



Introduction

After considerable planning and deliberation, Escuela del Sol Montessori reopened its campus on June 1, 2020, with limited enrollment for Early Childhood summer camp students (Toddler and Primary). Our decision to reopen our campus recognized that (1) for Escuela families and staff, that risk is balanced against the educational, social, economic and other costs of remaining closed, and (2) our school reopened with many new health and safety protocols to do everything we can to responsibly mitigate that risk to the extent possible.

Our classroom environments are designed to harness the developmental forces of each plane of a child's development for the child's own optimal self-construction through experiential interactions with the environment. Our ability to guide that development is diminished in the absence of a face-to-face learning environment. By reopening our campus, we aim to fulfill the mission of Escuela del Sol, which is to guide the intellectual, physical, social and emotional development of each child along a path towards his or her full and unknown potential, in ways that honor the complementary needs of the individual and the group.

This document explains the procedures Escuela will employ to mitigate COVID-related risks at school. Our approach is built around intensive new health monitoring and screening procedures, as well as new classroom/school day procedures designed to reduce the number of contacts during the school day and limit various interactions. We believe reopening with these new protocols represents an important first step in responsibly living with this virus.

Escuela has concluded that reopening our campus with the following procedures in place is in the best interest of the community. Please know that we are cognizant of the fact that our community of families represent a huge diversity in terms of needs and opinions regarding what are the safest conditions for their own family. We hear you and want to respond to your needs and those of your children as best we can.

THANK YOU for your support, your on-going patience and your collaboration. This is a team effort if ever there was one!

The information in this document will provide clarity around the practices and procedures Escuela 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.

A handwritten signature in black ink, appearing to read "Friedje vanGils".

Friedje vanGils, Executive Director

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Glossary of Terms

For clarity and consistency throughout all of our communications going forward, we have created a Glossary of Terms for our community..

Full Open

School resumes normally (pre-Covid) with hours from 7 a.m.–6 p.m., health screenings are not required, parents may enter the campus, use of masks and social distancing are not enforced.

Modified Open

School operates Monday–Friday with limited extended day options. All procedures, from arrival, departure and classroom time are modified to respond to the Covid–19 pandemic. Health screenings and scheduled drop off/pick up times are mandatory. Only staff and students are allowed into the interior of campus. Masks, social distancing, and other safety and hygiene protocols are enforced as age appropriate.

Mandated Closure

In the event of a State–mandated closure, Toddler, Primary and Junior Elementary may remain open for families who require essential childcare and/ or have children who are early literacy learners (this includes all Primary & Junior Elementary students). Senior Elementary and Junior High students will transition to Escuela Distance Learning.

Full Close

Will occur only if the full closure of the school is the only safe response to a pandemic–related event.

Partial or Temporary Close

Escuela will follow the most current strict guidelines and recommendations. Details regarding which programs will close and for how long depend on the particulars of the event. The agency that licenses our Early Childhood programs, sent this in response to our questions about closures: *Close for “a minimum of 48 hours. The first 24 to air out the center and the second 24 to deep clean. depending on who was possibly infected, testing and or quarantine will be required before the center can re–open. Depending on the situation there may be other requirements. This applies to all staff and children and parents.”*

Occupancy

For Elementary and Jr. High programs, occupancy is designated via code requirements. Escuela del Sol has always operated at a much–reduced occupancy, knowing that our students need more space than other schools are able to provide. All group sizes will follow recommendations and/or guidelines issued by the agencies and/or governmental bodies that either govern or guide our school.

Pod or Cohort

A pod is a discrete group of people (children and adults) that do not interact or mingle with any other group of people. Each individual classroom is a pod. Daily schedules have been organized so that pods do not intermingle with other pods at any point throughout the day to limit communal germ or viral exposure.

Masks

Masks are face coverings to go over the nose and mouth; they are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms. Face coverings are not surgical masks, respirators, or other medical personal protective equipment. Escuela will also use **face shields and clear masks** when appropriate (see details in program information).

On August 17, 2020 Escuela del Sol Montessori will begin by instituting a

MODIFIED OPENING

2020//2021 Semester I: August 17 – December 18, 2020

General Preparedness and Planning (ALL PROGRAMS)

Escuela del Sol Montessori has and will continue to comply with local health officials to help protect the whole school community. School plans are designed to complement other community mitigation strategies to protect everyone, and minimize disruption to teaching and learning.

