



# The Reopening Plan 2020-2021

For NY State Religious & Independent Schools

August 6, 2020

## Chemung Valley Montessori School Mission Statement

Embracing the Montessori philosophy, we nurture each child's individual potential, passion for lifelong learning, and sense of the world community.

Chemung Valley Montessori School is intentionally small and individually focused. An understanding of the developmental needs of children from birth through young adulthood informs our school's philosophy and curriculum. Using proven Montessori methods, we nurture independent, curious lifetime learners as we inspire academic excellence and build community. We also provide meaningful before- and after-school and summer programs for our students. Learn more about CVMS and the distinctions that set us apart.

## Reopening Overview

This Chemung Valley Montessori School Reopening document was created to meet or exceed the guidance offered by the New York State Education Department's requirements for religious and independent schools. It explains the policies and procedures that Chemung Valley Montessori School (CVMS) will employ to reopen our school for the 2020-21 school year.

CVMS has and will continue to collaborate, share information, and review plans with local health officials to help protect the whole school community. These school plans are designed to complement other community mitigation strategies to protect our community and minimize disruption to teaching and learning. The operating procedures at CVMS will meet or exceed the minimum standards of care and will be updated as new information or additional guidelines are made available.

[NY State Guidance for Reopening Religious and Independent Schools](#) (R&I version)

Reopening CVMS entails some increased risk of contracting the COVID-19 virus for all concerned because attending school involves daily human contact among children and staff, who will then be in contact with others in their own homes.

Our decision to reopen our campus recognizes that:

- (1) for CVMS families and staff, that risk is balanced against the educational, social, economic, and other costs of remaining closed,
- (2) our school must reopen with many new health and safety protocols to do everything we can to responsibly mitigate that risk to the extent possible, and
- (3) each family must decide how to balance those risks, and whether to return to campus or opt for online learning as an alternative to in-person instruction.

CVMS has concluded that reopening our campus under these conditions is in the best interest of the community and that each CVMS family will make its own decision about the balance of risk, and what is best for their children. The information in this document will provide clarity around the practices and procedures CVMS has established to minimize exposure to our community but in no way warrants that COVID-19 or other communicable disease infection will not occur through participation in our programs.

This plan was developed with input from classroom teachers, special subject teachers, school administrators, and the Executive Committee of the Board of Trustees.

## CVMS School Year 2020-21

September 9, 2020 – June 17, 2021

### School Hours

Toddler: 8:45 am – 11:15 pm

Early Childhood: 8:30 am – 11:30 am (half day) or until 2:15 pm (full day)

Lower Elementary: 8:15 am - 2:00 pm

Upper Elementary: 8:00 am – 3:00 pm on Monday & Wednesday

8:00 am - 2:10 pm on Tuesday, Thursday & Friday

### Parent Contact/Communication

CVMS will communicate with families on a regular basis. In addition to the weekly *Friday Flash*, families can expect to receive communications from their child/ren's classroom teacher weekly as well.

Should there be a change in the health of school community, CVMS will communicate:

- With families, if their child has been in close contact with someone at school who has then tested positive for COVID-19.
- With staff, if they have been in close contact with someone at school who has tested positive for COVID-19.
- With the entire school community if a classroom has been closed temporarily due to COVID-19 exposure.

### *Communicating with Your Child's Teacher*

We strongly believe that we are partners with you in your child's education. We encourage you to get to know what is going on in your child's classroom and also to communicate information about your child or family that may be helpful to the teachers. This is particularly important in times of change – a new baby, the illness or death of a loved one, separation or divorce, the loss of a pet, moving to a new home, or other matters that may feel like a “big deal” to your child.

Each teacher and staff member have a school email address for parent communications. Teachers will respond to emails within 24 hours during the week. Teachers often do not have time to respond to phone messages during the day. Time-sensitive contact with teachers can be facilitated by calling the main office so that a message can be relayed or so the teacher could take the call.

**Conferences:** Two formal parent-teacher conferences are scheduled each year, one in the fall and one in the spring. Conferences will be held by the guide via zoom as needed or as requested by the teacher or parent.

**Classroom Observations:** Due to restrictions in place to mitigate the spread of COVID-19, regular parent observations are suspended until further notice.

**Parent Gatherings:** Until further notice, parents will not be allowed to enter the school building due to concerns about COVID-19 contact. Parent gatherings will occur via zoom and will be communicated to families at least 1 week in advance.

### **Fridays: Scheduled Classroom Communication**

On Fridays, every family receives school events information and notes from teachers to take home. The school-wide weekly newsletter (“Friday Flash”) is posted on ClassDojo as well as emailed to families.

Additionally, please also look for the following during in-person instruction:

- Early Childhood students will have recent work in reusable, returnable bags. These students also take-home show and tell items on Fridays.
- Elementary students will have red folders in their backpacks.

### *Grievance Policy*

On occasion, a disagreement or conflict with a parent, teacher, staff member, or another parent may be difficult to resolve. CVMS has devised a **Communications Checklist** which describes the steps to be taken to address such conflicts. The **Communications Checklist** can be found on the CVMS website in the Families Section.

### *Visitors and Service Contractors*

Until further notice, visitors will not be allowed to enter the school building due to concerns about COVID-19 contact. Service Contractors will be allowed to work in the building after hours for non-emergency maintenance/repairs. In the event of an emergency, contractors will be kept at a distance to the greatest extent possible should an emergency arise during the school day. Parents will be notified should the situation arise with the appropriate details for transparency.

