



MONTESSORI EXPLORER

Unlocking Learning For A Lifetime

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June 30, 2020

Dear Parents,

REVISED FROM LETTER SENT ON MAY 29, 2020

Updates

As more and more children are attending every week, we find it necessary to go over some of the initial policies and procedures put in place to keep Montessori Explorer open. Please note that we have to make changes to the arrival and drop off to prevent a crowded situation inside the front office. Starting Monday, June 1, 2020 we are not allowing any parent or guardian walk into the front office or go beyond the front office. This enables us to follow the social distancing procedures put in place by CDC. Please read the arrival and pick up procedures that we have outlined at the bottom of this email. Also, please read the attached *Health and safety protocols adopted during the controlled period* word document.

We are excited to see more and more children attending school each week. As we welcome them back to their classrooms, we also must make arrangements to accommodate them. Please make sure to let us know 24 hours in advance so that we can be prepared to greet your child when they arrive.

Arrival & Departure Procedures - Changes:

Arrival Health Check

All children and staff must be assessed on arrival for symptoms of illness, including taking temperatures, verbal questioning and visual inspection. Any person found to have signs of illness will be asked to go home and keep in contact with the school.

Arrival and Departure Procedures

Arrival: Please help us maintain social distancing by lining up with at least a minimum of six feet from one another. The line must be formed outside the front gate.

Please be patient while the staff member takes your temperature and complete their health check. The teacher will have few questions for you while the temperature is being taken.

Once the health check is complete and your child is ready to go inside, a teacher will accompany them to the classroom. The staff member taking the temperature will record your arrival time to record it into the ProCare system.

Departure: Only one family (parent) is allowed to come in to clock out and gather their child from the front office. Parents please do not go past the desk. Once you clock out your child will be brought to you by the teacher, please stay past the front gate. Maintain social distancing if there are other families.

We may change these procedures if the arrival and departure get too crowded. The next solution given to us is to have staggered arrival and departure times for each family.

Mitigation of Spreading Germs

All children and staff will continue to be required to thoroughly **wash hands upon arrival**. We have continued to get each child's hands washed before and after they use any material. Staff cleans each material that can be disinfected before the material goes back to the shelf. Our goal is by getting hands washed before and after each work, we are limiting the chances of getting any materials contaminated with any organic matter.

Children and staff wear masks inside and outside of the classrooms. This keep any droplets from falling on to any surface or spreading to others. Please send a clean face mask each day. Face masks can be handwashed daily and dried if you have a limited supply.

We ask the parents to continue strict hygiene practices at home and when outside. Clip your child's fingernails and teach them to clean under their fingernails.

Play dates: We are not cleared to allow children to have play dates as we cannot control who their friends come in contact with. The school is doing its best following procedures to maintain a safe environment. We need your help, keep your child or children at home, do not have play dates.

Travel: **If you travel outside of San Diego, you must voluntarily quarantine yourself and your child.** Please do not bring them to school if you have traveled outside of San Diego, outside of California, taken a flight, etc. Please stay home for 14 days before you come back. If you present any symptoms of Covid-19 please contact your medical care provider.

Signs of Illness

As always, **we will notify parents if a child becomes ill during the day**. We must enforce a strict 1-hour pick up of a sick child. While we are aware that anyone is contagious before symptoms appear, we will still separate the sick child from the rest of the children until the parent arrives. Staff will also be required to leave the property as soon as they show any signs of illness. As an extra precaution, if your child is sent home with symptoms, they may not return to school for 48 hours to ensure no other symptoms appear.

Families will receive a notice if at any point anyone is sent home with signs of illness so that you will be able to make your decisions on a daily basis about whether to send your child to school the following day.

If anyone in your family has a fever or other signs of illness, we ask that you keep your child home for 48 hours to determine whether those symptoms will develop into something serious. After 48 hours, if there are no other symptoms in the family member, your child may return to school.

These procedures are vital not only to the well-being of the children but also the viability of the school. According to the CDC, if anyone who has been “in” the property or building is diagnosed with the virus, we will have to shut the school. This does not carry over to family members who have not been in the school. By staying outside the fence, you are helping us limit the number of possible individuals in contact. We have to adjust as the number of students increase and the number of families enter the school increase.

Acknowledgement of Risk & Follow Set Procedures

Parents sending children to Montessori Explorer and employees working acknowledge that despite all our best efforts, there is still a risk of infection. Attendance implies acceptance of the risk. We encourage you to continue to assess the best course of action for you and your family. We are going above the required health guidelines set up by CDC and the County and if a parent, child, or staff member is exposed to Covid-19 we will close the school for 14-days to follow protocol. We will notify all families considering the HIPPA guidelines.

- Please note that the school is open from 7:00 am to 6:00 pm.
- If your child is a half day student, meaning the day ends at 12:30pm for your child, your child’s pickup time is from 12:00pm to 12:30pm.
- If your child is a full day student, meaning the day ends at 3:30pm for your child, your child’s pickup time is from 3:00 pm to 3:30 pm.
- If your child is an extended day student, meaning the day ends at 6:00pm for your child, your child’s pickup time is from 5:00pm to 6:00pm. No late pickup at all, meaning please do not pick up your child after 6:00pm.
- If think you cannot pick your child up at the correct time, please pick them up earlier. We are unable to stay with your child past the times allotted to them. We cannot keep them in a classroom or send them to nap. We have to follow guidelines and it also disrupts the scheduled daily learning, activities for the children and the schedule disinfectant and sanitation routines of the staff.
- We are not care past your child’s pick-up time as the staff need additional time to prepare the environment to receive children by sanitizing the classrooms for the next day after 6:00 pm.

All emails must be directed to dinusha@Montessori-Explorer.com to receive a prompt or any response.

Thank you,

Dinusha Perera

Director