This document was compiled using the COVID-19 guidelines and recommendations for schools and childcare programs published by the CDC, State of New Mexico, the ECECD (Early Childhood Education and Care Department) and NMPED. Escuela's operating procedures meet or exceed the minimum standards of care and will be updated as new information or additional guidelines are made available.

Background information regarding Licensing, Accreditation and Governance

For clarity, please remember that the ECECD is the State's licensing agency that oversees and licenses all our Early Childhood programs; those are Toddler and Primary programs for children ages 18 months through Kindergarten.

PED (the Public Education Department) has no licensing authority for independent schools like ours. It governs K – 12 public school programs. Escuela del Sol stays up to date with all PED guidelines, opinions and informational materials, using this to enhance and strengthen our practices.

Escuela del Sol Montessori is accredited by the American Montessori Society (AMS). We are the first school in New Mexico to be thus accredited, having met all the high standards of that national organization. Through this accreditation and membership Escuela gleans information, has collegial support and access to experts from around the world to support and enhance our programs.

Health Screening

Daily employee and child health screenings are important to help reduce the transmission of COVID-19 at school. Staff will confirm the pre-screening form for both students and employees has been completed and submitted.

Health and Temperature Screening Protocol

Student Screening Prior to Arrival

Parents are required to conduct the pre-screening procedure each day prior to arrival at school. This includes taking the child's temperature and answering the questions in the online screening form.

In addition, parents are encouraged to be on the alert for signs of illness in their children and to keep them home when they are sick.

All persons (children and adults) who meet any of the criteria below will be denied entry:

- Temperature over 100.4°F (without temperature lowering medications).
- 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 or from another state or another country, or someone in their household has.

Staff 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, they 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

Employee screening information will be recorded and kept confidentially by Administrative Leadership.

Screening of Children at School

Upon arrival, a staff member will take your child’s temperature using a contactless thermometer. If the child has a temperature of 100.4°F or over, the staff member will verify the temperature with another thermometer.

A child with a temperature of 100.4°F or over will not be admitted.

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, or runs a temperature at any point during the day, the child will be taken to a designated health room and parents will be required to pick up their child immediately.

Face Coverings/ Masks

Staff

- Will be required to wear face coverings throughout the day with the following exceptions:
 - While eating
 - When they are the only person in the room/office. (If anyone else enters said space, a face covering must be put on immediately.)
- Escuela has purchased special clear masks for teachers to wear when giving language lessons.

Children

Face coverings are not recommended for children younger than 3, hence no children in our Toddler Community will wear face coverings.

Children in our Early Childhood programs are not required to wear face coverings, but will be encouraged to do so.

Students in Elementary and Jr. High are required to wear face coverings.

Parents and guardians

Are required to wear a mask at all times on or near the campus, including during assisted arrival and departure.

NOTE: At this time, parents and guests are not permitted on campus unless dictated by extraordinary circumstances or prior arrangements are made with the office.

Additional Procedures to Mitigate Spread of COVID-19

Special Arrival and Departure Protocols

Please read carefully the detailed procedures, per program, for assisted arrival and departure. Very careful attention to the proposed procedures and strict adherence to the guidelines will go far to ensure the health and safety of our employees as well as our students and their families.

SIBLINGS: The school will work out specific instructions to enable families with multiple children at Escuela do drop off and pick up in an expedited safe manner. Stay tuned!

Training

Employees of Escuela del Sol will receive ongoing training as required by ECECD (including staff working with Elementary and Junior High students). Training includes guidelines and protocols from CDC, ECECD and NMDOH.

Physical Distancing

Please see details in program descriptions. Requirements and distancing practices will differ according to age and developmental abilities.

Hand Hygiene

Washing hands can keep our community 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 minimum:

- 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 coming in contact with bodily fluid
- After playing outdoors or in sand

Follow Five Steps to Wash Your Hands the Right Way

(<https://www.cdc.gov/handwashing/when-how-handwashing.html>)

Hand Sanitizer: Will be available for Elementary and Jr. High students entering the campus. Touchless hand sanitizer stations will be set up in various locations for employees as well.