**All policies and procedures in place for the CVMS day program will remain in effect for the CVMS+ before/after school programs and Camp Mustang.**

## Health and Safety

This section is focused on preventive actions that CVMS will take to ensure the health and safety of our students, staff, and community. It includes the following topics:

- Health Checks and Screenings,
- Management of Ill Person/s;
- Physical Distancing;
- Face Coverings and Personal Protective Equipment (PPE);
- Healthy Hygiene Practices; and
- Cleaning and Disinfection.

### *Health Checks and Screenings: Temperature Screening Protocol*

All children and staff who meet any of the criteria below will be denied entry:

- Temperature over 100.0°F. Ask if medications were used to lower an individual's temperature.
- Any of the following symptoms if the symptom is of greater intensity or frequency than what is normally experienced:
  - Cough
  - Shortness of breath or difficulty breathing
  - Chills
  - Repeated shaking with chills
  - Muscle pain
  - Headache
  - Sore throat
  - Loss of taste or smell
  - Diarrhea
- In the previous 14 days has had contact with someone with a confirmed diagnosis of COVID-19;
- Is under investigation for COVID-19; or
- In the previous 14 days, has traveled to a state that is on the NY State Restricted States list (<https://coronavirus.health.ny.gov/covid-19-travel-advisory>) or another country. Once the 14 day quarantine has been completed, the child or staff member may return to school.

### *Staff Self-Screening Prior to Arrival at School*

Staff members will conduct self-screening prior to arrival at school. If a staff member self-identifies as having symptoms listed in the screening criteria above, she/he will contact the designated administrator, not come into work, and follow the procedures in the section: [COVID-19 Symptoms at School: Staff](#).

### *Staff Screening at School*

A designated Administrative Staff Member will conduct and record Staff Health Screening for each staff member upon arrival at school.

### *Staff Screening of Child at School*

- Upon arrival, a staff member will take your child's temperature using a contactless thermometer.
  - Temperature Check Procedure
    - If the child has a temperature of at/over 100.0°F, the staff member will verify the temperature with another contactless thermometer and oral thermometer as needed.
    - A child with a temperature at/over 100.0°F will not be admitted.
- Staff will conduct and log the temperature checks of each child and adult in the community at least once each day. (At arrival and/or when symptoms arise).
- Staff will make a visual inspection of the child for signs of illness which could include flushed cheeks, rapid breathing, or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness. If the child exhibits any of these symptoms at arrival or at any point during the day, the child will be isolated, her/his temperature taken, and parents will be required to pick up their child.

## **Management of Ill Persons**

### *COVID-19 Symptoms at School: Children*

If COVID-19 symptoms begin while at school, the child must be sent home as soon as possible. Sick children will be kept separate from well children and staff contact will be limited as much as reasonably possible, while ensuring the safety and supervision of the child until they leave.

Classroom staff will follow these isolation procedures:

- Classroom staff will offer the child a disposable face mask to wear in addition to the face shield.
- Classroom staff will take the child to the Isolation location in the main office:
  - Isolation location #1: Main office, front office
  - Isolation location #2: Small conference room, Room 123
- The classroom staff will inform the office staff of symptoms exhibited.
- Office staff will contact parents to come to school to pick up the child.
- The office staff/classroom assistant will supervise the child until the parent arrives.
- Parents will be provided the Parent Procedure for Symptoms at School handout.
- Once a parent has left with the ill child, the isolation room is cleaned and sanitized by office staff.
- Materials and furniture touched by the child who is sent home will be thoroughly cleaned and disinfected.

- Families are encouraged to coordinate decision-making around the child's care with the family health care provider if there are specific health concerns, chronic disease, or complex social or emotional dynamics in the home.
- In the case of a child who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the child is assumed to have COVID-19, and cannot return to the community until the individual has met the criteria for return under Children or Staff with Positive Case of COVID-19
- A child who has exhibited symptoms that could be COVID-19 can return to school if the parent has obtained a medical professional's note clearing the individual for return based on a negative COVID-19 test and an alternative diagnosis.

### *COVID-19 Symptoms at School: Staff*

Staff is encouraged to monitor their health and required to perform daily health screenings for symptoms of COVID-19. Staff is encouraged to stay home if they are exhibiting symptoms of COVID-19 and to contact their healthcare provider.

- Staff exhibiting new or worsening symptoms of possible COVID-19 at school should:
  - Put on a disposable face covering
  - Leave the classroom
  - Complete the [NY State Contact Tracing](#)
  - Obtain a COVID-19 test
  - Follow the recommendations of their healthcare provider
- In the case of a staff member who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return to work until the individual has met the return criteria for Children or Staff with Positive Case of COVID-19
- If the staff member has symptoms that could be COVID-19 and wants to return to work before completing the above self-isolation period, the individual must obtain a medical professional's note clearing the individual for the return based on a negative nucleic acid COVID19 test and an alternative diagnosis.

### *COVID-19 Exposure: Staff and Children*

If a staff member or child has been identified as close contact to someone outside the classroom community who is diagnosed with COVID-19, that staff member or child will be required to self-quarantine for 14 days per the CDC guidelines. Close contact means being closer than 6 feet apart for more than 15 minutes the person was infectious.

