



childpeace

MONTENESSORI SCHOOL

The Terrace Back to School Guide 2020-21

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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 Terrace 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

At the Terrace, the hours will be:

- ½ Day Schedule: 8:30 am – 12:45 pm
- ¾ Day Schedule 8:30 am – 3:00 pm

NOTE: We are exploring options for offering Early Morning Care this fall. Due to current health regulations, we are currently unable to offer a Full Day Schedule of 8:30 am – 5:00 pm this fall, 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 one group of 17. 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:

- Pam Bishop, Guide,
- Sarah Rinzler, assistant,
- Shanon Schollian, 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, (503) 222-1197.

Gross Motor Movement

We are planning to fence off a grassy playspace at St. Philip Neri that will only be used by children at Childpeace's Terrace program. Should there be a need to move to two stable groups with a maximum of 10 children, each Terrace classroom will have time for outdoor activity daily as weather permits. We will stagger playtimes so that stable

groups can be maintained and shared outdoor equipment will be sanitized between stable classroom groups.

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, labeled 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. Please send a full water bottle each day with your child. An adult will help your child refill their water bottle as needed during the day. Please help your child to practice so they are 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 (two sets of a shirt, underwear, pants, and socks) to be kept at school. 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 and pair of rain boots at school.

If your child naps at school, please send two sets of bedding (two crib-size fitted sheets and two small blankets). 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, we are planning to have the Terrace arrival and departure procedures happen at the side entrance off SE 16th Street. This entrance is only for the Childpeace Terrace program during school hours.

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. We will not be allowing parents inside the building at this time. For arrival and departure, we will have indicators on the sidewalk marking six feet apart to support physical distancing during these transition times.

If you arrive late, we ask that you wait in your car and phone the school. A Childpeace staff member will meet you at the entry way when it is safe for one of them to leave the rest of the group. Please note that this could take up to 20 minutes so arriving promptly is especially important this year.

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 the 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. Your child will wash their hands once they are in their classroom.
- A staff member will then record what time your child arrived at school, who dropped them off, and record that a wellness screening was completed. At

departure, a staff member will sign out your child by recording 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 Children's House (CH) Distance Learning program, 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 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 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 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 share one weekly class email. 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 also be available to check and respond to email during their normal work hours.
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 Meetings** - CH Guides will offer parent meetings as needed. 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 will be sharing a library of activities and resources with 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
WEEK ONE	Class Email highlighting a full group activity <hr/> Office Hours 12 pm - 4 pm	Pod Zoom Gathering @ 10 am <hr/> ½ Day Staff Planning 12 pm - 4 pm	Activity Pick Up @ Childpeace <hr/> Office Hours 12 pm - 4 pm	Office Hours 10 am - 4 pm	Full Class Zoom Gathering (Theme: Mammals) @ 9 am
WEEK TWO	Class Email highlighting a full group activity <hr/> Office Hours 12 pm - 4 pm	Office Hours 10 am - 4 pm	Movement Zoom Gathering @ 10 am <hr/> ½ Day Staff Planning 12 pm - 4 pm	Office Hours 8 am - 2 pm <hr/> Parent Meeting 4 pm - 5 pm	Full Class Zoom Gathering (Theme: Birds) @ 9 am

Frequently Asked Questions

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

We are currently unable to provide 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. Will I be offered an opportunity to see the new Terrace location before school starts?

Yes! Pam has offered to walk families through the new space either individually or in very limited numbers so they can see the physical space, including classrooms, entryways, and the playspace. If you are interested in seeing the space before school starts, please email Pam directly (pam@childpeace.org).

3. 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.

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 document.

4. 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.

5. If K-12 is mandated 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.

6. 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.

7. 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.