



# COVID-19

## Parent Handbook

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2020

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## COVID Procedures and Policies

### Purpose

This document has been created to ensure that we, as a community, are taking appropriate action to protect our Philomath Montessori community, staff, children and families from the potential outbreak of illness. Policies outlined in this handbook override existing ones from our current parent handbook where they overlap. Together we will work to continue the quality program that this community has created, while offering a safe place for work and learning for our children and staff.

Policies in this handbook are to provide direction for families and staff while on Philomath Montessori grounds, to help control the potential of an illness outbreak in our school community and provide protection for our staff, children, and families. Each policy outlined in this document applies to all employees and community members while on Philomath Montessori School property.

We have based these policies on guidance from both the Center for Disease Control (CDC) and the Oregon Department of Education Early Learning Division (ELD). You can view the CDC's guidance for childcare [here](#) and the ELD's guidance [here](#). Philomath Montessori will strive to take the strictest measures in terms of guidance from these sources for the health and safety of our community.

Due to the nature of the pandemic, changes are inevitable, and Philomath Montessori will provide clear communication in a timely manner regarding any changes to policy or protocols.

## Health Procedures for Families and Staff

Prior to arriving at Philomath Montessori each day, we ask families and staff members to undergo the following protocols to maintain a healthy and safe environment.

1. General Philomath Montessori Wellness Guidelines (listed below)
2. COVID-19 Symptom Assessment (listed below)

## General Philomath Montessori Wellness Guidelines

These are our general health and wellness policies we adhere to from the Oregon Health Authority.

Staff and children may not attend school if they have one or more of the following symptoms:

- Signs of a new cold or illness: clear runny nose, feeling unwell, lethargic
- Green mucus from the nose, enlarged glands, earache, inflamed eyes
- Fever over 100 degrees F in the last 24 hours
- Diarrhea or vomiting in the last 24 hours
- Nausea or imminent vomiting
- Unusual cough, sore throat, rash
- Stiff neck or headache
- Shortness of breath or difficulty breathing
- Complaints of severe pain

In addition, the Health Department maintains a list of daycare-restricted diseases including chickenpox, scabies, and staph and strep infections, in which case we must exclude the child and notify the Health Department of any outbreak.

## COVID-19 Symptom Assessment

This assessment has been based on [CDC symptoms of COVID-19](#).

Prior to leaving home each staff member and family member must read and comply and answer the wellness questions below. Do not bring your child to school if you, anyone in your household, or your child have any of the symptoms outlined below.

1. Have you been diagnosed with COVID-19 in the last 2 weeks or have you taken a test and the test is pending?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Have you had close personal contact, as defined below, with anyone who has been diagnosed with COVID-19 (lab or clinical diagnosis)?  <ul style="list-style-type: none"> <li>• Within 6 feet for prolonged period (-10 minutes)</li> <li>• In a confined space (cab, small room, shared stateroom, berthing proximity, office, etc.)</li> <li>• Had direct contact with infectious secretions (been coughed, sneezed on, etc.)</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Are you currently experiencing any of the following symptoms or experienced them in the last 72 hours?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> <li>a. Fever or chills</li> <li>b. Persistent Cough</li> <li>c. Shortness of breath or difficulty breathing</li> <li>d. Fatigue</li> <li>e. Muscle or body aches</li> <li>f. Headache</li> <li>g. Sore Throat</li> <li>h. New loss of taste or smell</li> <li>i. Congestion or runny nose</li> <li>j. Nausea or vomiting</li> <li>k. Diarrhea</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No

This list does not include all possible symptoms. We will update this list as new information is posted by the CDC.

**If you answer YES to any of the above questions, you may not enter Philomath Montessori. If your child’s symptoms are linked to a pre-existing condition such as asthma, allergies, etc. your child may come to school if they have a doctor’s note explaining the symptoms are not related to COVID-19.**

**Children and staff exhibiting any of the above symptoms should isolate at home for a minimum of 10 days after onset of symptoms and 24 hours after resolution of both fever and cough, UNAIDED BY MEDICATIONS.**

We recommend families return home and contact your healthcare provider. If diagnosed with COVID-19, notify Philomath Montessori and any known “close contacts” and/or be prepared to discuss the dates you were on Philomath Montessori premises and where you may have been or who you may have come in contact with while at Philomath Montessori.

