap items will be sent home at the end of each week to be laundered. The [CDC recommends](#) washing items on the warmest appropriate setting and drying them completely as a preventative measure.

## **Arrival and Departure**

This fall, all CH arrival and departure procedures will happen at the back entrance off Savier St. Please only have one adult walk your child up to the building for arrival and only one adult walk up to the building at departure. This will help us maintain a safe distance of six feet between families at these busy times. It is recommended that the same adult does pick-up and drop-off each day. We understand this may not always be possible. We will have a staff member at the entryway who will greet your child at arrivals and say goodbye at dismissal. ELD guidelines do not allow parents to enter our building at this time. For arrival, we will have markers six feet apart on the ground each morning. We ask that you remain in your car until you see an available space in line .

We will be staggering arrival and departure for each CH classroom this fall to help maintain physical distancing between stable groups. A schedule with each classroom's arrival and departure window will be shared in the coming weeks, but we will aim to keep all groups as close to our usual arrival (8:25 - 8:40 am) and departure (1:00 pm and 3:00 pm) windows as possible.

If you arrive late, we will ask that you wait in your car and phone the school (503-222-1197). A staff member will meet you at your class's entry way after all other groups are done with their arrival or departure procedure. Please note that this could take up to 20 minutes.

## **Wellness Screening**

In order to lower the risk of the spread of illness within our community, we will be asking that each household completes a daily wellness questionnaire for their child(ren) covering exposure, pending test results, and symptoms. We will also have a staff member check each child's temperature before the child is allowed in the building. Each morning at arrival and in the afternoon at departure a staff member will sign in/out each child. For the health and safety of the public, child care providers are required to keep these records for the purpose of contact tracing, should someone be diagnosed with COVID-19 in our community.

The procedures for signing in/out are listed below:

- One guardian will escort their child to their classroom's designated arrival/departure area.
- A staff member will verify that a wellness questionnaire has been completed and visually check for any of the symptoms listed under our "[COVID-19 Illness Policy and Procedures](#)" section. The staff member will also take your child's

temperature using a contactless thermometer and dispense hand sanitizer to the child. Handwashing will take place once your child is in their classroom.

- A staff member will then list what time your child arrived at school, who dropped them off, and mark that a wellness screening was completed. At departure, a staff member will sign your child out by listing what time they left and who picked them up.
- Our goal is to minimize risk to the Childpeace community and to create a safe school environment. Thank you in advance for your patience as we work through this new process.

## Social-Emotional Health

### Staff Training

It is important to recognize that COVID-19 impacts staff and students differently based on race, age, culture, and/or role. Attending to the well-being of everyone in the Childpeace community is a necessary prerequisite when planning our 2020-21 school year. As such, our faculty and staff will be completing professional development courses in trauma-informed care before the start of the school year. We will also be working closely with our school psychologist, Dr. Elizabeth Schwarz, throughout the school year.

## Distance Learning

### Children's House Goals for Distance Learning:

The CH Distance Learning program, [childpeace@home](mailto:childpeace@home), has been designed to support the child's emotional well being, foster the child's emerging functional independence and to nurture a sense of connection between the children, families, and staff members if there is a need to move to a distance learning scenario instead of on site learning. Our goal is to partner with parents to support the development of the whole child, socially and academically, through the principles of AMI Montessori as they can be applied in the home.

Our [childpeace@home](mailto:childpeace@home) offerings will be shared with families as a two week schedule that clearly identifies when and how various communication and opportunities for connection will be offered. The goal of this schedule is to support all children and parents and to offer *a point of contact with a Childpeace staff member each day*. Guides will also be personalizing each child's [childpeace@home](mailto:childpeace@home) experience throughout the closure. Details are described below.

Each week during childpeace@home, our team will be preparing and planning new activities and connections with children and parents.

### **Ways to Stay Connected:**

1. **Group Video Calls** - Our CH team has chosen to use Zoom video conferencing software as our platform for video calls during a closure. Each family can expect to see one to two themed full class Zoom gatherings per week led by classroom Guides, one Zoom gathering offered every two weeks for their pod (classroom/clubroom grouping) led by aftercare staff, and one Zoom movement gathering offered every two weeks led by support staff. Video calls will be about 15 - 30 minutes in length and guidance will be shared with parents in advance to help your child have a more positive video gathering experience. Zoom gatherings are optional and parents should only opt into this offering if it feels right for your child's developmental needs and your family's screen time policy.
2. **Email** - Each CH classroom will send home an email newsletter. There will be one activity in each email that can be completed by any child in the class, regardless of age or skill set. Guides will check and respond to email every school day.
3. **Phone Calls with Parents** - Each Guide will have time every week to connect with parents via phone. The phone calls are to check in on how things are going and for Guides and parents/guardians to personalize offerings for your child.
4. **Parent Community Meetings** - CH Guides will offer virtual parent meetings. These parent meetings are meant to provide helpful information for supporting your child at home and are also intended to support parent connection with one another.
5. **Pre-recorded videos and audio recordings** - In addition to activities shared in the classroom Google folders (see below), staff members will also include an on-demand library of pre-recorded book readings, audio recordings of songs, and other content to share with your child.

