Dear Parents,

We are very excited to welcome families back to Arcadia Montessori School. We have missed being with your children each day, and we are ready to get back to doing the work we love! As we are getting ready to reopen after being closed for 6 months, we would like to provide you with information that is crucial for the safety and well-being of all Arcadia Montessori children, families, and staff.

While it will be necessary to implement several new policies and procedures, many things will remain the same. The Arcadia Montessori School will still be an environment that fosters fun, social connections, and learning. It will still be our goal to help children reach their full potential, as we provide them with opportunities to create, explore, and learn. The teachers and I are committed to continuing to provide a quality program that is safe, educational, child-friendly, and fun!

This Addendum to the Parent Handbook will lay out some programmatic and policy changes, as we enter a new phase of attending school during the COVID-19 public health crisis. Since the current environment is constantly evolving, this Handbook Addendum and its policies are subject to change, as well. We will keep you updated as policies need to be adapted.

We will strive to minimize risk as much as possible, while also trying to make the best plans possible for children and families. We will do our best to ensure that changes are realistic and feasible for staff, children, and parents. We will be following the guidelines and requirements for child care centers given by the CDC (Center for Disease Control), the Los Angeles Department of Public Health, and Child Care Licensing. ​**Please be sure to read through this entire Addendum and sign and return the last page.**

Please feel free to contact me if you have any questions about the policies and procedures that are outlined in this Addendum to the Parent Handbook. They are in place to ensure that Arcadia Montessori School is a safe and enjoyable place for your family.

Cheryl Roberts

Director

Arcadia Montessori School

**Public Health Emergencies**

During a public health emergency, decisions about operations and/or closure will be made in consultation with Arcadia Montessori School and guidance provided by the Centers for Disease Control, the Los Angeles Department of Public Health, Child Care Licensing, and other local, state and federal resources. Decisions made by the Arcadia Montessori School are, and will be, designed to ensure the safety of children, staff, and families.

Public health emergencies may necessitate alterations to policies and operations, which may include, but are not limited to: reduced hours of operation, additional fees/tuition, changes in the illness policy, limited entry to the building/facility, limitations on what may be brought to the Center, changes in staffing, reduced enrollment capacity, required attire (e.g. face masks), daily schedule, group functioning, and food service. We may be forced to close the Arcadia Montessori School (by the Department of Public Health), or we may deem a closure necessary, for safety reasons. Contained in this Addendum to the Parent Handbook, you will find specific information related to Arcadia Montessori School operations during the public health crisis created by COVID-19.

**Enrollment Conditions/Priority**

Potty-trained policy:​ Until further notice, children must be fully potty trained in order to enroll at the Arcadia Montessori School. The definition of potty trained that we’ll be using during this period is:

1. The child should be able to nearly always put his/her pee on the potty and always put his/her poop in the potty.
2. The child can independently pull his/her clothes down to use the potty and back up again afterward.
3. The child should be able to wipe him/herself after going to the bathroom, or, at a minimum, be in the process of learning to wipe him/herself. The child must be willing to participate in the process of wiping him/herself. If the child is not yet independently wiping him/herself, parents should be actively working with the child on this at home.

It is understood that major transitions can cause regression and that some children who have been potty trained at home may regress to having some pee accidents when they return to school. If this happens, we will coach the child through changing his/her clothing (assisting when needed), we will make the parents aware of the accident so that they can emotionally support the child regarding returning to school, and we will expect that the accidents will lessen and then stop, as the child acclimates to being at school.

**New Students**

Before enrolling their child, parents/guardians must read our Parent Handbook and this COVID-19 Addendum to the Parent Handbook. Afterwards, parents/guardians must schedule an appointment with the director. This provides a chance to meet, answer questions, go over the enrollment packet and discuss what to expect. During this visit, the parents and child(ren) will be able to meet the teachers, get familiar with the environment and turn in paperwork/payment before the first day of school.

**Returning Students**

Parents of children returning after Arcadia Montessori School’s closing will schedule an appointment before we return to school. All paperwork, tuition payment, supplies (extra clothes) will be handed in at this short outdoor visit.

**Staffing and Groupings**

Due to the requirements from Licensing/Public Health, teachers can only work with one group of children (to limit cross-contamination between groups). Groups of children and their teachers are supposed to remain separated from other groups for the entire day. This means that we will need to arrange staffing in a different way, based on our scheduling needs.