### The main preventative measures to be modeled and used at home and at school:

- Wash hands frequently and thoroughly, using soap and water to scrub for 20 seconds.
- Cover coughs and sneezes with elbow or tissue and follow any coughing or sneezing with hand washing.
- Avoid touching your face.

### Protocol if a child gets sick or exhibits symptoms while at PhMS:

- If a child exhibits any COVID-like symptoms they will be taken to the office to be isolated until guardians can be called and the child is picked up. Upon arrival, call the office at 541-929-2672, and your child will be escorted to the pick-up location.
- The assistant will remain with the child until they are picked up. The assistant will wear a mask, use gloves and use as much social distancing as possible while providing as much comfort to the child as possible.
- The office space will be closed for 24 hours to reduce the potential for respiratory droplets. Windows will be open during that period. If a 24-hour period is not feasible a Philomath Montessori staff member will wait as long as possible and follow sanitation protocols as outlined by the CDC. Philomath Montessori will ensure safe and correct application of disinfectants and keep disinfectant products away from children.

**Children exhibiting COVID-19 symptoms will be asked to stay at home for a minimum of 10 days after onset of symptoms and 24 hours after resolution of both fever and cough, UNAIDED BY MEDICATIONS.**

### Behaviors and Health Risk Prevention

As stress and trauma increase during the time of COVID-19, Philomath Montessori staff anticipate more challenging and dysregulated behaviors for many children. Implementing and communicating predictable routines and procedures will be very important for all of the children and adults. Taking the time to review the new procedures with your children will help them maintain a sense of psychological safety.

Due to the need for increased, strict health and safety guidelines we will be implementing the following policy:

- For the safety of all those in the community, any behaviors that put the health of other children or staff at risk during this time will result in a call to guardians for immediate pick-up. This may include spitting, biting, removing masks from staff member faces or any behaviors that increase the risk to our staff or impacts the ability to maintain a safe environment for the children and our Philomath Montessori community.
- An assessment meeting will be scheduled with the Director and guardians before a child may come back to school.

## Drop-off & Pick-up Procedures:

The ELD recommends the same parent or designated person should drop-off and pick-up the child every day. If possible, older people such as grandparents or those with serious underlying medical conditions should not pick up children, because they are more at risk for severe illness from COVID-19.

### How it will work:

As required by ELD, we will be checking families in and out of the designated area **outside** the building. All adults must wear a face covering for pick-up and drop-off.

The pick-up/drop-off person will not be permitted to enter the building unless permission is granted by our Director, Jessica Neebe. The check-in process will include a wellness screening (see below). Classroom staff will be at the designated location ready to receive your child(ren) after they complete the wellness check. To communicate with your child's teacher please see the communication section [here](#).

### Drop-off

We ask that families respect social distancing guidelines and if you see 2-3 families already waiting in line to please give space or wait in your vehicles if possible until there is room. Our staff will complete a wellness screening including a temperature check for each child and family. After the screening process, you will say goodbye to the child, and they will walk through the gate where a staff member will greet them.

## Pick-up

At the assigned pick-up time a staff member will bring the group of children to the designated area to be ready for pick-up. Children will be administered hand sanitizer and signed out once we see their approved pick-up adult has arrived.

## Drop-off/Pick-up Schedule:

Please be sure you arrive on time for drop-off and pick-up. If you arrive late and we are not outside, please call the school and we will meet you outside at the gate.

<u>Group</u>	<u>Drop-off</u>	<u>Pick-up Window</u>
Half-day	8:45 – 9:00AM	12:00PM
Full/Extended-day	8:45 – 9:00AM	2:00PM

- We will begin the school year with drop-off and pick-up on the **East side of the building** – **East** refers to the parking area on 12<sup>th</sup> Street on the east side of the building – come to schoolyard gate.
- If the weather becomes prohibitive, we may switch to drop-off on the **West side of the building**. You will contact families if this change becomes necessary. **West** refers to the parking area in front of the Benton County Historical Museum on the west side of the building – come to the CUMC building main entrance.
- We encourage families to wait in their cars if there are more than 2 families already in line.
- Please respect and follow social distancing in the parking lot.

