

July 2, 2021

Mitigation Plan for In Person Instruction for Montessori Education Centre Charter School

- A touchless hand sanitizer station will be available outside the front door, we will request that everyone sanitize their hands before entering the school
- Sign in and out book will be located outside the office front door on a stand with clean/dirty pen receptacles (We may move the Sign in and out book inside on Main Campus, North has a system in place for outside sign in)
- For parents that do not use carline:
 - Morning drop-off: Parents will sign their child in the sign-in book, open the door and let the child into the school. Staff members will then assist each student to their classroom.
 - Afternoon pick-up: Parents will open the front door and ask Administrator for their child. Administrator will bring the child to the front door and deliver the child to the parent. While the parent is waiting for the child, they will stand on marks that are 6 feet apart, thus maintaining Social Distancing on the front patio.
- Below are the carline times for all classrooms on both campuses.

Main Campus Carline schedule:

DROP OFF			PICK-UP		
Class	Time	Location	Class	Time	Location
Jenna/Bauer	8:15 – 8:30	Robin Lane	Jenna/Bauer	2:30 – 2:50	Robin Lane
Sally/Amber	8:15 – 8:30	Robin Lane	Sally/Amber	2:30 – 2:50	Robin Lane
Honore/Britt	8:15 – 8:30	Robin Lane	Honore/Britt	2:30 – 2:50	Southern Ave.
Nadine/Hollie	8:15 – 8:30	Southern	Nadine/Hollie	2:50 – 3:10	Robin Lane
Heather/Jenn	8:15 – 8:30	Southern	Heather/Jenn	2:50 – 3:10	Robin Lane
Bothaina/Bri	8:15 – 8:30	Southern	Bothaina/Bri	2:50 – 3:10	Robin Lane
Laurie/Brittney	8:15 – 8:30	Southern	Laurie/Brittney	2:50 – 3:10	Robin Lane
Gary/Carly	8:15 – 8:30	Southern	Gary/Carly	2:50 – 3:00	Southern Ave.
Rebecca/Patti	8:15 – 8:30	Southern	Rebecca/Patti	3:00 – 3:10	Southern Ave.
Lesley/Shelci	8:15 – 8:30	Southern	Lesley/Shelci	3:10 – 3:20	Southern Ave.

North Campus Carline schedule:

DROP OFF			PICK-UP		
Class	Time	Location	Class	Time	Location
Ann/Jessica	8:10 – 8:30 am	Gilbert Rd.	Ann/Jessica	2:30 – 2:50 pm	Gilbert Rd.

Mary/Chloe	8:10 – 8:30 am	Gilbert Rd.	Mary/Chloe	2:30 – 2:50 pm	Gilbert Rd.
Tina/Jamie	8:10 – 8:30 am	Gilbert Rd.	Tina/Jamie	2:30 – 2:50 pm	Gilbert Rd.
Shelly	8:10 – 8:30 am	Ashbrook	Shelly	2:50 – 3:05 pm	Ashbrook
Jill/Cory	8:10 – 8:30 am	Ashbrook	Jill/Cory	2:50 – 3:05 pm	Ashbrook
Cassie	8:10 – 8:30 am	Ashbrook	Cassie	2:50 – 3:05 pm	Ashbrook
Lisa/Kathy	8:10 – 8:30 am	Ashbrook	Lisa/Kathy	3:05-3:20– pm	Ashbrook
Joe/Ally	8:10 – 8:30 am	Ashbrook	Joe/Ally	3:05-3:20 – pm	Ashbrook

Visitors:

- Volunteers will be allowed on campus starting after October Break, October 11, 2021 after a review of the recommendations from the AZ Department of Health.
 - A limited number of visitors, those approved by the teachers, will be allowed on campus. These visitors will follow the health guidelines recommended by the AZ Department of Health.

Events/Field Trips:

- We will resume going on field trips, holding school wide events, conducting ‘Parent Nights’ in person and offering extracurricular activities this year

Face coverings approved as optional by the Board of Directors as of May 29, 2021

- Children will be asked to wash hands before and after eating
- Staff will constantly encourage water breaks and will monitor the students for overheating. Staff will encourage the students to stand in the shade to cool off and will spray the students with water if needed

Health and Safety:

- We will place a priority on the social/emotional needs of our students. Teachers will give lessons during group time to help students process the pandemic and to help them maintain social and emotional health.
- Handwashing lessons will continue to be given in each classroom
- Handwashing/sanitizing will be done before entering the classroom, after blowing nose, coughing, sneezing, after using restroom, before and after eating, after playing outside and as necessary.
- CDC handwashing procedures are posted by all of the sinks on campus
- Hand sanitizer is available in each classroom, the staff will supervise the use of sanitizer
- All outside water fountains will be turned on and available for the students
- Each child will have their own individual water bottle
- If a child’s temperature is 100.4 or higher at any time, the child will be sent home

- Parents must check their children for symptoms before coming to school. If child has a fever, a headache, is lethargic, or has other symptoms, for example, a runny nose, cough, shortness of breath, diarrhea or vomiting, the child must not come to school.

Cleaning and Sanitizing:

- Weather permitting, classroom windows and doors will be opened for increased air flow
- The cleaning crew will continue to sanitize every classroom at the end of the day

Protocol for sick students:

- Any student with symptoms such as a temperature 100.4 or higher, runny nose, cough, shortness of breath, vomiting or diarrhea will be taken to office to separate the student from all other students and staff, except for the one staff member to supervise the student. Parents will be contacted to pick the student up. If the student appears to be in medical distress, we will call 911.

Notification Steps when there has been exposure or positive test result for COVID-19

- Administration will send written communication, consistent with the AZ Department of Health and the Maricopa County Health Department guidelines, providing notice about exposure. This written communication will not contain personally identifying information and will be sent only to those who could have been exposed.