

Covid Operating Plan 2021/2022 School Year Updated March 2022



Introduction

After considerable planning and deliberation, Escuela del Sol Montessori crafted a response to the global COVID-19 pandemic by staying true to our mission. Via decisions by our Board of Trustees and our leadership, we made a commitment to care for our community of children, their families and our employees while ensuring the sustainability of our organization. This was done by re-opening the campus with strict guidelines in place, establishing an organization-wide vaccination policy for all staff in May 2021, and by our continuing commitment to abide by all federal and state requirements for the health and safety of our school community.

Our classrooms are designed to activate the internal drive of each child and optimize development through experiential interactions with the environment. By doing everything in our power to keep our campus open, Escuela del Sol aims to fulfill our mission to guide the intellectual, physical, social and emotional development of each child along a path toward their full and unknown potential in ways that honor the complementary needs of the individual and the group.

A new phase in the continued mitigation of COVID-19 requires a continued commitment to our community's health and safety. Unfortunately, the pandemic continues to provide us with an ever-shifting landscape of challenges. With careful and thorough attention to guidelines provided by state and federal authorities, these updated policies and procedures for the 2021 – 2022 school year further our organization's successful commitment to our community. This document is intended to explain the procedures Escuela will employ to continue its mitigation of COVID-19 related risks at school.

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.

THANK YOU for your support, your on-going patience and your collaboration.

A handwritten signature in black ink that reads "Kate Chavez". The signature is fluid and cursive, with a large, sweeping flourish at the end.

Kate Chavez, Executive Director

Table of Contents

Introduction	1
Table of Contents	2
Glossary of Terms	3
NEW DEFINITIONS AS OF 1/27/22:	4
General Preparedness and Planning (ALL LEVELS)	5
Background information regarding Licensing, Accreditation and Governance	5
Health Screening	5
Student Screening Prior to Arrival	5
Escuela Staff and Student Illness Decision Tree	7
Staff Self-Assessment Prior to Arrival at School	8
Screening of Children at School	8
Face Coverings/ Masks	8
UPDATED 12/3/21: COVID-19 Testing At School	8
Surveillance Testing	8
Test-to-Stay (Modified Quarantine)	8
UPDATED 12/3/21: COVID-19 Vaccination	9
Student Vaccination Protocol	9
Additional Procedures to Mitigate Spread of COVID-19	10
Arrival and Departure Protocols	10
Physical Distancing	10
Hand Hygiene	10
Cleaning and Disinfecting	11
COVID-19 Symptoms and COVID-19 Cases in School	11
COVID-19 Symptoms at School - Students	11
COVID-19 Symptoms at School - Staff	11
Updated 12/3/21: Off Campus COVID-19 Close Contact - Staff and Students	11
Updated 12/3/21: Classroom Covid-19 Close Contact - Staff and Students	12
Communication from Escuela del sol to Enrolled Families	12
Student Drop-off and Pick Up Procedures	13
Before Care	13
Regular School Day	13
Toddler and Primary Arrival Procedures	13
Toddler and Primary Late Arrival	14
Elementary and Jr. High Arrival Procedures	14
Elementary and Jr. High Late Arrival	15
All Levels Dismissal/Departure Procedures, Regular School Day	15
All Levels Early Departure	15
Extended Day	15
COVID-19 Safe Modifications for Classrooms	16

3/17/2022 updates throughout this document are dated and in BOLD.

Updates to this operating plan from the previous version (published January 2021), include but are not limited to:

- **Updated mask guidelines.**
- **Updated NMDOH, NMPED and ECECD guidelines**
- **Updated testing guidelines**
- **Updated visitor vaccination requirements**

Glossary of Terms

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

Remaining open during the ongoing pandemic: School operates Monday - Friday, in person with limited options for contact. All procedures, including arrival, departure and classroom time, are modified to respond to health and safety recommendations arising from the COVID-19 pandemic. Only staff, students, and essential visitors are allowed into the interior of campus during regular school hours. Proper mask use, social distancing, and other safety and hygiene protocols will continue to be enforced as age appropriate.