## Wellness Screening

In order to ensure the health and safety of our children, staff and families a Philomath Montessori staff member will be administering a wellness check with each child in our program.

Every morning at drop-off a staff member will sign in/out each child. For the health and safety of all, childcare providers are required to keep detailed records for the purpose of tracking if someone is diagnosed with COVID-19.

The procedures for signing in/out are listed below:

- One guardian will escort each child or children to the sign in area.



- A staff member will conduct a COVID-19 Symptom Assessment with questions for the adult present. The staff member will also take each child's temperature and administer hand sanitizer upon entry.
- Staff will record the name of the person dropping off and picking up.
- Please remember our goal is to be safe and try to be patient as we all learn this new process.

## Daily Preparedness Checklist

During the drop-off/sign-in procedure, a staff will ensure the child has all the necessary items for each day.

Each day, children should have the following:

- Snack and lunch (if applicable)
- A clean, full and sanitized water bottle
- 2 face coverings in a clean bag/container (cloth, disposable or shield)
- A weather-proof coat with a hood or hat and boots for wet weather on the premises
- 2 sets of extra clothes on the premises
- Any medications (we will have medication authorization forms on hand)

## Sanitation

Philomath Montessori will be following these [Cleaning and Sanitation Guidelines](#) (see section 10) as outlined by the ELD.

## Visitor Protocol

For the health and safety of our staff, families and community during the COVID-19 outbreak, Philomath Montessori will limit visitor entry into the building. If you have a health or safety concern or wish to schedule a time to speak with a PhMS staff member, please see our [communication section](#).

Only these individuals may enter Philomath Montessori's designated rooms in the building:

- Staff members
- Developmental/Educational personnel providing services to children
- Maintenance Personnel
- State licensing/Regulators/Inspectors
- Emergency medical personnel

*All other individuals are subject to approval by our Director, Jessica Neebe, before entry is permitted.*

All authorized visitors must follow the procedures outlined below:

- Wash hands following posted handwashing procedures.
- Move to check-in table outside school office and take your temperature.
- Sign-in, record your name, date, time-in and phone number (for contact tracing).
- Answer PhMS's COVID-19 Wellness Checklist Questions in the presence of a staff member.
- Spray a cloth with the disinfecting solution and sanitize the thermometer & pen.

Guidelines:

- Approved visitors will only be let in by a staff member. They will be accompanied by a staff member at all times and asked to follow the above procedures upon entering the building.
- All deliveries must be left outside of the schoolyard door but only if someone is present to receive them.
- The staff member who comes to the door must be sure to follow the 6-foot social distancing protocol from the Oregon Health Authority.

## Face Coverings

We have based this policy on guidance from both the Center for Disease Control (CDC) and the Oregon Department of Education Early Learning Division (ELD). You can view the CDC's guidance on face coverings [here](#) and the ELD's guidance [here](#) (section 6). Philomath Montessori will strive to take the strictest measures in terms of guidance from these sources for the health and safety of our community.

## Expectations for Face Coverings at Philomath Montessori School

For Adults:

**All adults, staff members, family members and visitors are required to wear a face covering when entering Philomath Montessori. Face coverings and face shields must follow CDC guidelines for face coverings which can be found [here](#).**

- Parents are required to wear face masks for pick-up and drop-off.
- All staff members will wear a face mask at all times while inside Philomath Montessori.
- Staff members have each been provided 4 dual layered cloth masks and a face shield.
- Staff members are encouraged to take breaks outside or at a socially distanced space away from colleagues and children to remove their masks when needed.

### For Children:

The guidance of the ODE and the OHA state that face coverings are mandatory for children over 4 years of age. The CDC recommends anyone over two years of age wear one in public. As such, **Philomath Montessori asks that all our children wear face coverings unless health challenges to doing so exist.** Philomath Montessori asks families to provide children with face coverings and that face coverings be worn at drop-off/ pick-up.