Quarantine and Isolation - Definitions

From the CDC: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine-isolation.html>

Quarantine: Quarantine is used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.

Isolation: Isolation is used to separate people infected with the virus (those who are sick with COVID-19 and those with no symptoms) from people who are not infected. People who are in isolation should stay home until it's safe for them to be around others. In the home, anyone sick or infected should separate themselves from others by staying in a specific "sick room" or area and using a separate bathroom (if available).

Cleaning and Disinfecting

Escuela del Sol Montessori follows the national standards for cleaning, sanitizing and disinfection of educational facilities for children provided by the [CDC](https://www.cdc.gov).

Escuela follows this [Cleaning and Sanitization Practice](#) 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, as detailed in the Cleaning and Sanitization binder.
- All bathrooms will be cleaned and disinfected regularly throughout the day, at a minimum bathrooms will be cleaned and disinfected three times per day.

Clean and Sanitize Materials

Materials that cannot be cleaned and sanitized will not be used.

Materials will be cleaned and sanitized between each use by a teacher.

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. 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 (Toddler, Primary)

Each child's bedding is kept separate and stored in individually labeled bins. Cots and mats are labeled for each child. Bedding will be sent home to be cleaned twice weekly (Wednesday and Friday).

Cleaning and Disinfecting Procedures if an infected person (staff or child) has been in a 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 [CDC's guidelines for cleaning and disinfecting](#)

Cleaning and Disinfecting Products: Escuela del Sol Montessori uses disinfecting products that are EPA-approved for use against the virus that causes COVID-19.

Food Preparation and Serving

- Staff will ensure children wash hands prior to and immediately after eating
- Staff must wash their hands before assisting children and after helping children to eat.
- Food serving and preparation equipment, including those items used in individual Practical Life lessons for children, must be washed and then sanitized in the campus sanitizing dishwasher between uses.

COVID-19 Symptoms and COVID-19 Cases in School

This section provides details and procedures for the COVID-19 Symptom, Exposure, and Diagnosis within the school community:

Symptoms of Illness While at School: Children

If symptoms of an illness begin while at school, the child must be sent home as soon as possible. Sick children will be kept separate from everyone else; 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 procedures:
 - Classroom staff will offer the child a disposable face mask; children under 3 will not be required to wear it, children 3 – 5 will be encouraged, children 6 and up will be required to wear it.
 - Classroom staff will take the child to one of several health rooms specifically designated for this purpose.
 - The classroom staff will inform the office staff of symptoms exhibited.
 - Additional cleaning in the classroom will be handled by teachers.
 - Office staff will contact parents to immediately come to school to pick up the child.
 - An office staff member will supervise the child until the parent arrives. Once a parent arrives, the office should be called to alert them of their arrival. The child will be brought to the parent's car and the parent will then assist the child into the car.
 - Once a parent has left with the ill child, the health room is cleaned and sanitized by office staff as well as the school's professional cleaning service.
- 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](#).
- If a child has symptoms that could be COVID-19 and the parent or guardian requests the child to return to school before completing the above self-isolation period, the individual must obtain a medical professional's note clearing the individual for the return based on either a negative COVID-19 test, or an alternative diagnosis. All medical information will be kept strictly confidential.

COVID-19 Symptoms at School – Staff

Staff are required to monitor their health and to perform daily health screenings for symptoms of COVID-19. Staff members must stay home if they are exhibiting symptoms of COVID-19; they will be asked to contact their healthcare provider.

- Staff exhibiting symptoms of possible COVID-19 at school should:
 - Put on a disposable face covering
 - Leave the classroom and campus immediately.
 - Obtain a COVID-19 test.
 - Follow the recommendations of their healthcare provider
- Employees may not return to work until return criteria as per CDC and NMDOH are met.
- All medical information will be kept strictly confidential.

COVID-19 Exposure – Staff and Children

If a staff member or child has been identified as having had close contact with someone outside the classroom community who is diagnosed with COVID-19, that staff member or child will be required to self-quarantine as per [CDC](#) and [NMDOH](#) guidelines. Close contact means, regardless of mask use, being closer than 6 feet apart for more than 3 minutes with the person who was infectious.