Partial or Temporary Close: Escuela will follow the most current guidelines and recommendations. Details regarding which programs will close and for how long depend on the particulars of the event and on guidance from ECECD, NMPED, and/or the NMDOH.

Masks: Masks are well-fitting face coverings to go over the nose and mouth; they are meant to contain respiratory droplets and protect other people in case the wearer is unknowingly infected but does not have symptoms. Face masks must cover the mouth and nose and fit snugly against the sides of the face in order to contain respiratory droplets. **Cloth masks should only be worn when paired with a surgical mask or with a surgical grade filtration device, such as a PM2.5 filter. Preferred masks include KN95s or equivalent.**

The following face coverings are **not** substitutes for face masks:

- Masks that have exhalation valves or vents
- Bandanas or scarves
- Neck gaiters (also known as a neck fleece)
- Face shields (unless they are hooded, or start at the forehead and wrap around the face from ear to ear and extend to the chin)
- **Single or double layer cloth masks that have no additional filtration**

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.

Updated Quarantine Requirements (as of 1/14/22):

- **For FULLY VACCINATED individuals and those who have tested POSITIVE FOR COVID-19 in the past 90 days, quarantine after a close contact is not required so long as the individual remains asymptomatic. Fully vaccinated individuals are strongly encouraged to take a PCR or antigen test on Day 5 or 6 after a close contact. All individuals must isolate immediately and test if symptoms develop.**

- For **UNVACCINATED** individuals who have not tested positive for Covid-19 in the past 90 days, close contact with an infectious Covid-19 individual requires a quarantine of five (5) days, with vigilant mask-wearing for an additional five days after quarantine, and proof of a antigen or PCR test taken on day five, or a medical provider's note to return. An antigen test may be an at-home OTC.

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).

Proof of Vaccination Status: Proof of vaccination can be logged **using this form**. An image of the vaccination card can be uploaded on the form, or the card can be shown to a member of the administrative team.

Fully Vaccinated: Children are considered fully vaccinated against COVID-19 two weeks following receipt of the second dose. Adults are considered fully vaccinated only after receiving a full-vaccine course and a booster.

Confirmed Case: A person who has tested positive for COVID-19 by laboratory **or at home antigen** testing.

Community Health Screening Form: An **online screening form** that must be completed for all students before they arrive on campus.

Assisted Arrival: Any and all children dropped-off during regular school hours. Detailed procedure in the arrival section.

Assisted Departure: Any and all children picked-up before 3:45pm.

DEFINITIONS ADDED 12/3/21:

Close Contact: An individual who has cumulatively spent fifteen minutes or longer within six feet of a confirmed Covid-19 case with or without a mask during a 24-hour period. Under NMPED guidance, there is an exception: "the close contact definition excludes students (but not staff, teachers, adults in pre-K-12 setting) within 3 to 6 feet of an infected student where (1) both students were engaged in consistent and correct use of well-fitting face masks; AND (2) other K-12 prevention strategies were in place."

Classroom Close Contact: Close contact to a Covid-19 positive individual within the classroom or on campus. This activates the Test-to-Stay protocols or quarantine for individuals who are not fully vaccinated and who have not tested positive for Covid-19 in the past 90 days. For vaccinated individuals, a PCR or antigen test at Day 6 or 7 after close contact is required.

Off-Campus Close Contact: Close contact with a Covid-19 positive individual at any location outside of Escuela. This requires quarantine at home for ten days for unvaccinated individuals. For vaccinated individuals, a PCR or antigen test at Day 6 or 7 after close contact is required.

Surveillance Testing: Covid-19 testing conducted on campus every week.

Test-to-Stay: A rapid Antigen Covid-19 testing program for unvaccinated individuals who have not tested positive for Covid-19 in the past 90 days that shall be implemented three days a week following notification of classroom close contact (as further described below). Intended to maintain in-person learning for unvaccinated children who remain asymptomatic.

Post Covid-Positive Protocol: An individual who has tested positive may return to school after completion of the quarantine period provided they are symptom free. A negative antigen test must be provided before they can return to school.