- At this time, Philomath Montessori is unable to provide face coverings for children, please reach out if you are unable to find your own. We have acquired a donated supply of children's face coverings that can be used as needed.
- All face coverings and face shields must properly fit the child's face measurements and the child must be able to remove the face covering or face shield themselves without assistance.
- We will assist your child in wearing a mask.
- If a child removes a face covering or face shield, or demonstrates a need to remove the covering/shield for a short period of time, staff will:
  - Supervise the child to maintain six feet or more of physical distancing from all adults and children.
  - Guide the child by modeling how to effectively wear a face covering or face shield.
- There is a designated space/container for each child to place their masks while eating or when taking a break/rest.
- Guides will give grace and courtesy lessons around the usage of masks, the reasons for wearing them and how to effectively take them on and off in a non-punitive manner.

### Key Points to Keep in Mind When Wearing a Face Mask:

- Cloth face coverings should:
  - Fit snugly but comfortably against the side of the face
  - Cover the nose and mouth of the wearer
  - Be secured with ties or ear loops
  - Include multiple layers of fabric
  - Allow for breathing without restriction
  - Be able to be laundered and machine dried without damage or change to shape.

### When Wearing Your Face Mask:

- Wearers should wash hands before putting on their mask and after taking off their mask.
- Wearers should avoid touching the outside of the mask. If you do, wash your hands with soap and water. If that is not available, then use an alcohol-based sanitizer.

- Wash your hands (use the 20 seconds wash cycle) before you remove the face covering from the bag or use an alcohol-based hand sanitizer. Remove the mask from the storage bag.
- Cover your mouth and nose with the mask and make sure there are no gaps between your face and the mask. Tie the mask or use the elastic loops for your ears.
- Replace the mask with a clean one if it becomes damp.
- To remove the mask:
  1. Remove it from behind (do not touch the front of the mask)
  2. Fold the mask onto itself and place it in the bag for “dirty” masks to take home to wash
  3. Wash your hands with soap and water after removing your mask. If soap and water are not available then use an alcohol-based sanitizer.

### When Eating:

You will need to remove your mask to eat. Wash your hands, then take off the mask as noted above, place it in a designated space for each child or staff member. Enjoy your break/lunch. When you're done eating, put a face covering back on, then wash your hands prior to returning to work.

### **Cloth face coverings do not replace regular handwashing practices.**

### Washing Your Face Mask:

For families, you can see the CDC recommendations for washing cloth face masks [here](#). Staff members are responsible for washing their face masks at home following CDC guidelines.

### Social Distancing

We have based this policy on guidance from both the Center for Disease Control (CDC) on [social distancing](#) and the Oregon Department of Education Early Learning Division (ELD) guidance [here](#) (section 5). Philomath Montessori will strive to take the strictest measures in terms of guidance from these sources for the health and safety of our community.

Young children are unlikely to maintain 6-foot social distancing. Therefore, as childcare workers, Philomath Montessori staff are considered high-contact persons. We urge our families to follow all guidelines for the health and safety of our staff, the children and our community.

### For Families and Staff:

- All families and staff must wear a face covering and maintain a 6-foot distance from other adults not in your household while on PhMS grounds.

### In the Classroom:

- Only 20 children per classroom will be allowed per ELD guidance.
- Classrooms will include the same group of children each day and the staff will remain with the same group whenever possible.
- Children will remain within their classroom community at all times and will not have access to other College United Methodist Church facilities.
- Children's belongings will be kept in a personal tote bag provided by the school and will be spaced so they are not touching.
- Individual tables will be designated for children to work and eat.
- Children will receive their own set of supplies not to be shared with others.
- Families will be asked to provide all snacks, lunches, utensils, water bottles and napkins for each child. See our food/nutrition/personal items section.

### Other Ways in Which Philomath Montessori will Ensure Social Distancing:

- Drop-off and pick-up will occur outside at designated check-in stations with a staff member.
- Only essential visitors will be permitted in the classroom environment.
- Communal spaces in conjunction with College United Methodist Church will be cleaned and disinfected as outlined in our sanitation section.
- **Important note:** We can no longer have families spend extra time conversing or have children playing/lingering around the school before or after pick-up or drop-off.