### *Positive Case of COVID-19 in the Classroom Community: Children or Staff*

If COVID-19 is confirmed in a child or staff member in a classroom community, all persons regularly in that community will be required to self-quarantine for 14 days per the CDC guidelines. The following actions will be taken by school administration:

- Contact Chemung County Health Department to report the presence of COVID-19 at school
- Notify staff and parents/caregivers that a member of the classroom has been diagnosed with COVID-19. Confidentiality will be maintained.
- Notify the school community that a child or staff member in the school has been diagnosed with COVID-19. Confidentiality will be maintained.
- Close the specific classroom community for 14 days to allow self-quarantine for all children and staff in the classroom community who have been in close contact with the person diagnosed with COVID-19 (per CDC guidelines) \*
- Complete disinfecting procedures

\*Decisions about extending closure will be made in consultation with the Chemung County Health Department.

### *Children or Staff with Positive Case of COVID-19*

Those who have exhibited symptoms and who have stayed home (home isolated) can return to school/work when the following criteria are met:

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.htm>

- At least 3 days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications); and
- The child or staff member has improvement in respiratory symptoms (e.g., cough, shortness of breath); and
- At least 10 days have passed since symptoms first appeared, or Negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected  $\geq 24$  hours apart (total of two negative specimens)

### *Physical Distancing*

CVMS will reinforce physical distancing practices—six (6) feet apart—as much as possible with all age groups. With that said, we do not expect that Toddlers will distance themselves from other children or adults while at school. Young children learn by engaging with their environment, which includes having other people in it.

However, CVMS will employ the following strategies for limiting the spread of COVID-19 in our communities:

- Classrooms will consist of stable groups of children based on age. Stable means that the same or fewer children and their consistent teachers/assistants/ aides are in the same group each day.
- Students will be grouped according to level during the afternoon care program.

- The teacher and assistant will remain with a single group each day. In the case of illness, a designated substitute for the group will assist.
- Each child will have a designated workspace using the Montessori work mat so that children can be spaced as far from each other as possible while engaged in activities at school. We will keep children 6 feet apart and use the term “airplane arms” to teach them what this means.
- At nap time, children’s naptime mats will be spaced out as much as possible, with alternating head to toe arrangements to reduce the distance between children.<sup>[TSEP]</sup>

### *Face Coverings*

Face shields and face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms. A face shield has a hoop that fits on one’s head and includes a clear visor that covers the entire face and it is made of plastic. A face covering covers the nose and mouth and is secured via elastic/ties around the head and may be made of either disposable materials or cotton fabric.

CVMS will provide neck gaiter masks and face shields to each staff member and student for daily use in school. Staff may also choose to wear face shield with or without the face mask.

#### Staff

Staff will be required to wear face covering at the following times:

- Assisted arrival and departure
- When performing health screening of staff and children
- When working in the classroom with children and/or staff
- When assisting an ill child or staff member
- Staff will be able to be mask-free during snack, mealtime, and recess.

#### Children

Children are required to wear a face covering (mask or neck gaiter mask) when social distancing is not possible throughout the school day. Children will be able to be mask-free when doing seat or mat work as well as during snack & mealtime, recess, or PE. Neck gaiter masks and face shields will be provided by the school for each child.

#### Parents and Guests

Parents and guests are required to wear a face-covering at the following times:

- Assisted arrival and departure
- When on-campus (once on-campus visits are possible again).

### Healthy Hygiene Practices

Hand washing can keep you healthy and prevent the spread of infections from one person to the next. All children and staff will engage in hand hygiene at the following times:

- Arrival to the classroom and after breaks
- Before and after each work choice
- Before and after eating or handling food
- After using the toilet or helping a child use the bathroom

- After encountering bodily fluid
- After playing outdoors or in sand
- After handling garbage
- Before touching your eyes, nose, or mouth because that's how germs enter our bodies.

#### Follow Seven Steps to Wash Your Hands the Right Way

A pictorial guide is posted at every sink throughout the school. Students and staff will follow these steps every time:

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails following the pictures.
3. Scrub your hands for at least 20 seconds.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel.
6. Turn off the water using a paper towel.
7. Turn off the light switch and turn the door handle with a paper towel.

After assisting children with handwashing, staff should also wash their own hands. <sup>[1]</sup><https://www.cdc.gov/handwashing/when-how-handwashing.html>

#### *Use Hand Sanitizer for Adults When One Cannot Use Soap and Water*

Hand washing with soap and water is the best way to get rid of dirt and germs in most situations. If soap and water are not readily available, you can use an alcohol-based hand sanitizer that contains at least 60% alcohol. Sanitizers can quickly reduce the number of germs on hands in many situations.

##### How to Use Hand Sanitizer:

1. Apply the product to the palm of one hand (read the label to learn the correct amount).
2. Rub your hands together.
3. Rub the gel/liquid over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.

### **Vulnerable / High-Risk Groups**

Based on currently available information and clinical expertise, older adults and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19. To protect those at higher risk, it's important that everyone practices healthy hygiene behaviors.

## Cleaning and Disinfecting

CVMS follows the national standards for cleaning, sanitizing and disinfection of educational facilities for children provided by NYSED.

CVMS follows a weekly cleaning schedule and has a detailed plan for each community, including staff responsibilities, in the Cleaning and Sanitization binder.