Positive Case of COVID-19 in a 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 Child Care Licensing to report the presence of COVID-19 at our school
- Notify the New Mexico Department of Health Services
- Notify staff and parents/caregivers that a member of the classroom pod has been diagnosed with COVID-19. Confidentiality will be maintained.
- Notify the school community that a child in the school (not their community) has been diagnosed with COVID-19. Confidentiality will be maintained.
- The current guideline is that we 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 New Mexico State Department of Health. **Children or Staff with Positive Case of COVID-19, 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 ≥ 24 hours apart (total of two negative specimens).

Contact Tracing

Contact tracing is a strategy used to determine the source of an infection and how it is spreading. Finding people who are close contacts to a person who has tested positive for COVID-19, and therefore at higher risk of becoming infected themselves, can help prevent further spread of the virus. Those contacts might include family members, co-workers or health care providers.

School staff has been asked to keep a daily list of people they are in close contact with and sign up at New Mexico Health Trace if they have been in close contact with someone in the Classroom Community that has tested positive for COVID-19 OR if the staff member is diagnosed with COVID-19.

Communication

Escuela del Sol Montessori 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 community has been closed temporarily due to COVID-19 exposure.

PROGRAM DETAILS BY LEVEL

EARLY CHILDHOOD (Toddler and Primary ages 18 mos. – 6 yrs.)

ELEMENTARY (ages 6 – 12, grades 1 – 6)

JUNIOR HIGH (ages 12 – 15, grades 7 – 9)

EARLY CHILDHOOD

Hours: Arrival: 7:45 – 8:30 a.m.

Regular Classroom Hours: 8:30 a.m. – 3 p.m.

Departure: 3 – 3:30 p.m.

Extended Care (pre-registration only, NO drop-in) 3 – 4:30 p.m.

Departure: 4:15 – 4:30 p.m.

Arrival and Departure Procedures

Assisted arrival and departure procedures, with added protocols for health screening and hand hygiene, meet the state guidelines for social distancing and limited contact. Arrival for TODDLER NORTH and SOUTH and the following Primary classrooms: RED, YELLOW and WHITE enter the driveway to the S parking lot on Granite St. Children will enter through the south gate. NO ELEMENTARY OR JR. HIGH students arrive at this location. PRIMARY BLUE ROOM: all of the following details EXCEPT location (see particulars below). SIBLINGS: The school will work out specific instructions to enable families with multiple children at Escuela do drop off and pick up in an expedited safe manner.

NOTE: The school will provide each family with a placard to hang from the rearview mirror. This placard will have each student's name and class assignment on it, so that staff monitoring arrivals can alert the appropriate teachers to come out for the students.

Assisted Arrival for Toddler and Primary

Each classroom will be assigned designated 10 or 15 minute arrival time windows and locations that must be strictly adhered to in order to ensure the health and safety of our entire community. · Parking and walking to the gate cannot be facilitated during this time.

- Parents must wear a face-mask during assisted arrival.
- Students 3 years and older must wear a face-mask upon arrival.
- The same parent or designated person should drop off the child each day when possible.
- Each child must have had a Health Screening completed and logged by parent **prior to arrival** each morning; this includes the child's temperature.
- Lunch box/bag items should be placed on the floorboard of the car at your child's feet for easy retrieval by students.
- Before entering the parking lot, please roll down all car windows (weather permitting) to bring outside air into the vehicle.
- Stop at the furthest open screening spot in the drop-off zone (one of the three green lines on the pavement).
- Staff will walk to your car to greet your child(ren). We ask that children remain seated with their seat belt fastened.
- A staff member will confirm each child's temperature using a contactless thermometer prior to your child leaving the vehicle.
- If your child has a temperature of 100.4°F or over, the staff member will verify the temperature with a second thermometer.
- Any child with a temperature of 100.4°F or over will not be admitted.
- If all is clear, your child will be invited to unbuckle the seat belt or you may assist them in getting out of the car as needed.

- As soon as your child is safely away from the vehicle, you may pull up to await your turn to exit the drop-off area.
- Staff members will sanitize their hands between each child's arrival.