## Personal Protective Equipment (PPE)

Philomath Montessori will provide the following PPE for staff members:

- Four cloth face masks and one face shield for each staff member
  - Staff members must avoid touching the cloth face covering/shield.
  - It is essential to continue frequent and consistent hand hygiene.
  - The face covering must be changed when soiled and each day.
- Outer layer/apron or equivalent of staff choice that can be washed or sanitized.
- Protective gloves for cleaning.
- Disinfecting products: i.e. Bleach or EPA-registered household disinfectants. During this time, it is important to use our approved cleaners that have efficacy against multiple

diseases. Philomath Montessori will provide the different solutions clearly labeled with ratios and uses.

- Hand sanitizer will be provided. The preferred and most effective practice is proper handwashing, but hand sanitizer will be provided for those times when hand washing isn't feasible.

## Prevention for High Contact Staff

Due to the nature of working with young children classroom staff are considered to be high contact employees. Interactions between classroom staff and the children are likely to include distances **less** than six (6) feet in order to support the mental wellbeing of the children in our care. "Social distancing" of at least six (6) feet should be observed when possible amongst adult staff members and families.

Compliance with social distancing guidelines is mandatory for all adults. Social distancing applies to all adults on Philomath Montessori School property at all times.

### Requirements:

In order to reduce the potential spread of contagions within the community, Philomath Montessori School is instituting the following requirements.

- Whenever possible avoid passing information via paper or other items - i.e., use email or phone calls to ask questions or share notes.
- Interaction times should be reduced between staff members.
- Physical items should be passed to a child and not to a staff member. For example, a child should carry their own backpack or personal items to avoid contact between adults. Go between items can be placed in the child's bag or backpack such as notes for the teacher, paperwork, etc.
- High contact employees shall wash or sanitize their hands no less than once per hour.
- Areas of high traffic shall be cleaned frequently and on intervals required by the Oregon Health Authority's most current recommendations.

## Common COVID-19 Related FAQs

**1. Each member in the households of all staff and children are required to complete the [PhMS COVID-19 Wellness Assessment](#) before they leave home each morning. If someone in the household answers yes to any of the questions is my child/staff member required to stay home?**

- a. Yes, except if these symptoms are linked to a pre-existing condition such as asthma, allergies, etc. Your child may come to school if they have a doctor's note explaining the symptoms are not related to COVID-19. Otherwise, the child or staff member would enter into a 72 hour self-monitoring period.
  - i. Quarantine at home for 72 hours.
  - ii. Monitor and record your temperature twice daily and track symptoms daily for 72 hours.

You can find a symptom tracker from the CDC [here](#).