General Preparedness and Planning (ALL LEVELS)

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, PED (New Mexico Public Education Department), the ECECD (Early Childhood Education and Care Department), and NMDOH (the Department of Health). 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. The current NM public health mandate, however, requires that private schools must follow COVID-19 safety guidance put forth by PED.

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 health screenings are important to help reduce the transmission of COVID-19 and other illnesses. Staff will confirm that the online **Community Health Screening** form for students has been completed and submitted daily before admission to campus.

Regardless of vaccination status, no individual is permitted on campus who is exhibiting any symptoms of COVID-19.

Student Screening Prior to Arrival

Parents are required to conduct the following pre-screening procedure every day prior to their child(ren)'s 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 must keep them home when they are sick or exhibiting symptoms. Staying home when sick is essential to prevent spread of COVID-19 infections to others.

The online Community Health Screening Form includes the following criteria and questions. This form may be updated more frequently as needed and/or mandated.

If you answer "yes" to any of the following questions, do not send your child to school or come to our campus. Contact a medical provider or call the COVID-19 Hotline at 855-600-3453.

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

- Temperature of or over 100.4°F (without temperature lowering medications); or
- In the last twenty-four hours, any of the following symptoms:
 - New frequent, dry cough (for students with chronic allergies/asthma, a change in the student's baseline cough)
 - Shortness of breath or difficulty breathing
 - Fever or chills
 - Fatigue
 - Repeated shaking with chills
 - Muscle or body aches
 - Headache
 - Sore throat
 - Loss of taste or smell
 - Diarrhea
 - Congestion or abnormally runny nose
 - Nausea or vomiting
- In the previous 5 days has anyone in the household been notified of a positive off-campus exposure to someone confirmed to have COVID-19? (If your child has tested positive for COVID-19, has completed their quarantine, and has been cleared to return by Elizabeth Marcilla, our Covid Officer, please select 'No'.)
- Has taken any medication for the purpose of symptom reduction in the last 24 hours.

Students who have been kept home due to illness may return to school if they are fever free and have displayed reduced symptoms, without the use of symptom reducing medication, for at least 24 hours and provide a negative PCR test, two OTC rapid antigen tests taken 24-48 hours apart, or a note from a medical professional. We ask that, whenever possible, you continue to consult a medical professional, but understand that in some cases this is providing an undue hardship on our students and families. Please refer to the chart below for guidance in sending your child back to school following illness once a negative COVID-19 test has been procured:

Escuela Staff and Student Illness Decision Tree

March 2022

Escuela Staff and Student Illness Decision Tree

Are you experiencing symptoms of greater intensity or frequency than what is normally experienced?

No

Continue attending school

Yes

If at home: stay at home and rest

If at school:

1. Tell your teacher or supervisor immediately.
2. report to isolated room immediately until you are able to leave school.

Get Tested for Covid-19 and/or *strongly encouraged* consult your doctor

A negative PCR test, two antigen tests taken 1-2 days apart, or a doctor's note is *required* for all staff and students to return to campus after experiencing symptoms

Test result is NEGATIVE

STAY HOME

until 24 hours fever free without the use of fever-reducing medication and with improved symptoms

Return to school when energy has been restored and you can participate fully in your daily activities

Test result is POSITIVE

STAY HOME

UNTIL RELEASED FROM ISOLATION
You must communicate with Elizabeth Marcilla, Covid Officer, prior to returning to campus.

Additional guidance can be found on the [NMDOH](#) website.

The greatest factor in keeping our community healthy is that Escuela families continue to keep children home when there have been any symptoms or even the possibility that they have come into contact with someone who has tested positive for COVID-19.

Staff Self-Assessment Prior to Arrival at School

All staff members will conduct a self-assessment 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.

Screening of Children at School

Teachers will make a visual inspection of their students for signs of illness which could include flushed cheeks, rapid breathing, or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness. If a child exhibits any of these symptoms, or runs a temperature at any point during the day, parents will be required to pick up their child immediately.

During drop off, children's temperatures will no longer be taken and verified by a staff member. Parents, however, will take their children's temperature at home and enter this information in the health screening form.