These efforts include the following:

- Staff will routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched, especially materials.
- All bathrooms will be cleaned and disinfected daily or as needed if an ill person is identified.
- Electrostatic Spraying Technology will be used to disinfect and sanitize our environments at the end of each day. The electrostatic charge ensures that even the hard to reach places are coated evenly and effectively.

### Workspaces and Montessori Materials

Each day when children arrive for class, they will find their personal workspace. In some classes, students will locate the work mat with their name on it, while in other classes, student will be working at a desk or table. This workspace will be physically distanced from peers and children are not required to wear a mask or shield when working in their defined workspace. The workspaces will rotate around the room so that every child can experience the entire classroom environment.

All works found on the classroom shelves are clean and ready for use. To select a work, the child will follow this routine:

- Wash hands following the proper hand hygiene practices.
- Select a work from the shelves and return to her/his workspace.
- Completed work goes on the USED WORKS table for cleaning by an adult.
- Wash hands following the proper hand hygiene practices to prepare for the next work.

### *Clean and Sanitize Materials*

The Montessori method of education is based on self-directed activity, hands-on learning, and collaborative play. In Montessori classrooms children make creative choices in their learning, while the classroom and the highly trained teacher offer age-appropriate activities to guide the process. Children can use Montessori-specific materials in class. These materials are sensory based learning tools that are designed to provide children with opportunities to discover learning through independent learning, repetition, and practice.

- Montessori materials that cannot be cleaned and sanitized will not be used.
- Materials will be cleaned and sanitized between each use by the assistant or an adult.
- Materials that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions will be set aside until they are cleaned by hand by a person wearing gloves or run through the dishwasher. These materials will be sanitized prior to use by the next person.

- Machine washable cloth materials will be used by one individual at a time and will be laundered before being used by another child.
- Children's books, like other paper-based materials such as mail or envelopes, are not considered high risk for transmission and do not need additional cleaning or disinfection procedures.

### *Clean and Disinfect Bedding*

Each child's bedding is kept separate and stored in individually labeled bins. Cots and mats are labeled for each child. Bedding is cleaned at least weekly.

### *Cleaning and Disinfecting Procedures if an infected person has been in the school building:*

Close off areas used by the individuals with COVID-19 and wait 24 hours before beginning cleaning and disinfection to minimize the potential for exposure to respiratory droplets. Open outside doors and windows to increase air circulation in the area.

Staff will clean and disinfect all areas used by the ill persons, focusing especially on frequently touched surfaces. Staff must follow NY State's guidelines for cleaning and disinfecting.

### *Cleaning and Disinfecting Products*

CVMS uses disinfecting products that are EPA-approved for use against the virus that causes COVID-19.

The following is a list of the cleaning and disinfecting products used at CVMS. The Safety Data Sheet information for each product is on file in the Nurse's Office.

#### Daily cleaning:

- Vital Oxide (Fogger)
- Buckeye Eco Glass Cleaner HD
- Buckeye Eco Muscle Cleaner
- Buckeye Eco Hydrogen Peroxide Cleaner
- Buckeye Eco Neutral Disinfectant
- Seventh Generation All Purpose Cleaner
- Clorox Disinfecting Toilet Wand Refills
- Biotransport 1/Consume Eco-lyzer

#### Periodic or As Needed Use:

- Expo Towelettes Whiteboard Cleaner
- Goo Gone Spray Gel
- Lime-A-Way
- Clorox Commercial Solutions Clorox Disinfecting Wipes Fresh Scent
- Liquid Bleach
- Professional Lysol Brand III Disinfectant Spray, All Scents
- Rimshot Bowl Cleaning
- Cliniclean Disinfectant

- Hospex Disinfectant
- Windmere Glass Cleaner
- Spectacle Glass Cleaner
- Sterling Poish
- Antimicrobial Soap
- Pink-n Kln Soah
- Protec 2001 Floor Clean
- Magna Dust Floor Cleaner
- Protext 2000 Stripper
- Protect 2000 Finish
- Diamond shine Finish
- Equinox Finish
- Protect 2000Spraybuff Finish
- Imperial Extraction Carpet care

## **Facilities**

### *General Health and Safety Assurances*

See Health & Safety Section.

### *Movement within the Building*

Student and staff will spend most of the day in their classrooms/offices to maintain stable groupings and limit interactions. The movement in the hallway will be one-way and there will be markings on the floor marking the appropriate route. It is required that students and staff wear a mask at all times when in the hallways or moving from one space to another in the building. For classrooms with exterior doors, students and staff will use this access for the playground or other outdoor spaces.

### *Fire Code Compliance*

CVMS meets the requirements of the 2020 New York State Uniform Fire Prevention and Building Code (BC) and the State Energy Conservation Code.

### *Doorways*

CVMS does not have classroom or corridor doors that are either automatically held open or closed; all the doors at CVMS are opened/closed manually. Doors will be left open during the day to facilitate touchless entry/exit by students and staff.

### *Emergency Drills*

Emergency drills are conducted on a regular basis at CVMS throughout the school year. The Emergency Response Procedures and the Evacuation Plans are posted in every classroom/instructional space/office throughout the building. Students and staff will maintain physical distancing during the evacuation drills.