Groups are limited to 12 children per group. Grouping of childre​n may be determined by something other than age. ​This means that children who were in the same group last year may not be grouped together. Once we are able to return to our typical way of functioning, children will be redistributed into new groupings, determined by age.

**School Dates and Hours of Operation**

The first session of Arcadia Montessori School will be from November 2, 2020 until December 18, 2020. We will be closed on November 9, 2020 (Veteran’s Day) and November 23-27, 2020 (Thanksgiving). We will have reduced hours for the first 6 week session. (8 am – 1 pm). We will resume our school year on January 4, 2021 with a full day schedule (7 am – 6 pm).

**Enhanced Hygiene and Infection Control Measures**

**Hand Washing**​**:** ​Children and staff will be asked to wash their hands upon arrival, and multiple times throughout the day. Children will be asked to wash their hands: at the beginning of the day, before and after meals, after outside play, after using the restroom, before and after classroom activities, after coughing and sneezing into their hands, and after touching their mouth or nose. Children will be supervised, to ensure that they are following proper handwashing procedures, using soap and water and lathering for at least 20 seconds. Hand sanitizer may be used when soap and water are not available. Hand sanitizer stations are located throughout our school.

**Enhanced Disinfection Protocols**​**:**​ Staff will receive additional training on infection control and workplace disinfection. All hard surfaces will be wiped down throughout the day, before and after use, as well as at the end of each day. Toys/materials will be disinfected between each child’s use. Any toys that go into a child’s mouth will be put through a disinfection process. All high-touch surfaces (door handles, table tops, chair backs, etc.) will be disinfected at intervals throughout the day. Toilet handles will be disinfected in between each child. Bathrooms, including toilet seats and sinks, will be disinfected two additional times during the school day, as well as in between groups of children. Outdoor equipment will be disinfected and/or rotated, as well, to limit sharing of germs. There will be continuous disinfection of all shared surfaces/items throughout the day, and a disinfection of the whole Center overnight by Arcadia Montessori School’s cleaning service.

​**Masks/Cloth Facial Coverings**​**:**​ According to the CDC, wearing cloth face coverings is a public health measure people should take to reduce the spread of COVID-19 in addition to (not instead of) social distancing, frequent hand washing, and other everyday preventive actions. A cloth face covering is not intended to protect the wearer but may prevent the spread of virus from the wearer to others. This is especially important due to the possibility of asymptomatic people spreading COVID-19.

All Arcadia Montessori School staff will wear masks/facial coverings while at school. Parents must wear masks/facial coverings for drop-off and pick-up​, as well. The CDC and Public Health highly recommend that everyone 2 years and older wear a cloth face covering that covers their nose and mouth when they are out of their homes. Children who are older than 2 and can easily remove their own mask/facial covering are considered safe to wear them.

Children should be wearing a mask when at school, except when they are eating or sleeping.​ Even outside, it will be important for children to wear masks, and we will be bringing in more shade canopies to ensure that there is as much shade as possible on the playground. We want to make sure that children can easily breathe through their masks/facial coverings, and children will be closely supervised while wearing them.

Childcare centers that have been operating for months now report that most children have adjusted to wearing masks all day with ease. We anticipate this will be the same for Arcadia Montessori children, ​especially if the practice is supported and reinforced by parents​. Our goal will be to work toward having as many children comfortably wearing masks as possible, as much of the time as possible. ​**We will need your help** ​**in getting your child acclimated to wearing a mask/facial covering.** Your modeling the use of masks/facial coverings will be very helpful in normalizing this practice for your child.

Each child should have two clean masks/facial coverings on hand each day (in case one gets wet/dirty/soiled). Used masks will be sent home each day, and parents are responsible for washing them and bringing them back. It may be best to have several child-size masks to work with, so that you always have 2 that are clean at school.

It is important to teach children how to properly wear a mask/facial covering, including teaching them not to touch the mask or fiddle with it. When someone touches their mask and then touches a surface, they can spread their germs to that surface. We are aware that this will initially feel unnatural to children, and this will be a process of learning for them. It may take a bit of time for it to become second nature to them.

If a child is having a particularly challenging time with keeping his/her mask/facial covering on a particular day, we will not force the child to wear a mask. We will follow up with the child’s parents to collaborate on working with the child regarding wearing a mask/facial covering at school. After 3 days in a row of unsuccessful attempts to have a child wear a mask while at school, parents will be asked to keep their child home for a period of time, to reinforce proper masking behavior with their child.