Face Coverings/ Masks: Updated 3/7/22

Per the **Governor's Executive Order** issued February 17, 2022, and current guidance from ECECD, and PED, masking at school indoors is no longer mandatory and all masking policies may be determined by each individual school district. As of March 7, 2022, masking both indoors and outdoors is optional for all individuals, except in the following cases:

- If a student becomes ill during the day, or exhibits any COVID-19 symptoms, they must go home immediately and wear a mask until they are picked up.
- If a classroom has a positive case, students and staff will be required to wear a mask throughout the Test-to-Stay protocol indoors.
- If the CDC moves Bernalillo County back into the Red zone due to a high number of positive COVID-19 cases, students and staff will be required to resume masking indoors.

UPDATED COVID-19 Testing at School

Surveillance Testing

It is recommended by NMPED that all schools providing in-person learning provide surveillance testing in order to detect potential COVID-19 outbreaks as early as possible by screening asymptomatic individuals. Participation in surveillance testing is entirely voluntary. All students and staff, regardless of vaccination status, are encouraged to participate in surveillance testing. NMPED's goal is to test 25% of the unvaccinated members of the campus population every week. Testing will be conducted by Premier Medical Group (PMG) or by Escuela Staff according to our CLIA waiver, and students and staff will be randomly selected every week. Participants may opt in or out of surveillance testing at any time.

Test-to-Stay (Modified Quarantine)

Per PED guidance, all schools are required to provide a voluntary Test-to-Stay program. The goal of Test-to-Stay is to continue to provide unvaccinated students with uninterrupted classroom learning following a classroom exposure of COVID-19. Test-to-Stay is for unvaccinated students who have had an on-campus close contact. They must be unvaccinated individuals who have not tested positive for COVID-19 in the past 90 days, AND are not experiencing any COVID-19 symptoms. ***Participating in the Test-to-Stay program is entirely voluntary.*** Families who choose not to participate will be required to have their students quarantine at home for five days if there is a classroom close contact. **All classrooms participating in Test-to-Stay will be required to mask indoors regardless of vaccination status (updated 3/17/2022).**

Under the Test-to-Stay protocol, tests are conducted via rapid antigen test three days a week following close contact.

- To participate in Test-to-Stay requires an individual to test negative with rapid COVID-19 tests on selected Test-to-Stay testing days.
- In the event a weekend or school closure interrupts the testing sequence, testing resumes on the following school day.
- Test-to-stay terminates at the end of the quarantine period, regardless of the number of testing days.
- Failure to test (regardless of the reason) when the individual is at school on a testing day terminates Test-to-Stay for the individual Test to Stay (Modified Quarantine) and a return to quarantine at home for the duration of the quarantine period is required.
- Subsequent school exposure requires resetting the testing sequence.
- Subsequent off-campus exposure terminates Test-to-Stay for the student and a **five-day** quarantine will begin.

Test-to-Stay only applies to **unvaccinated** students (and those who have not completed their vaccination series, with two weeks following their second dose). Fully vaccinated individuals are not eligible to participate in Test-to-Stay and are **not** required to quarantine in the case of a classroom or off campus close contact so long as they remain asymptomatic. While participating in Test-to-Stay, students should not participate in non-school activities, hence the “modified” portion of the “modified quarantine.”

UPDATED COVID-19 Vaccination

Student Vaccination Protocol

As the COVID-19 vaccine becomes more available to younger age groups, Escuela highly recommends that every student receive their vaccination as soon as they are able. To participate in the student vaccination protocols, proof of vaccination status must be on file with the school office. Parents may submit their child’s vaccination status upon completion of their vaccination series via the [Vaccination Verification Form](#).

Students who develop symptoms *following their vaccination* will not be required to provide a doctor's note or negative PCR test to return to school. Refer to the chart below for additional guidance.

If my child develops symptoms after vaccination, should they isolate and get tested for Covid-19?

Individuals who develop symptoms after vaccination may be unsure if their symptoms are related to vaccination or if they are infected with the SARS-CoV-2 virus. The following approach should be utilized to determine next steps when post-vaccination symptoms occur and get better within THREE DAYS of vaccination.