**2. What should I do if my child is sick?**

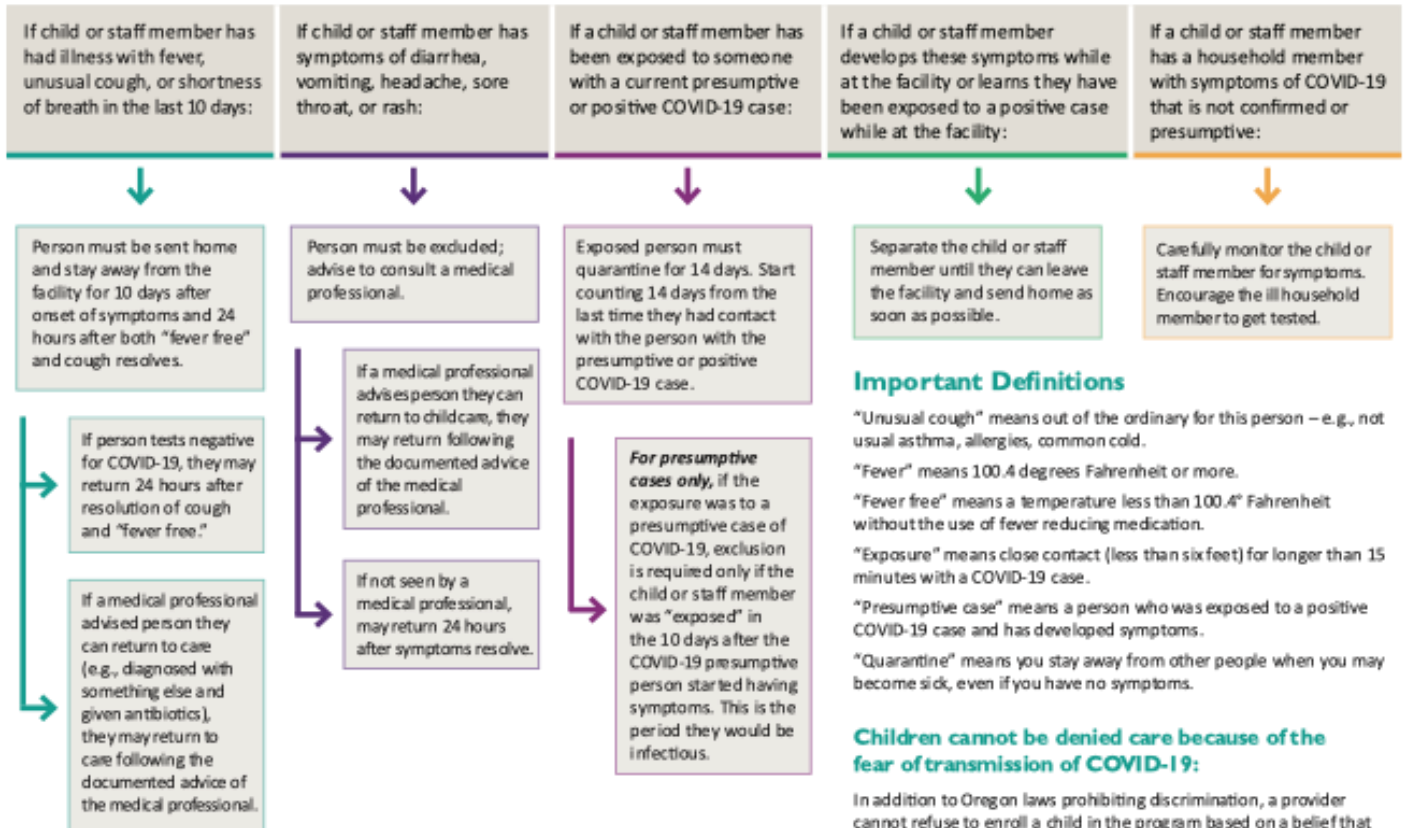
- a. If your child has any symptoms outlined in the [General Wellness Assessment](#) or [COVID-19 Symptom Assessment](#) they may not come to school. Please consult with your child's physician and reference the Early Learning Division's Exclusion Summary on the next page for further information. Please call the school and let us know your child will be absent.
- b. If anyone in your home is experiencing symptoms similar to COVID-19 we encourage you to contact your Primary Care Professional.



# EXCLUSION SUMMARY

for Child Care and Early Education Operations During COVID-19

AUGUST 14, 2020



For more information, visit [oregonearlylearning.com/COVID-19-Resources](http://oregonearlylearning.com/COVID-19-Resources). Providers can also submit questions by emailing [ProviderContact@state.or.us](mailto:ProviderContact@state.or.us).

### 3. If there is a confirmed case of COVID-19 at Philomath Montessori, what happens?

If a case of COVID-19 is confirmed at Philomath Montessori for any adult or child that entered the school, we have adopted the following guidelines based on CDC guidance:

- If a child exhibits COVID-like symptoms they will be taken to the office to be isolated until parents or guardians can be called and the child is picked up. A member of the classroom staff will remain with the child until they are picked up. Staff will wear a mask, use gloves and maintain distance while providing as much comfort to the child as possible. The office space will be closed for 24 hours to reduce the potential for respiratory droplets. If a 24-hour period is not feasible then wait as long as possible and



follow [sanitation protocols as outlined by the CDC](#). Safe and correct application of disinfectants will be ensured and disinfectant products will be kept away from children.

- The Director will contact local health authorities, staff and families immediately of a confirmed case of COVID-19 while maintaining confidentiality as required by the [Americans with Disabilities Act \(ADA\)](#).
- The Director will inform staff members and families they have been exposed to a person with COVID-19 and require them to stay home for 14 days and self-monitor for symptoms. PhMS will be closed during the 14 day quarantine.
- Sick children and staff members may not return until they have met [CDC criteria to discontinue home isolation](#).
- We will comply with guidance from the local health authorities for guidance on when the classroom environment can reopen. Maintenance staff will wait 24 hours before cleaning and disinfecting the classroom. Proper cleaning practices will be followed for cleaning.