### *Inspections*

CVMS undergoes its annual building inspection in January. The Operating Permit (2020-9) from the Town of Big Flats is posted on the bulletin board in the front foyer. The fire alarm and sprinkler system inspections are completed during the summer months (June or July) and the inspection reports are kept in the Head of School's office.

### *Required Square Footage*

The CVMS classrooms exceed the 20 square foot (20 SF) requirement as stated in the Reopening plan guidance document. The CVMS multi-purpose room also exceeds the 5-15 SF per class as required.

### *Drinking Water Facilities*

CVMS has suspended the use of water fountains throughout the school. Students are required to bring water bottles from home and bottled water will be available for students who need them.

### *Heating and Ventilation*

All the furnaces at CVMS are maintained and checked annually. High quality furnace filters are used and changed monthly during the seasons of use. The furnace filters are changed bi-monthly in the off season.

The CVMS classrooms rely on both natural and mechanical ventilation systems and understands that fresh air ventilation is an important aid in maintaining healthy indoor air quality.

## **School Schedules**

### *Daily Arrival and Departure*

CVMS will begin assisted arrival and departure procedures, with added procedures for health screening and hand hygiene.

#### **Assisted Arrival**

- Assisted Arrival for all children will be based on level:
  - Upper Elementary: 8:00 am to 8:10 am
  - Lower Elementary: 8:15 am to 8:25 am
  - Early Childhood: 8:25 am to 8:35 am
  - Toddler: 8:40 am to 8:55 am
- Walk-up arrivals cannot be facilitated during this time.
- Parents must wear a face mask during assisted arrival.

- If possible, the same parent or designated person should drop off the child each day.
- Ideally the lunch box/backpack/bag items go on the floorboard of the car below the seat.
- Drive your vehicle parallel to the traffic cones and stop at the designated arrival/departure area:
  - the front entrance for EC/ Toddler or
  - the side entrance UE/LE.
- Staff will walk to your car to greet your child. Your child should remain seated with her/his seatbelt on.
- A staff member will take your child's temperature using a contactless thermometer prior to your child leaving the vehicle.
  - If your child has a temperature of over 100.0°F, the staff member will verify the temperature with another thermometer.
  - A child with a temperature of over 100.0°F will not be admitted.
- Your child will be invited to unbuckle the seat belt or be assisted as needed.
- As soon as your car door closes and your child is safely away from the car, you may pull up to await your turn to exit the parking lot.
- Staff members will clean hands after each child's arrival using hand sanitizer.

Late arrival: Late arrival must be scheduled in advance with the main office. Please follow this procedure:

- Contact the Main Office and indicate the exact time of your child's late arrival.
- Office Staff will notify the classroom to make arrangements for receiving the child at the pre-arranged late arrival time.
- At the pre-arranged late arrival time, please pull up to the curb and wait.
- Classroom assistant will observe the arrival area at the pre-arranged late arrival time and proceed to assist the child with arrival following the regular arrival procedures.

### *Assisted Departure*

- Assisted Departure for all children will be based on level:
  - Upper Elementary: 2:10 to 2:20 pm or 3:00 to 3:10 pm (Monday & Wednesday)
  - Lower Elementary: 2:00 pm to 2:10 pm
  - Early Childhood: 2:15 pm to 2:30 pm
  - Toddler: 11:15 am to 11:30 am
- Walk-up departures cannot be facilitated during this time.
- Parents must wear a face mask during assisted departure.
- Please pull up and park at the designated arrival/departure location for your community.
- Wait in your car and your child will be walked to you and helped inside the car.
- The staff will buckle your child in her/his car seat.

Early Departure: Early departure must be scheduled in advance with the classroom teacher and the main office by 12 noon for same-day early departures. Please follow this procedure:

- Notify the main office that you will need to pick your child up early that day. The office will communicate the early departure details with the classroom teacher.
- Contact the Main Office and indicate the exact time of your child's early departure.
- Office Staff will notify the classroom community to make arrangements for assisting the child with departure at the pre-arranged early departure time.
- At the pre-arranged early departure time, please pull up to the curb and wait.
- Classroom assistant will observe the departure area at the pre-arranged early departure time and proceed to assist the child with departure following the regular departure procedures.

### *Daily Schedule: School Hours by Level*

Toddler: 8:45 am – 11:15 am

Early Childhood: 8:30 am – 11:30 am (half day) or until 2:15 pm (full day)

Lower Elementary: 8:15 am - 2:00 pm

Upper Elementary: 8:00 am – 3:00 pm on Monday & Wednesday

8:00 am - 2:10 pm on Tuesday, Thursday & Friday

### *Specials Schedule*

Yoga: once a week, Early Childhood through Upper Elementary

Physical Education: twice a week, Early Childhood through Upper Elementary

Art: once a week, Early Childhood through Upper Elementary

Spanish: twice a week, Early Childhood through Upper Elementary

Music: once a week, Early Childhood through Upper Elementary

## **Child Nutrition**

While Practical Life is an important part of the Montessori curriculum, CVMS will suspend family-style snacks or meals until further notice. Each child will bring her/his own snack and lunch from home.

While consuming snacks/meals in school, students will be physically distance (6 feet separation) while consuming any food.

Individual snacks should be brought from home and snacks cannot be shared among children unless the snack or treat was prepared in a commercial kitchen and commercially packaged and individually wrapped.

Staff will ensure children wash hands prior to and immediately after eating following proper hand hygiene.