Late Arrival: Late arrival must be scheduled in advance with the main office (505-242-3033). Please follow this procedure:

- Contact the main office and indicate the exact time of your child's arrival.
- Office staff will notify the classroom community to make arrangements for receiving the child at the pre-arranged time.
- At the pre-arranged arrival time, please pull up to the drop-off zone in front of Harwood and wait.
- A classroom teacher will be at the arrival area to assist the student with arrival following the regular arrival procedures.

Assisted Departure

- Assisted Departure for all classrooms will be from 2:45 – 3:30 p.m., per each room's scheduled window.
- Walk-up departures cannot be facilitated during this time.
- Parents must wear a face mask during assisted departure
- Roll down all car windows upon entering the parking lot.
- 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.
- Once your child is in the car, pull up to the driveway to finalize buckling your child in their car seat.

Early Departure

Early departure must be scheduled in advance with the main office (505-242-3033) AND your child's teacher. Please follow this procedure:

- Notify your guide via email before 7:30 a.m. that you will need to pick your child up early.
- Contact the Main Office and indicate the exact time of your child's early departure.
- Office Staff will notify classroom teachers to make arrangements for assisting the child with departure at the pre-arranged departure time.
- At the pre-arranged early departure time, please pull into the parking lot and wait.
- An adult from your child's classroom will observe the departure area at the prearranged time and proceed to assist the child following regular departure procedure.

BLUE ROOM FAMILIES: You will follow assisted drop-off procedures as above, but ON the NORTH SIDE OF GRANITE NEAR THE BLUE ROOM. SIGNAGE will be provided.

TODDLERS

Per ECECD requirements, each Toddler Classroom will consist of no more than 10 children and the same 2 teachers from morning arrival to departure.

There are two Toddler Rooms: North and South. We look forward to welcoming back our existing team of educators; staffing details will be sent when available.

As was the case prior to the pandemic, daily classroom activities for all toddlers will continue to include opportunities for language development, sensorial exploration, fine motor and large motor skill development, social and emotional growth and lots of fun!

Covid responses include:

- Each "pod" will remain distant and discreet from the other. However, social distancing within each pod is not recommended or possible for children in the Toddler community.
- Only easy-to-clean materials will be used in the classroom (e.g. no "stuffedies")
- Children will have increased opportunities to be outside to work and play in their separate pods.
- Each child will have an individual supply of consumables such as crayons, scissors, play doh, etc. (materials that would typically be communal).
- During meals, children will be spread out as much as possible.

- For naps: mats will be spaced as far apart as possible and with head to toe placement.
- Extra care will be taken to make sure children’s faces and hands are clean and washed frequently, and especially:
 - After using the toilet
 - After hands go in their mouths
 - Before and after meals
 - After they come in from outside

EXTENDED CARE (Toddler and Primary): Each classroom with children enrolled past the school day schedule will be staffed with an adult that has either joined the room mid-day or is one of the morning guides, until 4:30 p.m. There will be no mixing of groups after 3 p.m. and each group will remain distanced from the other.

PRIMARY

As per ECECD requirements, each Primary Classroom is a Pod of no more than 20 children and the same 2 teachers from morning arrival to 3 p.m.

There are four Primary Rooms: Blue, White, Yellow and Red. We look forward to welcoming back our existing team of educators; staffing details will be sent when available.

As was the case prior to the pandemic, daily classroom activities for all Primary students will continue to include opportunities for lessons in language, math, the Sensorial area, Practical Life, geography, language development, sensory exploration, fine motor and large motor skill development, and social and emotional growth.

New opportunities presented by Covid include the formation of indoor/outdoor “classrooms” for each pod. Special fencing will enable children to work outdoors as well as inside in the specially prepared environments created by their teachers. Outdoor classroom spaces are separate and distinct from each other, and from the playground area.

Physical Distancing Strategies

Escuela del Sol Montessori does not expect that young children will distance themselves from other children or adults while at school. Young children learn by engaging with their environment, which includes the other people in it. However, Escuela del Sol Montessori will employ the following strategies for limiting the spread of COVID-19 in our communities:

- Primary classroom pods will consist of stable groups of no more than 20 children. Stable means that the same 20 or fewer children and their consistent caregiver(s) are in the same group.
- Children shall not change from one group (or pod) to another.
- Ideally, siblings will be placed in the same classroom to minimize exposure.
- Groups shall not mix with each other.
- The lead teacher and assistant will remain with a single pod. In the case of illness, a designated substitute for that pod will assist with caregiving. Substitutes will remain consistent to a pod whenever possible.
- The physical distance among children will be increased via re-arrangement of the environment, including via the added outdoor work spaces. Opportunities for work outside will facilitate more spacing in the indoor areas.
- Outdoor work spaces will be created using newly purchased fencing to enable fluid indoor/outdoor options for our students while keeping each pod contained and safely away from each other, and from the outdoor playground area.