PRESENCE OF SYMPTOMS AFTER VACCINATION	SUGGESTED APPROACH
Injection site pain, swelling, and/or redness	These symptoms are consistent with the Covid-19 vaccinations. Self-isolation is not recommended
Cough, shortness of breath, runny nose, sore throat, and/or loss of taste or smell	These symptoms are unlikely to be from the Covid-19 vaccination. Self-isolate immediately and get tested for Covid-19.
Fever (100.0°F or higher), fatigue, headache, chills, myalgia, and/or arthralgia	<p>These symptoms are consistent with post-vaccination, SARS-CoV-2 infection, or another infections pathogen.</p> <p>Self-isolate until ALL of the following conditions have been met:</p> <ul style="list-style-type: none"> • Feel well enough to participate fully in normal activities, AND • Fever has resolved, AND • No additional symptoms are experienced (i.e. do not have other signs of Covid-19, including cough, shortness of breath, sore throat, and/or change in smell or taste) <p>Self-isolate and get tested for Covid-19* if symptoms are not improving or persist for more than three days</p>

*positive viral (nucleic acid or antigen) tests for SARS-CoV-2, if performed, should not be attributed to the Covid-19 vaccine as vaccinations does not influence the results of these tests

Information provided by NM Public Education Department Covid-19 Response Toolkit, Updated November 1, 2021

Additional Procedures to Mitigate Spread of COVID-19

At this time, parents and guests are only permitted on campus in very specific instances and if/when prior arrangements are made with the office. Specific instances include Extended Day pick up and special events such as Classroom Visits or Work Days. **Before a parent comes on campus, they will be required to show proof of COVID-19 vaccination or complete the Community Health Screening Form, and follow all current guidance from the CDC and state and local authorities to keep our campus safe.**

Arrival and Departure Protocols

Please read carefully the detailed procedures for assisted arrival and departure. 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.

Physical Distancing

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

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, at a 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

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, ECECD, NMPED and the NMDOH.

Toddler and Primary: Each child's bedding is kept separate and stored in individually labeled containers. Cots and mats are labeled for each child. Bedding will be sent home to be cleaned weekly on Fridays.

COVID-19 Symptoms and COVID-19 Cases in School

COVID-19 Symptoms at School - Students

If symptoms of an illness begin while at school, the child will be sent home as soon as possible. Sick children will be kept separate as much as possible and must wear a mask until they are picked up.

- Classroom staff will follow these procedures:
 - Classroom staff will inform the office of symptoms exhibited.
 - Additional cleaning in the classroom will be handled by teachers.
 - Office staff will contact parents to immediately come pick up the child.
 - Ill children must wear a mask until picked up.
 - A 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.
- If a student develops symptoms consistent with COVID-19, Escuela del Sol will follow all ECECD and NMPED guidelines with respect to requirements for self-isolation, quarantine, testing, and returning to campus. Consistent with all such requirements, an individual may be requested to provide a medical professional's note and/or a negative COVID-19 test clearing the individual for their return. 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 self-assessment 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 are required to:
 - Immediately don a mask.
 - Leave the campus immediately.
 - **Obtain a COVID-19 test (either a PCR or two OTC antigen tests taken 24-48 hours apart).**
 - 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.

Off Campus COVID-19 Close Contact - Staff and Students

Unvaccinated individuals who have been identified as having had close contact with someone outside of the classroom community who is diagnosed with COVID-19 are required to adhere to a modified-quarantine, and test with an at-home antigen or PCR test as per NMPED, CDC and NMDOH guidelines. Contact [Elizabeth Marcilla](#) for the most up-to-date quarantine and testing guidelines.

Vaccinated individuals and those who have tested positive for COVID-19 in the last 90 days who have been identified as having had close contact with someone outside of the classroom community who is diagnosed with COVID-19 are not required to quarantine so long as the individual remains asymptomatic. However, vaccinated individuals must isolate and test immediately if symptoms develop. Out of an abundance of caution, Escuela will require an antigen or PCR test to be administered **on Day 5 or 6** following notification of exposure for all individuals **regardless of vaccination status**.

