



**Escuela Del Sol Montessori + Harwood Art Center**  
**Campus Operating Plan**  
**2023-2024**

# Campus Operating Plan

2022-2023 School Year

Updated July 2023

In this document, you will find resources and information regarding Escuela del Sol Montessori's operating policies. As an organization, we are always evaluating the best possible practices for campus safety, classroom learning, and overall student welfare. This plan, which was originally created to shepherd our community through the Covid-19 pandemic, has evolved to serve as general guidance and clarity for illness-related protocol, drop-off/pick-up procedures, general campus guidelines, and safety that support the learning environment.

THANK YOU for your support and your collaboration.

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

Kate Chavez, Executive Director

## Table of Contents

Communication from Escuela del Sol to Enrolled Families	4
General Communications	4
SchoolCues	4
Login at <a href="http://portal.schoolcues.com">portal.schoolcues.com</a> or via the app	4
Student Drop-off and Pick-Up Procedures	4
Arrival Procedures:	5
Toddler and Primary	5
Elementary and Jr. High	5
Late Arrival - All Levels	5
Dismissal/Departure Procedures, Half-Day and Regular School Day	5
Early Departure	6
Extended Day	6
Visitors to Campus	7
Pets on Campus	7
Delays and Closures	7
Student Medications	7
Nut-Free Campus	7
Reporting Absences and Late Arrivals	8
Illness Policies and Procedures	8
Student Screening Prior to Arrival	8
Returning to School Following Illness	8
Chronic Illnesses	9
Additional Procedures to Mitigate the Spread of Illness	9
Illness Symptoms and Cases in School	9
Escuela Health Officer	10
How to Reach Us	10
Common School Illnesses and Symptoms	11

## Communication from Escuela del Sol to Enrolled Families

### General Communications

Escuela del Sol utilizes MailChimp and SchoolCues to send community updates, including but not limited to the school's weekly e-news, and policy updates. SchoolCues is utilized for classroom-specific communications and emergency notices.

### SchoolCues

SchoolCues is utilized to share information with currently enrolled families and staff. Community health updates, school references, and reporting forms are available in SchoolCues. To set up your SchoolCues account, please follow these steps:

1. Visit [www.SchoolCues.com](http://www.SchoolCues.com) and click on the "Sign In / Sign Up" button in the upper right corner.
2. Click "New User Sign Up"
3. Enter the invitation code EDELSOLCUES
4. Enter your email address. This is how your account will be connected to your student's profile. Currently, each student profile is limited to two "parent accounts," which are linked based on the primary email addresses we have on file. If, upon creating your account you are not connected with your student's profile, please reach out to the office so we can assist in troubleshooting and updating your email address.
5. Create a password and confirm
6. Accept the Terms and click "Create User"
7. Navigate to your email and open the confirmation from SchoolCues
8. Click on the link in the email to activate your account.

Login at [portal.schoolcues.com](http://portal.schoolcues.com) or via the app

## Student Drop-off and Pick-Up Procedures

**To aid in campus safety and to preserve the learning environment, only staff, students, and invited visitors are allowed into the interior of campus during regular school hours.**

### 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 must be coordinated in advance. Families registered for Before Care may park and walk their student to the classroom.

### 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.

## Arrival Procedures:

### Toddler and Primary

Toddler and Primary students will be dropped off in the south parking lot, on Granite, following the procedures outlined below. Toddler and Primary students will enter through the south gate. Students 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.

- Pull all the way forward in the drop-off zone.
- Staff will walk to your car to greet your student(s). We ask that children remain seated with their seat belts fastened.
- Your student 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 student is safely away from the vehicle, pull up to await your turn to exit the drop-off area.
- Refrain from walking your student to the gate from your car when in the drop-off line. Traffic and parking lot safety is our utmost concern.
- Please do not unload students in the driveway or street when in the pick-up line. Wait for a staff member to approach your car before unbuckling your student.

### Elementary and Jr. High

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

- Stop at the farthest spot in the drop-off zone.
- As soon as your student is safely away from the vehicle, you may pull up to await your turn to exit the drop-off area.