- At naptime, children's nap mats will be spaced out as much as possible, with alternating head to toe arrangements to increase the distance between children.
- Face Coverings: Children over 3 are encouraged to wear a mask; parents must provide masks to bring to school. We encourage masks to be taken home and washed at the end of each day. It is recommended that parents have more than one mask so there is a spare clean mask if needed. We will do our best to support the child in wearing the mask but if the mask is creating discomfort or resulting in the child touching their face frequently, teachers should reconsider whether a mask is appropriate for that child. No child will wear a facemask during nap time or on the playground.
- Children will be kept as distant from each other as possible.
- Extra care will be taken to make sure children's faces and hands are clean.

ELEMENTARY

Hours for Junior and Senior Elementary

Arrival: 7:45 – 8:30 a.m. (possibly 8:15 a.m.)

Program Hours: 8:30 a.m. – 3 p.m.

Departure: 3 – 3:30 p.m.

Extended Care: At this time, enrollment does not indicate enough students for an extended day program. In addition, concerns about mixing pods and introducing additional adults means the option of extended care does not look feasible.

Arrival and Departure Procedures

Assisted arrival and departure procedures, with added protocols for health screening and hand hygiene, meet the state guidelines for social distancing and limited contact. Arrival for ALL ELEMENTARY classrooms will take place on the east side of 7th St. in front of Harwood. Elementary students will enter campus through the front doors of Harwood, after health screening.

NOTE: The school will provide each family with a placard to hang from the rear view mirror. This placard will have each student's name and class assignment on it, so that staff monitoring arrivals can alert the appropriate teachers to come out for the students.

Assisted Arrival for Elementary

Note: SIBLINGS: The school will work out specific instructions to enable families with multiple children at Escuela do drop off and pick up in an expedited safe manner.

Assisted Arrival for all classrooms will be from 7:45 – 8:30 a.m. NOTE: Each classroom will be assigned designated 10 or 15 minute arrival time windows and locations that must be strictly adhered to in order to ensure the health and safety of our entire community. Parking and walking to the gate cannot be facilitated during this time.

- Parents must wear a face-mask during assisted arrival.
- Students must wear a face-mask upon arrival.
- The same parent or designated person should drop off the child each day when possible.
- Each child must have had a Health Screening completed and logged by parent **prior to arrival** each morning; this includes the child's temperature.
- Lunch box/bag items should be placed on the floorboard of the car at your child's feet for easy retrieval by students.
- Before entering the drop off zone, please roll down all car windows (weather permitting) to bring outside air into the vehicle.
- Stop at the furthest open screening spot in the drop-off zone (one of the cones on the sidewalk).

- Staff will walk to your car to greet your child(ren). We ask that children remain seated with their seat belt fastened.
- A staff member will confirm each child's temperature using a contactless thermometer prior to your child leaving the vehicle.
- If your child has a temperature of over 100.4°F, the staff member will verify the temperature with a second thermometer.
- Any child with a temperature of over 100.4°F will not be admitted.
- If all is clear, your child will be invited to unbuckle the seat belt, or you may assist them in getting out of the car as needed.
- As soon as your child is safely away from the vehicle, you may pull up to await your turn to exit the drop-off area.
- Staff members will sanitize their hands between each child's arrival.

Late Arrival: Late arrival must be scheduled in advance with the main office (505-242-3033). Please follow this procedure:

Contact the main office and indicate the exact time of your child's arrival.

Office staff will notify the classroom community to make arrangements for receiving the child at the pre-arranged time.

At the pre-arranged arrival time, please pull up to the drop-off zone in front of Harwood and wait.

A classroom teacher will be at the arrival area to assist the student with arrival following the regular arrival procedures.