Classroom Covid-19 Close Contact - Staff and Students

If COVID-19 is confirmed in a child or staff member in a classroom community, the school will strictly abide by all reporting requirements implemented by NMDOH, the NMPED and the New Mexico Environment Department and follow their directives. This may include the following actions to be taken by school administration:

- Ensure the positive individual immediately dons a mask, is isolated/sent home and that all isolation and other procedures are followed before returning to school.
- Contact all required entities, including Child Care Licensing, to report the presence of COVID-19 at our school.
- Notify staff and parents/caregivers that a member of the classroom has been diagnosed with COVID-19. Confidentiality will be maintained.
- Enact Test-to-Stay protocols (unvaccinated students who have not opted into the Test-to-Stay program will be required to quarantine). Escuela del Sol will follow up-to-date DOH and NMPED guidelines and requirements.
- **Students and staff in the affected classroom must wear masks indoors during the Test-to-Stay period.**
- Out of an abundance of caution, Escuela will require vaccinated individuals to provide a negative PCR or antigen test to be administered on **Day 5 or 6** following notification of exposure. [Curative](#) and [Vault](#) provide PCR testing.
- Perform enhanced cleaning, sanitizing and disinfecting in accordance with CDC guidance.
- Notify the school community that a child in the school (not their classroom) has been diagnosed with COVID-19. Confidentiality will be maintained.
- Decisions about classroom closure will be made in consultation with the NMDOH. Children or staff with a positive case of COVID-19 can return to school/work when the criteria set by ECECD, PED, and/or the NMDOH are met.

Communication from Escuela del sol to Enrolled Families

Escuela del Sol Montessori will communicate:

- With families, if their child has been in close contact with someone at school who has tested positive for COVID-19.

- With the entire school community if a classroom enters Test-to-Stay protocols or has been temporarily closed due to COVID-19 exposure.

Student Drop-off and Pick Up Procedures

Following the Governor's updated [public health mandate regarding vaccination status](#), Escuela will require all visitors to submit **Vaccination Verification to enter campus or complete the Community Health Screening Form**. Anyone unable or unwilling to provide proof of vaccination, or complete the form, will not be permitted on campus.

Vaccination must be verified either by submitting your vaccination card via this [form](#) or filling out the form and showing your card to a member of the admin team. If you have lost or damaged your vaccination card, follow these steps:

- Contact your vaccination provider directly to access your vaccination record.
- If you can't reach the vaccination provider, contact your state health department's immunization information system. You can find state IIS info [here](#).
- If you enrolled in v-safe or VaxText, you can access your vaccination information through those tools.

Before Care

Before Care (**pre-registration* only; NO drop-in**): 7:30-8:00 a.m.

*A minimum of 24 hours notice and office approval is required.

Before Care will be held in the middle Toddler room and outdoor space. If dropping-off before 8:00, you may park and walk your child to the outdoor Toddler space to check them in. The online **Community Health Screening form** must be completed for every child before entering campus.

All unvaccinated adults and/or adults who have not voluntarily provided Vaccination Verification must complete the Community Health Screening Form prior to entry.

Regular School Day

Arrival: 8:00 - 8:30 a.m.

Regular Classroom Hours: 8:30 a.m. - 3:00 p.m.

Departure: 3:00 - 3:30 p.m.

Toddler and Primary Arrival Procedures

NOTE: The school will provide each family with a placard to display in their vehicle. 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.

Toddler and Primary students will be dropped off in the main parking lot, on Granite, following the procedures outlined below. Toddler and Primary students will enter through the south gate. Children with a sibling in Elementary may also be dropped off with that older sibling in front of the Harwood building on 7th if their sibling is willing and able to walk them to class.

Parents are NOT PERMITTED to enter campus during regular school hours (8am to 3:30pm).

- **Mask wearing is optional both indoors and outdoors (updated March 7, 2022).**
- Each child must have had the online **Community Health Screening** form completed and logged by parent prior to arrival each morning; this includes the child's temperature.
- Pull all the way forward to the farthest open screening spot in the drop-off zone. If you have not completed the screening form you will need to park, complete the form, and return to the back of the drop off line.
- 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 that the online **Community Health Screening** form has been completed for each child.
- 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, pull up to await your turn to exit the drop-off area.

Do not walk your child to the gate. Traffic and parking lot safety is our utmost concern.