Staff must wash their hands before assisting children and after helping children to eat.



### *Children's Food*

Snack or Birthday Treat: We encourage your child's daily snack to consist of fresh and organic fruit and vegetables, fresh-baked bread, and an assortment of nuts. Individual snacks should be brought from home and snacks cannot be shared among children unless the snack or treat was prepared in a commercial kitchen and commercially packaged and individually wrapped.

Lunch: Lunch is an important part of our school day. At arrival, children place their lunch box in their cubby as part of his arrival routine. For more information regarding lunch policies please refer to CVMS Food and Nutrition Policies, CVMS Community Handbook.

### *Food Allergies*

Every classroom receives a confidential list of children food allergies prior to the start of the school year. Depending on the types of the allergies and their severity, the teacher, in consultation with the School Nurse and Head of School, may restrict certain foods from the classroom (i.e., nut allergies) to ensure the safety of all students. Teacher will receive additional training on food allergies of her/his students, including symptoms of allergic reactions to food, by the School Nurse.

### *Clean Up After Snacks/Meals*

Staff will routinely clean, sanitize, and disinfect surfaces that students touched during snack and lunch time. The products used for cleaning can be found in the *Cleaning and Disinfecting* Section of this Plan.

## **Transportation**

While parents and guardians primarily provide transportation for their child/ren to/from CVMS, students may also ride a public school bus to/from school. In this case, children will be required by the local school districts to wear a face mask while on the bus.

## **Social Emotional Well Being**

We have all experienced a major trauma as a result of the COVID-19 pandemic. Students have experienced a long separation and isolation from their peers and their school environment because of the state-mandated PAUSE. While there are many children who will return to school this fall eager to see their peers and once again learn in person from their teachers, there are many students who will be fearful, anxious, and worried. Teachers, too, have experienced similar issues of separation and isolation while at the same trying to continue teaching a predominately hands-on, environment-based education using printed learning packets and Zoom meetings. The phrase getting back to "normal" or even finding a "new normal" will likely be stressful for all parties. The incorporation of a new health and wellness program with a certified family counselor is designed to acknowledge and explore our big emotions (sadness, anger, fear, etc.) safely so that healing and wholeness can take place.

### *Professional Development for Staff*

The staff will have some specific training during our in-service week (August 31-September 3) on Restorative Practices.

Restorative practices are processes and approaches designed to build community and meaningful relationships, develop shared values, help students better understand their behavior, how it impacts themselves and others, and ultimately to use that self- and social awareness to repair damage caused to relationships as a result of inappropriate behavior. It focuses on strategies and skills such as understanding and managing one's emotions and behavior, negotiating conflict constructively, building empathy, making constructive decisions about personal behavior, and realistically evaluating the consequences of one's behavior.

### *Weekly Support During the School Year*

CVMS will also have a family counselor, Ann Palmer Stephenson, on campus one day a week. She will be helping us to implement restorative practices within your school community through class meetings, small group work with students, staff and families as needed. She will also head our Health and Wellness program for CVMS this year.

All students will also have a yoga class once a week as part of our Health and Wellness program.

## **Monitoring Absenteeism**

CVMS administrative staff will monitor absenteeism among children and staff using ClassDojo. Any unusual patterns will be considered when evaluating the need for temporary or long-term building or campus closure. Decisions about extending closure will be made in consultation with the Chemung County Department of Health.

### *Procedure for Recording Class Attendance*

The classroom assistant records attendance in ClassDojo, verifying and updating the health screening log for the classroom. Include the reason for absence; contact a parent if the child is not present. The school's Administrative Assistant creates an attendance log each day by 10 am.

## **Technology and Connectivity**

### *Connectivity*

CVMS recently upgraded its high-speed broadband access to the Internet on campus. Families without Internet access at home will be provided with a hotspot should CVMS experience a state-mandated PAUSE during 2020-21 school year.

### *Loaner Devices*

Families had the opportunity to borrow age-appropriate devices to access learning materials online during the state-mandated PAUSE of classes in the spring of 2020. These devices will be available again during the 2020-21 school year should we experience another state-mandated PAUSE.

## Teaching and Learning

Chemung Valley Montessori School (CVMS) is a place where children, ages 2 through sixth grade, discover, explore, investigate, and wonder daily. Our passionate Montessori-certified faculty is dedicated to excellence in education and the well-prepared classroom. Our independent and thoughtful students are self-reliant learners who fully engage in all aspects of our diverse school community.

### *Program Descriptions*

Montessori Beginnings: Ages: Birth to 23 months

This program will be suspended until further notice.

Toddler Program: Ages: 2 to 3 years old

Our Toddler program is thoughtfully designed in keeping with Dr. Montessori's philosophy that children possess the innate ability to explore and learn on their own. The beautiful, spacious Toddler classroom provides a rich array of sequenced materials and activities that develop sensory discrimination, language, and motor skills. Toddlers learn to dress and feed themselves and begin toilet learning. Group activities and snack time help them develop social skills that demonstrate respect and kindness. Toddlers spend time each day in the gym or outside on the specially designed Toddler playground. The curriculum includes music and movement, story time, art and cooking projects, Spanish, and visits to the local library and nature center.

Early Childhood: Ages: 3 to 5 years old (Preschool and Kindergarten)

Children in Montessori classrooms learn and socialize in mixed-age groups within a three-year developmental span. Hands-on experiences with the uniquely designed Montessori materials promote focused, independent learning.