Assisted Departure

- Assisted Departure for all classrooms will be from 3:00 to 3:30 p.m., per each room's scheduled window.
- Walk-up departures cannot be facilitated during this time.
- Parents must wear a face mask during assisted departure
- Roll down all car windows upon entering the parking lot.
- 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.
- Once your child is in the car, pull up to the driveway to finalize buckling your child in their car seat.

Early Departure: Early departure must be scheduled in advance with the main office (505-242-3033) AND your child's teacher. Please follow this procedure:

- Notify your guide via email before 7:30 a.m. that you will need to pick your child up early.
- Contact the Main Office and indicate the exact time of your child's early departure.
- Office Staff will notify the classroom teachers to make arrangements for assisting the child with departure at the pre-arranged departure time.
- At the pre-arranged early departure time, please pull into the parking lot and wait.
- An adult from your child's classroom will observe the departure area at the prearranged time and proceed to assist the child following regular departure procedure.

Modified Open Information for Elementary

DISTANCING: Elementary classrooms are large enough to enable physical distancing with limited group sizes. For at least the first semester, and until Covid numbers in our State change, pod sizes for Jr. Elementary will be limited to 20, for Sr. Elementary 25 students may be in one pod. Furniture will be arranged and seating and movement will be restricted to support required distancing. In addition, plans are being made to create outdoor work areas as has been recommended to mitigate viral spread.

- Elementary students will be required to wear a mask; parents should provide at least one mask to bring to school. Masks should be taken home and washed at the end of each day. It is recommended that parents have more than one mask so there is a spare clean mask if needed. Children will not be

required to wear a mask while eating or exercising outdoors. Designated areas will be provided to offer “mask breaks” – for example, an outdoor space at least 6 feet from other people.

- Daily classroom activities will remain largely unchanged except for the fact that children will no longer intermingle with other classrooms. Each classroom will have dedicated and discrete outdoor work space. Only easy-to-clean materials will be used in the classroom. Each child will have an individual supply of consumables such as pencils, scissors, notebooks, etc. (materials that would typically be communal).
- Children will have the same access to the outdoor playground and will have adequate outside time, in their separate classroom groups. Recess times will no longer be shared.
- Meals will take place outdoors whenever possible. Students will be spaced out as much as possible during meals. Each pod will eat separately.
- Students will wash their hands as frequently as possible, especially at the following times:
 - When they come into the classroom
 - After they have their hands in their mouths or nose
 - Before and after meals
 - After using the toilet
 - When they come in from being outside
 - As frequently as possible

Art, Music and Spanish are part of the heart and soul of Escuela. We are committed to continuing these programs in the most authentic manner possible. These subjects will be taught by our talented Studio Guides in a variety of formats depending on your child’s program, such as in-person lessons, virtual lessons and remote projects. In addition to lessons, the Studio Guides will consult with and advise individual students and groups, as usual, while they pursue their Art, Music and Spanish projects.

The Elementary Team (Mr. Casey, Ms. Sophia, Ms. Christy, Ms. Cristina, Ms. Inga, Mr. Ben, Ms. Sharayah, and Ms. Sarah) is collaborating to ensure we maintain our rich and dynamic integrated curriculum, providing meaningful experiences and interactions while maintaining safety as a priority.

JR. HIGH

Hours

Arrival: 8:15 – 8:30 a.m.

Classroom Hours: 8:30 a.m. – 3:15 p.m.

Departure: 3:15 – 3:30 p.m.

Arrival and Departure Procedures

Assisted arrival and departure procedures, with added protocols for health screening and hand hygiene, meet the state guidelines for social distancing and limited contact. Arrival for ALL JR. HIGH STUDENTS will take place on the east side of the Jr. High House, off 6th St., in a one-way lane created in the parking lot specifically for the assisted arrival of Jr. High students.

Assisted Arrival for Junior High

Each classroom will be assigned designated 10 or 15 minute arrival time windows and locations that must be strictly adhered to in order to ensure the health and safety of our entire community.

· Parking and walking to the gate cannot be facilitated during this time.

- Parents must wear a face-mask during assisted arrival.
- Students must wear a face-mask upon arrival.
- The same parent or designated person should drop off the child each day when possible.
- Each student must have had a Health Screening completed and logged by parent **prior to arrival** each morning; this includes the child’s temperature.
- Backpack or other school items should be placed on the floorboard of the car at the student’s feet for easy retrieval.