**4. If a parent or a person in a child's or staff's household is diagnosed or tests positive for COVID-19 (from OHA/ELD's resources):**

- a. Children and staff are asked to stay home if they have been exposed to someone who has had a presumptive case of COVID-19. The exposed individual and staff/children in the household are requested to enter into a quarantine period for a minimum of 14 days after their last date of exposure to a known case.
- b. Children or staff who have a family member at home with symptoms of COVID-19 who have not been tested need to be monitored for symptoms carefully. The ill family or household member should be strongly encouraged to seek testing.

**5. What if a child/staff member had taken a COVID-19 test and the results were negative?**

Children or staff members would continue to self-monitor and can return after 24 hours when they are symptom free and unaided by medications. See our [General Wellness Guidelines](#).

**6. What other safety practices is Philomath Montessori engaging in?**

- Children and staff will not share items used close to your face such as eyeglasses, masks, food, cups and other utensils.
- Staff are following proper cleaning and sanitizing guidelines from the ELD.
- Philomath Montessori is following arrival and departure guidelines as outlined by the CDC and ELD.
- All staff will wash hands frequently (or use hand sanitizer if soap and water are not available).

- Adults will maintain social distancing practices as outlined above.
- The classroom will have open windows for increased air flow, fans provided and used when fitting, and the classroom will have a HEPA filter in place.
- Adults will wear face covering PPE when arriving at school, when in common areas and in contact with adults and children.
- Staff will regularly sanitize high contact surfaces.
- Staff agree to engage in safe practices at home as well as at work.

## **7. What is Philomath Montessori doing to take care of employees during this time?**

- Philomath Montessori provided financial peace of mind and paid full wages to all salaried employees since the beginning of the pandemic.
- Philomath Montessori has maintained full benefits for all salaried employees.
- We applied and received the Payroll Protection Plan to protect our salaried employees from layoffs or wage reductions.
- We have created flexible work opportunities for staff that can be done on site or from home.
- We have provided PPE for employees and continue to advocate for our staff through local and state agencies, and to shop locally to gather needed supplies.
- We continue to advocate for our staff and all individuals who work with children to be recognized and acknowledged for the importance of their dedication and work.

## **Program Information**

### **Dates:**

**Start Date:** September 14, 2020

**Re-Evaluation Date:** December 31, 2020

**Proposed End of School Year Date:** June 17, 2021

PhMS is asking families to commit to paying full tuition between the start date and re-evaluation date. Please read your updated contract thoroughly and direct questions to our Director, Jessica Neebe. As an approved Emergency Childcare, we will continue to follow guidance from the Early Learning Division, which might require closure, during the above time period. Your commitment supports the viability of PhMS and holds your child's spot as a registered enrollee ongoing.

### Schedule:

We recognize opening after several months of being at home is going to be an adjustment for the children, families and our staff. In order to comply with sanitation requirements and maintain the well-being of our staff we have collectively made the decision to limit the day length.

Half-day students will attend from 9AM – 12PM, Monday – Thursday, and Full-day students will attend from 9AM - 2PM, Monday through Thursday. We will not be open for Morning Care. We are opening up the afternoon hours of 12PM - 2PM for Extended Care for all students that are not eligible for full-day. This will give the staff time to prepare materials, to hold meetings, maintain training and staff development hours and take time for themselves and their families.

To clarify, generally only children in their third year at PhMS (usually kindergarten age) are considered full-day students. Children in their first or second year at PhMS (usually ages 3 and 4) are considered half-day students. Depending on the make-up of the classroom community annually, extended day is offered to half-day students whose families need care for a longer period of time upon approval of the teachers. Extended care students are in the same classroom with the same staff as the full-day students but pay a different fee for the service.

You may choose to stay home extra days however, we are unable to offer discounted tuition pricing for reduced days.

### Hours:

**Half-day** – 9:00 AM – 12:00 PM

**Full-day** – 9:00 AM – 2:00 PM

**Extended Care** (for half-day students not yet eligible for full-day) – 12:00 PM – 2:00 PM

We will **not** be offering **Morning Care** at this time.