**4. Physical distancing and Prolonged Contact**​**:** ​Each class is considered to be its own independent “class”. Each “class” will operate independently, separated from other groups, for the whole school day. Classes will not intermix. Teachers will be designated to one group and will not interact with or care for children in other groups (to the extent possible).

Remaining physically distanced from others by at least 6ft is considered one of the safest ways to avoid spreading the coronavirus. The recommendation is to maintain physical distancing between children and staff, to the extent possible. To facilitate this, it is recommended that rather than offering activities that draw children together in groups, activities should be offered at individual stations throughout the room/yard. We will be changing the classroom and outdoor environments, providing clearly defined spaces for individual children to play/work. Toys, materials, tables, or chairs that are used by more than one child will be disinfected between uses. Children will each have their own folder of regularly used materials (e.g. paper, markers, playdough) supplied by Arcadia Montessori School. When we have children sit down for a story or singing, we will provide clearly defined spaces where they can sit 6 (six) feet apart.

Children may find themselves within six feet of other people during their day at school., especially while playing outside. This is understandable and expected. Teachers will do their best to minimize children’s prolonged contact with others. If children are masked and outdoors, this significantly reduces their risk of exposure. Some contact is okay and is expected. Prolonged, unmasked contact poses the most risk, so this is what we will be trying to avoid.

We remain deeply committed to supporting your child’s social, emotional, and mental health. We will be working, in this new mode, to find ways to meet children's social and emotional needs, while keeping everyone as safe as possible from COVID-19. Because children’s social development is so important (and a big part of why you probably want your children to attend), we will be finding ways for children to continue to interact, talk to each other, share their ideas, experiences and feelings, etc., just from a bit of a distance. We will attempt to have as much social interaction, sharing, togetherness, etc. as possible between children.

Teachers will remain physically and emotionally available to children and will provide nurturing and physical comforting whenever children need it. Teachers may hang back and remain distanced when they are not needed, but keeping 6 ft of distance between teachers and young children at all times is not realistic or desirable. In the event that a teacher provides close care to a child, they will take other measures to ensure the safety of the child and teacher, including maintaining their mask use and possibly adding a face shield, gloves, etc.

**5. Spending Time Outdoors and Ventilation**

We will be outdoors as much as possible. Being outdoors will not only allow us more space to move, but there is also evidence that coronavirus is much less likely to spread outdoors, due to the fresh air/air movement, warm temperatures, and sunlight. Even on hot days, we will attempt to be outside unless temperature is uncomfortably high. We have plenty of shade and will also ensure that children have plenty of water to drink and take regular water breaks to stay hydrated.

When we are inside, we will open doors and windows to allow air circulation, until the temperature is high enough that it makes more sense for us to close the doors and use the air conditioning.

**6.** ​**Limiting Who Enters the Facility**Recommendations/requirements from the CDC, Public Health, and Child Care Licensing, to minimize the spread of COVID-19, necessitate that we limit entry to Arcadia Montessori School to essential personnel only.

For the time being, ​**parents may not enter the Arcadia Montessori School building/facility without permission from a staff member.**​ We will have ​**no visitors**​ in the school during this time.

We will have​ **a system for returning children’s belongings to you at the end of the day that does not require you to enter the school**​.

**Tuition and Enrollment Policies**

The Arcadia Montessori School will enforce the following policies and procedures for tuition payments:

The first tuition upon our return will be billed for a 6 week session. (November 2-December 18, 2020.) Tuition will stay the same amount per day as 2019-2020 school year. There will be an increase in tuition when we return in January. Tuition is due before your child begins school.

Tuition:

Primary Tuition - $1560 (6 weeks)

TK-Kinderegarten - $1620 (6 weeks)

Annual Materials Fee- $300

Annual Re-enrollment Fee for Returning Students - $100

All tuition is due, regardless of illness, being asked to keep your child home due to our illness policy, behavioral/disciplinary issues or emergency-related closings of classrooms or the school of any kind (such as due to public health emergencies/pandemic​*),*  No reimbursement of tuition will be granted. If a closure longer than 1 week is necessary, any excess tuition payments already on account would be applied as a credit to future weeks of enrollment.

If you would like to withdraw your child from our school, you must submit a written notice to the Director, 20 school days prior to your child’s last day. You will be charged tuition through the full 20 days after the written notice of withdrawal is received.