- Before entering the drop-off zone, please roll down all car windows (weather permitting) to bring outside air into the vehicle.
- Stop at the furthest open screening spot in the drop-off zone (they will be marked with cones and/or green lines on the parking lot).
- Staff will walk to your car to greet the student and confirm their temperature using a contactless thermometer prior to the student leaving the vehicle.
- If the student has a temperature of over 100.4 F, the staff member will verify the temperature with a second thermometer.
- Any student with a temperature of over 100.4 F will not be admitted.
- If all is clear, the student will be invited to unbuckle the seat belt, gather belongings, and enter the Jr. High House.
- As soon as people are safely away from the vehicle, you may pull up to await your turn to exit the drop-off area.
- Staff members will sanitize their hands between each child's arrival.

Late Arrival

Late arrival must be scheduled in advance with the main office (505-242-3033). Please follow this procedure:

Contact the main office and indicate the exact time of your child's arrival.

Office staff will notify the classroom teachers to make arrangements for receiving the student at the pre-arranged arrival time.

At the pre-arranged time, please pull up to the drop-off zone in front of the Jr. High House (enter on 6th st.) and wait.

A classroom teacher will be at the arrival area to assist the student. Please follow this procedure:

Assisted Departure

- Assisted Departure for Jr. High will be from 3:15 – 3:30 p.m.
- Parents must wear a face mask during assisted departure
- Roll down all car windows upon entering the parking lot to bring outside air into the vehicle..
- Please pull up and park at the designated arrival/departure location for your community.
- Wait in your car for your child.

Early Departure

Early departure must be scheduled in advance with the main office (505-242-3033) AND your child's teacher. Please follow this procedure:

- Notify your guide via email before 7:30 a.m. that you will need to pick your child up early.
- Contact the Main Office and indicate the exact time of your child's early departure.
- Office Staff will notify the classroom teachers to make arrangements for assisting the child with departure at the pre-arranged departure time.
 - At the pre-arranged early departure time, please pull into the parking lot and wait.
 - An adult from your child's classroom will observe the departure area at the prearranged time and proceed to assist the child following regular departure procedure.

Modified Open Information for Jr. High

- The Junior High continues to operate with a very small class of no more than 10 students, ensuring the ability to accommodate distancing requirements. In addition, furniture will be arranged and seating and movement will be restricted to support required distancing. A large part of the curriculum takes place outdoors, with an enabled indoor/outdoor flow and further separation of students from each other.
- Students will be required to wear a mask; parents should provide masks for school (one per day minimum). Masks that have been used should be taken home and washed at the end of each day. It is recommended that parents have more than one mask so there is a spare clean mask if needed. Students will not be required to wear a mask while eating or exercising outdoors. Designated spaces will be provided to offer "mask breaks" – for example, an outdoor space at least 6 feet from other people.
- Daily classroom work will remain largely unchanged except for increased distance and the fact that students will no longer intermingle with other classrooms or adults. Jr. High will have dedicated and discrete outdoor work space. Group work or lessons of more than three people will take place outside.
- Only easy-to-clean materials will be used in the classroom. Each student will have an individual supply of consumables such as pencils, paper, notebooks, etc. (materials that may have been communal).

- Jr. High students will continue to use designated school laptops, which can be taken home in the event of prolonged closure necessitating distance learning.
- Students will have roughly the same access to the farm and will have adequate outside time, separate from other classroom groups.
- Meals will take place outdoors whenever possible. Students will be spaced out as much as possible during meals.
- Students will wash their hands as frequently as possible, especially at the following times:
 - When they enter the Jr. High House
 - After touching their face
 - Before and after meals
 - After using the toilet
 - When they come in from being outside
- Art, Music, and Spanish will continue to be part of the curriculum, and will take different forms that may include virtual lessons, video assignments, and remote projects. The Jr. High Team (Mr. Casey, Ms. Sophia, Ms. Christy, Ms. Tanesia, Ms. Lisa, and Ms. Sarah) is collaborating to ensure we maintain our rich and dynamic integrated curriculum, providing meaningful experiences and interactions while maintaining safety as a priority.