The Practical Life curriculum fosters concentration and coordination through everyday exercises like pouring and sweeping. The sequenced Sensorial materials help children identify and classify information by sight, shape, texture, weight, and sound. "Sandpaper letters" provide tactile and visual connections between sounds and their written symbols, laying the foundation for reading and writing.

Engaging Math materials and lessons help children internalize number concepts and operations. A rich cultural curriculum includes stories and dramatic play, cooking, art, music and movement activities, geography, science, and conversational Spanish. Peace education and community service promote understanding and respect for others. The second and third years of Early Childhood give older students the opportunity to be role models and mentors to younger classmates, as well as a longer school day for group instruction in academics, Spanish, music, and physical education.

Upper Elementary: Ages: 9-12 (Grades 4-6)

Hands-on experiences continue to be the foundation for new learning for even the older students, but imagination and abstract thinking play a growing role in their education. The 9-12-year-old's curriculum expands to include more sophisticated research and writing, mathematical reasoning and geometric proofs, experimentation and problem-solving in the sciences, analysis of language and literature, and a wider

understanding of cultures and civilizations. A three-day city trip or classes at an environmental camp extend learning beyond the classroom.

Art history classes are taught as part of the Montessori cultural curriculum. Typically, students have the opportunity to participate in band, musical ensembles, and chorus but these activities; however, given the respiratory requirements and potential opportunity for spread of COVID-19, these activities will be suspended until we receive direction from the NYSED that it is safe for students to participate in these activities again.

For their capstone year in Upper Elementary each sixth-grade student takes part in the “Expert Project,” researching a topic of their choice for a term paper and PowerPoint presentation to the CVMS community. Upper Elementary students lead government teams, manage a class store, and a number of other special community projects.

## **Continuity of Learning Plan**

The CVMS Continuity of Learning Plan for the 2020-2021 school year includes both in-person and remote instruction.

### *In-Person Instruction: Classroom Academics*

CVMS will implement and deliver our Montessori curriculum as we have over the past 45 years. The academic program will include regular and substantive interaction with a Montessori certified educator regardless of the delivery method (e.g., in person or remote).

As noted in an earlier section, CVMS has modified many of its daily schedules to promote stable student and staff cohorts. Posters and markings on the floor will be added to the classroom to reinforce physical distancing and manage the flow of students in the room.

All academic instruction will take place in the classroom and will not require the students or classroom staff to leave the classroom. Additional instruction may take place outside as well and teachers will use the appropriate outside exits to move in/out of the building. Masks will be worn whenever students and adults are in the hallway.

### *In-Person Instruction: Spanish and Music*

Specials instruction, such as Spanish and Music, will be taught in the student’s home classroom. The educator will bring the appropriate materials with her/him. The use of shared items will be discouraged and any manipulatives used during instruction will be cleaned prior to use by the next class.

### *In-Person Instruction: Art*

Elementary students will have art once a week. They will go to the Innovation Center for this class. We will do the following to insure the health and safety of our students while in the Innovation Center:

- To limit “high touch” supplies such as scissors, markers, pencils, erasers, etc., we will create individual kits to limit sharing of supplies between students.
- Suspend the use of hard to clean materials (e.g., clay) until further notice.

- Create visuals and markings on the floor to reinforce social distancing and manage the flow of students in the classroom.
- Hand hygiene supplies will be available close to shared materials and surfaces.
- We will allow increased transition time between groups for cleaning following the appropriate guidelines.

### *In-Person Instruction: Physical Education and Yoga*

Physical Education will be taught outside as much as possible but otherwise PE will be taught in the gym. Instruction will concentrate on low touch and minimal sharing of equipment.

Hand Hygiene: Students will be required to wash their hands before and after PE when using shared equipment.

Yoga: Every child will be provided with a personal yoga mat that will be stored in the gym. It will go home weekly for cleaning.

### *In-Person Instruction: Assessment*

Written evaluations are prepared twice each school year for all students. If a parent desires additional feedback, a conference with the teacher can be requested at any time. In the elementary classes, Parent-Teacher-Student portfolio conferences are held twice a year to review student work. Until further notice, the Parent-Teacher-Student portfolio conferences will take place via Zoom.

### *Evaluations*

Written evaluations are prepared twice each school year for all students. If you desire additional feedback, you may request a conference with the teacher at any time. In the elementary classes, Parent-Teacher-Student portfolio conferences are held twice a year to review student work.

## **Remote Instruction: Learning At Home**

### *Remote Instruction: Toddler*

In the event that CVMS is mandated to transition to a Learning At Home (LAH) model during the 2020-2021 school year, here's what you can expect from your toddler teachers:

- One interactive, 20-30 minute group video call per week via Zoom\*
- One semi-interactive, 20-30 minute live video per week via Facebook\*
- One non-interactive, 5-10 minute pre-recorded video per week via ClassDojo\*
- One 5-10-minute, one-on-one check-in per week via Zoom
- One letter and surprise per month mailed to your child's home address
- Materials provided for pick up at school on a rotating basis among toddler families (such as traditional toddler "works," puzzles, games, etc.)
- Additional resources and ideas shared twice per month via email

\* Videos would be utilizing stories, songs, games, lessons, crafts, recipes, dancing, yoga, etc. All videos would be saved and shared within our closed-circuit toddler group for viewing at your family's convenience.