**Illness Policy Related to the COVID-19 Pandemic (Illnesses other than COVID-19 are covered in the Illness Policy in our main Parent Handbook)**

To protect the safety of everyone in our community, we will need to ​**adhere to a strict illness policy**​. Based on guidance from Public Health, the CDC, and Child Care Licensing, ​**we will be asking anyone (teacher, child or parent) with any COVID-19-related symptoms, even very mild ones, to stay home.**

The most common symptoms of COVID-19 are:

Cough  
Shortness of breath/difficulty breathing

Fever (temperature over 100.4 degrees)

There are other identified symptoms of COVID-19 that may appear, and they should be monitored for, especially when they show up in combination. These include, but are not limited to:

* Fatigue
* Muscle or body aches
* Headache
* New loss of taste or smell
* Sore throat
* Congestion or runny nose
* Nausea or vomiting
* Diarrhea

**Anyone with any of these symptoms, even mild symptoms, should stay home.**​ While we understand that many of these symptoms can also be due to non-COVID-19 related issues, ​**we must proceed with an abundance of caution during this public health crisis**​ It is impossible to know whether or not these symptoms in an adult or child indicate the presence of COVID-19 (without testing).

If you or your child have any of these symptoms, please follow the CDC’s guidance regarding what to do if someone become sick with symptoms of COVID-19.

**You will be asked to keep your child home if you or anyone else in your family exhibits symptoms of COVID-19.**

In children, COVID-19 may present through only mild cold symptoms, such as a runny nose. Because children can have mild cases, we will be asking for children with runny noses to stay home (unless there is a doctor’s note verifying that the runny nose is due to the child having ongoing allergies).

**Anyone who thinks or knows that he/she has COVID-19 (anyone with fever alone or fever with respiratory symptoms) must stay home for a minimum of 10 days and, at least, a full 48 hours after fever is completely gone and symptoms have improved (without any medication).**​ If your healthcare provider recommends testing, your doctor will let you know when you/your child can resume being around others, based on your test results and symptoms. If the person with symptoms gets tested for COVID-19, he/she can return sooner than 10 days, ​but only​ after his/her fever and symptoms are gone, ​and​ he/she has had a negative test result, ​and​ his/her doctor tells him/her that he/she is safe to be around others.

**Exposure to COVID-19**

Anyone who thinks they may have been exposed to another person with COVID-19 must self-quarantine for 14 days. You are considered to have had “close contact” with someone with COVID-19 if you were:

* Within 6 (six) feet of them
* For at least 15 (fifteen) minutes
* Within the 48 (forty-eight) hours prior to when they first showed symptoms

If the person with exposure/suspected exposure gets a COVID-19 test, ​**even if the test comes back negative, the person must continue to self-quarantine for the full 14 days,**​ as symptoms can take up to 14 days to emerge​.

According to the Los Angeles Department of Public Health, “While the virus may be most contagious when the infected person is clearly ill, some individuals  
may infect others even when they don’t have obvious symptoms or any symptoms at all. Given that risk, children who have been exposed to someone who has respiratory illness should remain home for 14 days to see if they also develop symptoms of illness. Home quarantine of an exposed child reduces the chance of spread to other children and staff. If no symptoms appear within 14 days, the child may return to the ECE site.”

The Centers for Disease Control and U.S. State Department advise that all nonessential international travel should be avoided, due to widespread ongoing transmission. Travelers returning from international travel should not come to the Arcadia Montessori School for 14 days from the date of return. They should carefully self-monitor for symptoms of COVID-19.

**DAILY HEALTH SCREENINGS BEFORE ENTRY**As part of a necessary daily health screening process, ​**parents should conduct their own health screening (including a temperature check), on themselves and on their child, at home each morning before leaving for school.**​ Parents should ​closely monitor, at all times, for any symptoms of illness i​n their child/ren and in members of their family (or anyone with whom their child comes into contact). Arcadia Montessori staff will be doing the same for themselves.

**Upon arrival at the Center, each child and staff member will receive a health screening before entering the facility.** ​**The health screening will include a temperature check (with a no-contact thermometer) and asking the parent/caregiver a series of yes/no questions, designed to check for symptoms of illness and exposure to COVID-19**​.

To limit cross contamination, we will be using a no-touch, infrared thermometer. The limitation of these thermometers is that they read skin temperature, which tends to be about .5 to 1 degree lower than internal/core body temperature. Skin temperature is also affected by the ambient temperature and other external factors. Therefore, we will also have an in-ear thermometer on hand, which is very accurate, for a 2nd reading as needed. Thermometers will be disinfected with alcohol wipes in between screenings. (​This underscores the crucial importance of parents taking their children’s temperature, and their own, at home every morning before leaving the house - with a thermometer that accurately measures internal/core body temperatures).