### Parent Agreements

- A [Voluntary Participation in Emergency Childcare and Related Activities Full Release and Waiver of All Claims & Family COVID-19 Health & Safety Agreement](#) will be sent with your updated tuition contract and beginning of the year paperwork.
- Enrollment Policies
  - You are agreeing to sign up for the first portion of the 2020-21 school year – until the re-evaluation date at end of the calendar year.
  - Priority for enrollment will be given on a first come first serve basis and in the following order:

- First Responders
- Essential Workers
- Families re-enrolling for the 2020-21 school year
- Remaining Families

## Staffing/Ratios

In accordance with ELD and CDC guidance, we are required to limit the class size to 20 children in the classroom. Our afternoon (12:00 – 2:00) is limited to 10 students. There are three staff members present from 9AM – 12PM and two staff members on site from 12PM – 2PM.

Staff members will be consistent, with support from substitutes as needed in case of non-COVID related illness.

## Outdoor Environment

Philomath Montessori will continue to use the schoolyard for regular use as weather permits. Outdoor equipment will be sanitized daily.

## Food/Nutrition/Personal Items

Each day, please send your child with their school provided tote bag with their water bottle, snack and complete lunch (full-day students only). All items will be sent home each day to be washed/sanitized. Please wash your child's tote bag weekly. Some bags, lunch boxes, and water bottles are easier to clean than others. Please keep this in mind when choosing which belongings to send with your child.

### Snack

Your child's snack should include at least 2 food groups (grain, fruit/vegetable, and protein). Some ideas include, but are not limited to: crackers, pretzels, popcorn, cheese cubes, string cheese, nuts, apple slices, baby carrots. **Please pack this separate from your child's lunch to avoid confusion.**

### Lunch

This meal should be balanced: a protein for sustained energy, a carbohydrate for quick energy, and some vegetables or fresh fruit. One item from each category is enough, and 1-3 containers are typically manageable for a child. Help your child succeed at lunch by packing appropriate portions in containers and a lunch box they can open and close

independently. If your child has food that will need to be reheated, please make sure it is in a glass, microwavable container.

Children will re-pack all leftover food/food waste, so you will know what they ate and how much. It may be helpful to send an extra/empty container for this purpose- particularly for single use packages of yogurt or applesauce without a resealable lid. Remember to include any necessary utensils and a napkin!

Some suggestions for food to pack include:

- Protein: beans, meat, fish, poultry, tofu, nuts, or cheese cut into bite-sized pieces
- Veggies: baby carrots, mini bell-peppers, cherry tomatoes, cucumber slices, broccoli/cauliflower florets, steamed green beans, zucchini sticks, cabbage leaves, kale, salad greens, snap peas, snow peas, mushrooms, olives, avocado chunks, beets, radishes, celery
- Carbohydrates: small bagels, breadsticks, whole-grain crackers, mashed or steamed potatoes, a slice of bread
- Fresh Fruit: sections of apples/oranges/pears/kiwis are ideal, since the whole fruit is usually too much. Clementines, a small bunch of grapes, and berries are also great options.

### Water Bottle

We will not have water glasses in the classroom, so your child will need to bring a water bottle. Please make sure your child is able to open and drink from their water bottle independently. We have purchased disposable water bottles for emergencies.

### Clothing

Each child should bring two full changes of clothing (two sets of 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.

### In-Person School Events

Until further notice, Philomath Montessori will **not** host in-person parent or family gatherings in compliance with ELD guidelines.

### Communication

Although in person communication is not an option at this time, we are available to communicate with you via email and phone. All staff can be reached at [phmsch@gmail.com](mailto:phmsch@gmail.com) or by calling the school at 541.929.2672. Additionally, teachers are able to conference via Zoom.

## Resources

Please see additional resources, faqs & forms for families on a variety of topics under the FAQs & FORMS tab on our [website](#).

Additional information and guidance for COVID-19 can be found through these links from the CDC:

- [Children and COVID-19](#)
- [Talking with children about Coronavirus Disease 2019](#)
- Information about COVID-19 and:
  - [Pregnancy and breastfeeding](#)
  - [Stress and coping](#)