Toddler and Primary Late Arrival

Late arrival (after 8:30 a.m.) should be scheduled in advance with the main office (505-242-3033). Please follow this procedure:

- Contact the main office and indicate the 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 the south parking lot, call the office, and wait in your vehicle.

Elementary and Jr. High Arrival Procedures

Assisted Arrival for all classrooms will be from 8:00 - 8:30 a.m.

Parents are not permitted to enter campus during regular school hours (8 a.m. to 3:30 p.m.).

Elementary students will be dropped off in front of Harwood, on 7th, and Jr. High students will be dropped off at the Jr. High House, on 6th, following the procedures outlined below. Jr. High students with an Elementary sibling may be dropped off in front of Harwood and then walk through campus to the Jr. High House.

- Each child must have had the online **Community Health Screening** form completed and logged by a parent prior to arrival each morning; this includes the child's temperature.
- **Masking is optional both indoors and outdoors (updated March 7, 2022).**
- Stop at the farthest spot in the drop-off zone.
- Take a moment to verify that you have completed the online **Community Health Screening** form and that your child has all their belongings.

- Staff will either be at outside to verify screening form submission, or will be at the front desk of Harwood / inside the front door of the Jr. High House to check students in and verify completion of the online **Community Health Screening** form.
- 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.

Elementary and Jr. High Late Arrival

Late arrival should be scheduled in advance with the main office (505-242-3033).

Please follow this procedure:

- Contact the main office and indicate the time of your child's arrival.
- At the pre-arranged arrival time, please pull into the south parking lot, off Granite, call the office to let us know you have arrived, and wait in your vehicle.

All Levels Dismissal/Departure Procedures, Regular School Day

- School day departure for all classrooms will be from 3:00 - 3:30 p.m.
- Please pull up to your child's designated location:
 - Toddler & Primary: South parking lot
 - Elementary: in front of Harwood
 - Jr. High: in front of the Jr. High House
- **Wait in your car until your child has been walked to your vehicle.**
- Primary children will be with their classmates in the plaza waiting to be picked up.

All Levels 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 and the office via email before 7:30 a.m., indicating the time of departure.
- At the pre-arranged early departure time, please pull into the south parking lot, call the main office, and wait in your vehicle.
- A staff member will assist the child following regular departure procedures.

Extended Day

Extended Day (**pre-registration* only; NO drop-in**): until 5:00 p.m.

*A minimum of 24 hours notice and office approval is required.

Extended Day for Toddlers will take place in Toddler (North) and the Toddler playground; for Primary, the White Room and Primary playground; for Elementary, Jr. El West and the North playground. To pick up your child between the hours of 3:45 and 5:00 p.m., follow the procedures outlined below.

If you have submitted Vaccination Verification or completed the online Community Health Screening Form, you may park in the south parking lot and enter campus through the blue gate to pick up your child(ren). No visitors will be allowed inside the classroom. Adults who come on campus to pick up a child must wait outside the classroom; a staff member will bring the child outside.

As of March 28, 2022, any adult who has not provided proof of vaccination will have to complete the Community Health Form prior to entering campus (505-242-3033) for pick up from 3:45-5:00 p.m.

COVID-19 Safe Modifications for Classrooms

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

ELEMENTARY (Junior and Senior Elementary, ages 6 – 12, grades 1 – 6)

JR. HIGH (ages 12 – 15, grades 7 – 9)

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 a variety of strategies for limiting the spread of COVID-19 in our communities.

C-safe modifications include use of indoor/outdoor classroom spaces. Special fencing and/or boarders will enable students to work outdoors as well as inside in the prepared environments created by their teachers. Outdoor classroom spaces are separate and distinct from each other, and from the playground areas. Other modifications include, but are not limited to:

- Children will have increased opportunities to be outside for work and play.
- Each child will have an individual supply of consumables such as crayons, scissors, Play-Doh, etc. (materials that would typically be 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.
- 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.
- Enhanced hygiene protocols have been implemented, with special attention to handwashing:
 - Upon arriving at school / in the classroom
 - After using the toilet
 - Before and after meals
 - After they come in from outside