The results of each child’s health screening will be logged. ​**Any child or staff member who does not pass the health screening (or who exhibits any of the symptoms listed in our main Parent Handbook Illness Policy) will not be admitted to the facility for that day.**​

**Isolation/Exclusion of Sick Individuals**

Staff will receive training on identifying the symptoms of COVID-19. Children’s and teachers’ temperatures will be taken periodically throughout the day. While at the Arcadia Montessori School, anyone who comes down with any of the symptoms above should leave the facility as quickly as possible. Staff members must leave the premises immediately.

If a child comes down with any symptoms of illness, parents will be contacted. Children will be isolated away from others (possibly in an open-air, outdoor location), supervised at distance by a teacher or the Director, until the parent/caregiver arrives to get the child.

To facilitate quick pick up in such cases ​**parents should be reachable at all times**​,and should be available to get their child (or have a designated alternate pick up person get their child) **immediately**​ - ​**within** ​**30 minutes**​ **of being contacted**​.

**Each family is responsible for having back-up childcare plans in place.** ​This is true of times when we are operating typically. However, having back-up childcare in place will be even more crucial during the COVID-19 public health crisis. ​You may be asked to come pick your child at a moment’s notice or may be asked to keep your child home unexpectedly.

**CONFIRMED OR SUSPECTED CASE OF COVID-19**We ask parents and staff to ​**notify Cheryl Roberts or Monica Valdez of any potential or confirmed exposure to COVID-19.** ​If any members of your family are tested for COVID-19, please contact us as soon as possible. Personal health information will remain ​private and confidential​ and will not be shared with anyone. No one will be identified by name in public communications.

If there is a positive case of COVID-19 in a child or an adult who has been present in the school, we will contact the Los Angeles Department of Public Health. They will guide us in the next steps to take. After communicating with Public Health, we will inform all Arcadia Montessori School parents of the situation and what the next steps will be. We will not disclose the identity of the person(s) in question.

If the parent, family member, or other close contact of either a child or teacher in the program has a suspected or confirmed case of COVID-19, that child or teacher will be asked to stay home and self-quarantine for 14 days. We will ask that the child or teacher get tested for COVID-19. All families in the Center will be notified that a family member/close contact of a person in a certain classroom has a suspected or confirmed case of COVID-19. This will allow parents to make the decision about whether or not they feel safe to send their child to school during the period while the child/teacher gets tested. If the person in question has a positive test result, Public Health will be contacted and the processes above will be initiated.

**MINIMIZING RISK OF EXPOSURE TO COVID-19**  Parents should understand that, although we will be taking every step possible to limit the spread of COVID-19, while their child is present in the facility each day, their child will be in contact with children, employees, and families who are also at risk of community exposure. **Parents should understand that no list of restrictions, guidelines, or practices will remove 100% of the risk of exposure to COVID-19,**​ as the virus can be transmitted by persons who are asymptomatic or before they show signs of infection. ​**By choosing to enroll your child, you are acknowledging and accepting the risk that your child may be exposed to COVID-19 while at Arcadia Montessori School.**

It will be extremely important for all families to understand the crucial role they play in ​caring for the health of all other families and staff members in our school community​, by ​**following all of the social/physical distancing, facial covering, and other health-related requirements set forth by our state, county, and local governments, and by our program.** ​It is important to remember that ​what each of us does can affect the health and of many others in our community, and their loved ones,​ as well. ​**We request for families to agree that, in order to control their child’s exposure in the community, they limit their child’s contact to persons living in their household only, to the greatest extent possible.**

**Arrival and Departure Procedures**

Our facility will be open 8 a.m. to 1 p.m, Monday through Friday upon returning to school. ​**All parents/caregivers must wear masks/facial coverings at drop-off and pick-up**​.

We ask ​**only one parent/caregiver at a time**​ drop off or pick up the child​. ​If possible, it is preferable to maintain one or two consistent persons dropping off and picking up the child.​ We ask that if possible none of them be persons who are more at risk of serious complications from COVID-19 (older person such as grandparent or person with a serious underlying medical condition). Please stay in your car until the parent dropping of their child has returned to their own car.

Sign-in/out Clipboard

Individual class sign-in/out clipboards will be hung on the wall near the school entrance. Hand sanitizer will be placed near the sign-in/out clipboards  
When signing a child in or out, each parent/adult should follow this order of procedures:

1. Sanitize your hands
2. Bring your own pen to sign your child into school

Drop off

1. Parents/caregivers and their children will drive into driveway, get out of the car and wait in the line spaced out at 6-ft distances (spacing will be indicated with markings). ​The adult dropping off must be **wearing a mask/facial covering**​, and we are ​**strongly encouraging that children two and older be masked**​ as well. If you see another family being checked in, please be patient and keep your distance during this time.