In total, we have zero screen time expectations for your toddler. Our LAH model for 2-year-olds is completely at the parents' discretion and abilities. All of our offerings will be purely optional and meant to assist your family, not make it more complicated.

### Remote Instruction: Early Childhood

In the event that CVMS must return to a Learning At Home model of instruction, we hope the following guidelines will provide a clear framework for expectations of both teachers and families.

What you can expect from your Early Childhood teachers:

- Three live circles per week (via Zoom)
- Three pre-recorded lessons per week (one per lead teacher)
- Activities to be shared each weekday
- Guidance on appropriateness of activities for different ages or groups of students
- Individualized work available to EC3 students
- The opportunity to share completed work with your child's teacher
- Materials provided as appropriate to either be picked up at school or printed at home
- The opportunity to have a personal check-in with your child's teacher on a regular basis

What we expect from families:

- Attend as many live circles as possible
- Complete shared activities as is appropriate for your child and unique situation
- EC3 students share completed work with teachers on a regular basis
- Check in with your child's teacher to discuss progress on a regular basis via email or other means as is appropriate and available

### *Remote Instruction: Lower Elementary*

In the event that CVMS must return to a Learning At Home model of instruction, we hope the following guidelines will provide a clear framework for expectations of both teachers and families.

Instructional time: 45-75 minutes of combined instruction time per day

This could include the following: live lessons, teacher-created videos, youtube videos, collaborative work using Zoom breakout rooms facilitated by a teacher, or readings that will require a student response.

Students should expect instructional time in the following subjects: math, geometry, cultural subjects, grammar, reading, writing, and spelling.

Meeting time: 30 minutes a week

One weekly "whole class" Zoom circle time.

Follow-up time: 45-90 minutes per day

Follow-up time is the time needed to complete assignments given during instructional time. Follow-up time could include online and offscreen time.

Office hours: Students will have the opportunity to meet with a teacher one-on-one during weekly office hours if they desire or parents choose to sign them up. If a teacher notices that a student is having difficulty, a teacher may request to see the student during office hours.

Combined Time Overview:

Instructional time	45-75 minutes per day
Meeting time	30 minutes weekly
Follow-up time:	45-75 minutes weekly
One-on-One Time	Varies
Total time:	8 -12.5 hours per week (excluding possible one-on-one time)

Some students will need more time for follow-up, and some will need less. This estimate does not include time spent on special subjects (art, P.E., music, or Spanish).

*Remote Instruction: Upper Elementary*

In the event that CVMS must return to a Learning At Home model of instruction, we hope the following guidelines will provide a clear framework for expectations of both teachers and families.

Instructional time: 7 hours weekly

This could consist of any of the following: \*\*live lessons, teacher-created videos, youtube videos, collaborative work using Zoom breakout rooms facilitated by a teacher, or readings that will require a student response.

Students should expect instructional time in the following subjects: math, geometry, science, history, grammar, reading, writing, and spelling. They can expect instructional time in peace education regularly

Meeting time: 1.5 hours weekly

Each student attends one grade-level Zoom check-in per week and one weekly Zoom class meeting.

Follow-up time: 11 hours weekly

Follow-up time is the time needed to complete assignments given during instructional time. Follow-up time could include online and offscreen time.

One-on-One Time: Students will have the opportunity to meet with a teacher one-on-one during weekly office hours if they desire or parents choose to sign them up. If a teacher notices that a student is having difficulty, a teacher may request to see the student during office hours.

Combined Hours Overview:

Instructional time	7 hours
Meeting time	1.5 hours
Follow-up time	11 hours
One-on-One Time	Varies
Total time	19.5 hours per week (excluding possible one-on-one time)

\*Some students will need more time for follow-up, and some will need less. This estimate does not include time spent on special subjects (art, P.E., music, or Spanish).

\*\*Live lessons will be recorded for students who miss these.

### *Remote Instructional Model: Art*

- Art projects via remote instruction will continue to reinforce learning and progress made during in-person classroom learning.
- The Art educator will send home a list of suggested art materials for students to have on hand at home so that assignments can be completed easily.
- Assignments will be given on a weekly basis. Progress will be tracked, and feedback given bi-weekly.
- Art classes will be held via Zoom and recorded so that students will have the both synchronous and asynchronous learning opportunities.
- Students will have the opportunity to share their creative works through a closed group Facebook page or Google drive. Additionally, artwork can be posted on the ClassDojo for the broader school community to enjoy as well.

### *Remote Learning: Physical Education*

- Physical Education via remote instruction will continue to reinforce learning and progress made during in-person classroom learning.
- PE classes will be held using a virtual classroom using Google Slides. It is pre-recorded so that students can engage in PE learning opportunities at any time.
- Once a lesson is completed, students record their activity in a Google Form to track their progress. Feedback is provided on a bi-weekly basis.

### *Remote Learning: Spanish & Music*

- Spanish and Music via remote instruction will continue to reinforce learning and progress made during in-person classroom learning.
- Spanish and Music classes will be held via Zoom or Facebook Live. These classes will be available to the student both on a synchronous and asynchronous basis since all lessons will be recorded.
- Once a lesson is completed, there will be follow-up work for students. This follow-up work will record their activity in a Google Form to track their progress. Feedback is provided on a bi-weekly basis.