### Late Arrival - All Levels

**Late arrival should be communicated in advance with the main office and Classroom Guides whenever possible.**

Please follow this procedure:

- If you arrive after 8:30, park and call the office (505-242-3033). We will meet you **at the Blue Gate** to sign your student in and walk them to their classroom.
- For campus safety and to ensure all students are properly signed in, all student arrivals must be facilitated by the office. ***Please do not walk your student onto campus if they are arriving late.***

## Dismissal/Departure Procedures, Half-Day and Regular School Day

**Half-Day departure for Toddler and Primary students takes place from 12:15 - 12:30 p.m.**

**School day departure for all classrooms takes place from 3:00 - 3:30 p.m.**

Families may come onto campus to retrieve their students:

- Toddler, Primary, and Elementary families are welcome to enter through the Blue Gate and walk to the space outside their student's classroom for pick up between 12:15 and 12:30 (for Early Childhood), and from 3:00 to 3:20 (all levels).
- Students who are not enrolled in Extended Day or Art & Sol classes will be in the plaza with a member of the admin team at 3:20 p.m. for pick-up.
  - If we're unable to be in the plaza due to unfavorable weather, students will remain in their classrooms until 3:30 p.m.

- When picking up your student from the plaza, **you must check in with a staff member** holding a tablet to ensure your student is signed out.

#### **Pick-Up Location Details:**

- **Toddlers** can be picked up just outside their playground. A Guide will walk your student and their belongings to you at the playground gate.
- **Primary** students can be picked up outside their classroom. A student “greeter” will be ready to meet you and let your student know that it is their time to leave. Thank you for your patience as they practice this important job :)
- **All Junior EI** students can be picked up from the *portal* on the south side of the Junior EI building. Families will be given an orientation prior to, or on their student’s first day. A student greeter will also be there to meet you and let your student know it’s time to go, a coveted job and wonderful opportunity to practice Grace & Courtesy and keep track of information.
- **Senior EI** students can be picked up from the hallway outside Senior EI. A greeter will meet you just outside the classroom and will let their classmates know when their rides are here.
- **Jr. High** students will be dropped off and picked up at the Jr. High House.

### **Early Departure**

The main office and your student’s Classroom Guides should be notified of early departures. Please follow this procedure:

- Notify the office and Classroom Guides in advance (24 hours, if possible).
- Buzz the office upon arrival in the South Lot.
- A member of the admin team will remotely unlock the gate for you to enter campus.
- Proceed to your student’s classroom
- When you arrive at your student’s room, please let the Classroom Guides know you have arrived and then wait outside the classroom for your student to come out.

### **Extended Day**

Extended Day (**pre-registration\* only; NO drop-in**): until 5:00 p.m., for Elementary, and 5:30 p.m. Primary and Toddler.

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

Students registered for Early Childhood Extended Day can be picked up between 3:45 and 5:30 p.m. from the Toddler playground, Primary White Room, or until 5:00 p.m., Junior Elementary West. To pick up your student between the hours of 3:45 and 5:00/5:30 p.m., follow the procedures outlined below.

Park in the south parking lot and enter campus through the blue gate to pick up your student. No visitors will be allowed inside the classroom. Adults who come on campus to pick up a student must wait outside the classroom; a staff member will bring them outside.

## Visitors to Campus

Visiting campus during the school day must be scheduled in advance with the office, either by phone (505-242-3033), or email ([office@edelsol.org](mailto:office@edelsol.org)).

Visitors are defined as, but not limited to, individuals on campus tours, guest speakers, maintenance repair technicians, and tutors.

All visitors must check in through the front of Harwood, sign in on the Visitor Log, and don a visitor sticker/pin/lanyard on their person for the duration of their time on campus.

## Pets on Campus

In consideration of individuals with a fear of animals, and for the safety of our students and staff, family pets (dogs, cats, snakes, lizards, etc.) are not permitted within the Blue Gates. Exceptions will be made for pet classroom visits with pre-approval and prior arrangements with the office. In compliance with the Americans with Disabilities Act (ADA), service dogs are allowed to accompany their human.

## Delays and Closures

Escuela follows APS decisions regarding delays and closures. If APS is closed or on an abbreviated schedule due to severe weather or poor driving conditions, Escuela will follow suit. If APS is on a 2-hour delay, all classes (Toddler, Primary, Elementary, Junior High) will begin at 10:30 a.m. There will be no early morning childcare. Do not arrive before 10:00 a.m., as there will be no teachers on campus before this time. In the event of a snowstorm during the day it may be necessary to close early. We will utilize our text messaging alert system to contact families and share updates.

## Student Medications

Our staff can only administer medication with written permission from a parent or legal guardian. Medication must be given to the student's Guide and must be in the original container labeled with the student's name, name of medication, dosage, and time it is to be given. Only prescribed medications such as antibiotics and medications for chronic problems (such as asthma) will be given, and only when the appropriate form is on file. Medical authorization forms are available in SchoolCues.

Make sure that the office and the classroom teachers are aware of any health conditions such as special diets, allergies, etc., your student may have. Contact the office to initiate or update an Allergy Action Plan.