### **Distance Learning Activities:**

The CH staff has a library of activities and resources available to families via a class Google Drive folder. There will be a folder for each classroom and families will receive a link to access all of the materials in that folder. Based on parent feedback from our June survey, we will help parents identify activities that are appropriate for their child's age and skill set. Parents are encouraged to sign up for a phone call with their child's Guide each week as this will help the Guides check in and suggest personalized lessons and activities for your child.

Additionally, CH staff members will create a **prepared activity packet** that can be picked up at school soon after a campus closure begins. The activity will either be a self-expression or sewing activity and will be tailored for your child's skill level. For students in their final year of CH, they will receive additional work that supports their reading, writing, and math skills.

## Sample Two-Week Schedule:

The two-week schedule will vary based on what day of the week the closure begins. The calendar below is an example of what you can expect to see.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>WEEK ONE</b>	<b>Class Email</b> highlighting a full group activity <hr/> <b>Office Hours</b> 12 pm - 4 pm	<b>Pod Zoom</b> Gathering @ 10 am <hr/> <b>½ Day Staff Planning</b> 12 pm - 4 pm	<b>Activity Pick Up</b> @ Childpeace <hr/> <b>Office Hours</b> 12 pm - 4 pm	<b>Office Hours</b> 10 am - 4 pm	<b>Full Class Zoom</b> Gathering (Theme: Mammals) @ 9 am
<b>WEEK TWO</b>	<b>Class Email</b> highlighting a full group activity <hr/> <b>Office Hours</b> 12 pm - 4 pm	<b>Office Hours</b> 10 am - 4 pm	<b>Movement Zoom</b> Gathering @ 10 am <hr/> <b>½ Day Staff Planning</b> 12 pm - 4 pm	<b>Office Hours</b> 8 am - 2 pm <hr/> <b>Parent Meeting</b> 4 pm - 5 pm	<b>Full Class Zoom</b> Gathering (Theme: Birds) @ 9 am

# Frequently Asked Questions

## **1. Will Childpeace be offering Early Morning Care this fall? What about After School Care?**

Due to current health regulations, we are currently unable to provide any Early Morning Care hours in CH but we will re-evaluate this decision throughout the year based on guidance from the health authorities. We are continuing to explore options for offering some hours of care after 3:00 pm.

## **2. Who is required to wear masks this fall?**

Childpeace will be following the ODE requirement that children ages five and up wear masks in school. We encourage children between the ages of two and four-years-old to wear masks if they are comfortable doing so, but it is not required at this time.

Cloth face coverings are required and will be provided for all faculty on our campuses when working with children. All employees will wear a face covering in common areas or whenever they cannot keep six feet from others. The full policy is in our COVID-19 Policy & Procedures.

## **3. When will Childpeace know about the final regulations from the Early Learning Division for the fall?**

The ELD will be releasing final guidelines for the fall on August 14. We anticipate some updates to this document shortly after that date.

## **4. If K-12 schools are required to close, is it possible that Children's House can remain open?**

Currently, all child care centers must have an emergency child care license to be open. Childpeace has this license. This will be in place until the Governor lifts that restriction. If the guidelines for emergency child care remain the same, it would be possible for our TC and CH programs, including the Terrace, to remain open even if there was a K-12 mandated closure.

## **5. If my family is screen-free or my child does not do well with screens, what opportunities will be available for my child if we have to move to distance learning?**

For our children in the TC and CH, we have designed our distance learning plans to limit the amount of time doing screen-based activities. All screen-based

activities, such as group Zoom meetups, are optional. We have other ways to connect with families who are screen-free and will support those families with other resources. For example, prepared packets of activities that can be mailed to families or picked up at school. If you would like to know more, contact your child's Guide.

**6. Will there be a discount in tuition if Childpeace has to move to a distance learning model?**

The possibility of tuition adjustments for the TC and CH levels due to campus closure is being considered and would depend on the duration of the closure. The Board Finance Committee is working throughout this coming year to manage our budget so we have resources to support our programs for our families as safely as possible.