## Nut-Free Campus

Escuela del Sol is a nut-free campus; this includes not only peanuts but all tree nuts as well (cashews, pistachios, almonds, walnuts, pecans, macadamias, piñon/pine nuts, hazelnuts, etc.). We ask that you do not send snacks OR lunches that contain any form of nut. (Please remember that every granola bar, whether the ingredient list includes nuts or not, most likely contains trace amounts due to shared processing/packaging facilities.) We understand that for some families nuts are a staple and a great source of protein, but for others, exposure to tree nuts can be a matter of life or death. Thank you for your understanding and cooperation in this matter.

## Reporting Absences and Late Arrivals

Student absences and changes in schedule must be communicated with the office and Classroom Guides by completing the “Absentee” and “Tardy” forms in SchoolCues. These forms can be accessed under “Permission Forms”.

## Illness Policies and Procedures

### Student Screening Prior to Arrival

Families 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 the spread of infections and illnesses to others.

A student at school who is not feeling well or who has a contagious rash or ailment such as “pink eye” will be sent home.

The following is a list of symptoms to guide you in deciding whether your student should be sent to school. **Do not send your student to school on days when any of the following symptoms are present or were present the night before:**

- Fever (temperature over 100.4 °F)
- Rash
- Persistent cough
- Discharge of discolored or profuse amounts of mucus from the nose
- Earache
- Diarrhea
- Impetigo
- Pink eye
- Vomiting
- Sore throat
- Live head lice or nits
- Loss of taste or smell
- Headache
- Muscle or body aches

Families must notify the office if a student is diagnosed with Covid-19 or a communicable disease including, but not limited to: Hand Foot and Mouth, Ringworm, Pink Eye, Strep Throat, etc. so that we may notify affected families.

**As with all illnesses, if a student is not well enough to play outdoors and interact actively with other children, the student is too sick to come to school.**

### Returning to School Following Illness

The greatest factor in keeping our community healthy is that Escuela families continue to keep children home when they have been experiencing any symptoms of illness.

Students who have been kept home due to illness may return to school if:

- they are fever-free without the use of symptom-reducing medication for at least 24 hours; and,
- are feeling well enough to participate actively in the classroom and on the playground

An individual who has tested positive for COVID-19 may return to campus after completion of the isolation period, provided that symptoms have improved.



## 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 designated procedures.

## Screening of Students at School

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

## Chronic Illnesses

If a student has a chronic health condition (allergies, migraine, dermatitis, etc), a note from a medical provider stating the condition and symptoms may be sent to the office to aid staff in determining when a student is ill and needs to be sent home. Whenever in doubt, Escuela staff will err on the side of caution.

## Additional Procedures to Mitigate the Spread of Illness

### Hand Hygiene

Washing hands can keep our community healthy and prevent the spread of infections from one person to the next. All students and staff will engage in hand hygiene at the following times, at a minimum:

- Arrival to the classroom and after breaks
- 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 student's nap items are kept separate and stored in individually labeled containers. Cots and mats are labeled for each student. Bedding will be sent home to be cleaned weekly on Fridays.

### Face Coverings/ Masks

While face coverings and masks are not required, Escuela will respect and support individual masking preferences.

## Illness Symptoms and Cases in School

If symptoms of an illness begin while at school, the student will be sent home. Sick individuals will be kept separate as much as possible.

- Classroom staff will follow these procedures:
  - Classroom staff will inform the office of the symptoms exhibited.
  - Additional cleaning in the classroom will be handled by teachers.
  - Families will be contacted immediately to come pick up the student.
  - A staff member will supervise the student until their adult arrives. Upon arrival, the office should be called and then the student can be picked up from their classroom, or the school office.
  - If a student develops symptoms consistent with COVID-19, Escuela del Sol will follow CDC guidelines concerning requirements for self-isolation, quarantine, testing, and returning to campus. All medical information will be kept strictly confidential.

## Escuela Health Officer

**Elizabeth Marcilla**, Administrative Director, is Escuela’s designated Health Officer.

**All questions regarding illness policies and procedures should be directed via email to [ElizabethM@edelsol.org](mailto:ElizabethM@edelsol.org).**

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

## How to Reach Us

Escuela del Sol Office, [office@edelsol.org](mailto:office@edelsol.org) ..... 505-242-3033

Kate Chavez, Executive Director of Escuela+Harwood, [Kate@edelsol.org](mailto:Kate@edelsol.org)

Elizabeth Marcilla, Administrative Director, [ElizabethM@edelsol.org](mailto:ElizabethM@edelsol.org)

Jodie Martinez, Business Manager, [Jodie@edelsol.org](mailto:Jodie@edelsol.org)

Dana McCabe, Early Childhood Level Director, [Dana@edelsol.org](mailto:Dana@edelsol.org)

Sarah Louderbough, Elementary Level Director, [Sarah@edelsol.org](mailto:Sarah@edelsol.org)

Tanesia Hale-Jones, Jr High Level Director + Adolescent Guide, [Tanesia@edelsol.org](mailto:Tanesia@edelsol.org)

Carmela Chavez Liberman, Media and Communications, [Carmela@edelsol.org](mailto:Carmela@edelsol.org)

Victoria Barrio, Administrative Services Coordinator, [Victoria@edelsol.org](mailto:Victoria@edelsol.org)

Gloria Lucero, Administrative Assistant, [Gloria@edelsol.org](mailto:Gloria@edelsol.org)

Escuela Fax ..... 1-800-317-4752

Harwood Art Center, [info@harwoodartcenter.org](mailto:info@harwoodartcenter.org) ..... 505-242-6367

Julia Mandeville, Chief Programs Officer, [Julia@harwoodartcenter.org](mailto:Julia@harwoodartcenter.org)

Jennifer DePaolo, Director of Outreach, [Jennifer@harwoodartcenter.org](mailto:Jennifer@harwoodartcenter.org)

Jordyn Bernicke, Associate Director of Engagement, [Jordyn@harwoodartcenter.org](mailto:Jordyn@harwoodartcenter.org)

Helen Juliet Atkins, Associate Director of Opportunity, [Helen@harwoodartcenter.org](mailto:Helen@harwoodartcenter.org)

Ruby Rodriguez, Arts Education Coordinator, [Ruby@harwoodartcenter.org](mailto:Ruby@harwoodartcenter.org)

Chandler Wigton, Building and Facilities Manager, [Chandler@harwoodartcenter.org](mailto:Chandler@harwoodartcenter.org)

### WEBSITES:

Escuela, [www.escueladelsol.org](http://www.escueladelsol.org)

Harwood, [www.harwoodartcenter.org](http://www.harwoodartcenter.org)

### EMERGENCY NUMBERS:

Joseph Marcilla, Facilities Manager ..... 505-315-0033

After-hours school-related emergencies ..... 505-440-6802

## Common School Illnesses and Symptoms

**Croup** (also called: laryngotracheobronchitis): Barking cough, fever, hoarseness, and labored or noisy breathing.

**Fifth Disease** (also called: erythema infectiosum, parvovirus B19): Most identifiable by a facial rash that looks as if the cheeks were slapped. Sore throat, slight fever, upset stomach, headache, fatigue, and itching may also be present.

**Chickenpox** (also called: varicella): Most characteristic symptom is an itchy, blister-like rash on the skin, fatigue, fever, loss of appetite, headache, itching, sore throat, or swollen lymph nodes may also be present.

**Conjunctivitis** (also called pink eye): Redness, itching, and tearing of the eyes. It can also lead to discharge or crusting around the eyes. Sensitivity to light is also a common symptom.

**Hand Foot and Mouth** (also called coxsackie): Most identifiable by sores in the mouth and a rash on the hands and feet. fever, sore throat, feeling unwell, irritability, and loss of appetite may also be present.

**Head Lice:** Itching, visible lice on the scalp (less common), and lice eggs (nits) on the hair shafts. Please inspect your student's scalp daily and treat accordingly. If you find head lice, please inform the office.

**Herpes Simplex Keratitis** (also called HSV): Eye pain, redness, blurred vision, sensitivity to light, and watery discharge.

**Impetigo** (also called school sores): Red sores that form around the nose and mouth. The sores often rupture, ooze for a few days, then form a yellow-brown crust.

**Respiratory Syncytial Virus** (also called RSV): Symptoms are similar to mild cold symptoms, including congestion, runny nose, fever, cough, and sore throat.

**Strep Throat** (also called streptococcal pharyngitis): Sore throat, fever, swollen lymph nodes in the neck, headache.

**Roseola** (also called Sixth Disease): Several days of high fever, followed by a rash. The rash may appear as many small pink spots.

**Whooping Cough** (also called pertussis): Cough that sounds like "whoop," runny nose, nasal congestion, and sneezing.

**Gastroenteritis** (also called stomach flu): Diarrhea, cramps, nausea, vomiting, and low-grade fever are common symptoms.

**Norovirus:** Diarrhea, vomiting, nausea, stomach pain, dehydration, fever, headache, and body aches. Children who are dehydrated may cry with few or no tears and be unusually sleepy or fussy.

**Ringworm:** Most commonly identified as a red, scaly ring-shaped area, which typically presents on the buttocks, trunk, arms, and legs accompanied by itchiness. May also present as a clear or scaly area inside the ring, slightly raised, expanding rings, a round, flat patch of itchy skin, and/or overlapping ring.