2. When it is your turn, you will take your child to the health screener. Your child’s temperature will be taken (with a no-contact thermometer).

3. Once cleared for your child to attend, you will then sanitize your hands and sign your child in.

4. Please make sure your emergency contact list has the name of someone who can pick up your child in case of illness within 30 minutes if parent is unable to do so.

5. A teacher will receive your child for school and will help your child wash his/her hands, as the first step of the day.

The goal is for parents to say goodbye to their children at the door. If a child needs a bit of transition time (especially during the first couple of weeks back), if the parent is wearing a mask, receives a health screening and sanitizes hands, the parent and child can find a separate spot on the yard (physical distancing from any others) and sit for a couple of minutes until the child is more ready to say goodbye. Please make sure that you park on the street in this instance.

Pick-Up Procedures

Pick-up will take place in the driveway as well.​ When you come to pick up your child, if you see another family waiting to be helped, please wait in an area that is physically distanced (by at least 6 ft). Please be patient until it is your turn. ​Anyone picking up a child must wear a facial covering/mask.

**Items from Home/Personal Belongings**

While in this phase of operation, children ​may not bring in any personal belongings​ aside from what is approved.

Any item that is approved/required to come to school must be ​**clearly labeled with the child’s name**​ (this includes socks, shoes, underwear, shirts, pants, shorts, hats.).

**Children should have these items at school at all times:**

* **3 clean, full changes of clothing, including: shirts/dresses, pants/shorts/skirts,**

**underwear (if applicable), socks and shoes**​.

* **2 clean facial coverings/masks**
* **1 washable cloth bag or disposable plastic bag (e.g. grocery bag)** ​. You will take this bag home when it has items in it, then you will bring a new, washed bag the next day (have some to rotate).
* **Individual student pouch;** We will supply your child with an pouch of supplies. Your child will keep their pouch next to their desk. It will be stored in your child’s cubby. This will assure your child will only use their own supplies. We will keep the pouch at school and will disinfect after each days use. No other child will have access to your child’s pouch or anything inside.

**Supplies for individual student pouch;**

**crayons, pencils, colored pencils, glue bottle, markers, scissors, colored chalk**

**tissues, erasers, playdough, paper etc.**

**No toys or other personal items from home will be permitted at this time.** ​

**Food**

We would like ​each child to bring food from home for the day in a gallon-size Ziplock bag​(which is disposable and can be sanitized upon arrival) or a lunch box (outside can be disinfected; teachers will not wash insides). This will include ​**any food your child needs to eat during the day** ​(lunch and snack). We are asking parents to supply your child’s morning snack. We are also asking for parents to supply your child with a disposable water bottle for the day. We will not be using drinking fountains.

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**Things to Consider Before Enrolling Your Child**

Before deciding whether to enroll your child during the period where COVID-19 is a public health concern, please consider how these COVID-19-necessitated policies and operations described in this Addendum to the Parent Handbook may impact your child. Children are resilient and amazingly adaptable. ​We expect that most children will be able to adjust, over a bit of time, to new routines and plans, and we will do everything we can to help each child be, and feel, successful in our environment.​ Even so, the required physical distancing and individualized play may be more challenging for some children, and we definitely want children to be able to have good days at school. So, please consider your own child in the context of what we have shared about the necessary programmatic procedures, plans and policies. If a child is struggling with following the physical distancing expectations (or other expectations), we will set up a meeting with the child’s parents to discuss how to collaboratively support the child in being successful at school. If, after collaborating with the family, after a reasonable amount of time has passed, it is deemed that the unique expectations during this time are too challenging for a child, the family may be asked to remove their child from the program for a period, or until physical distancing requirements are relaxed.

Much is still unknown about how the novel coronavirus affects young children and the degree to which young children can be spreaders of the virus. There is some evidence, based on the experience of child care programs that have been in operation during the pandemic, that, when proper infection control measures (health screening, physical distancing, masks, hand washing, etc.) are in place in the child care setting, transmission is low. It does take the full cooperation and commitment from families, to limit their exposure to the virus, so that their children are not bringing the virus into the child care setting. Staff members must take the same precautions. We have put together a comprehensive plan for trying to minimize the spread of COVID-19 at the Arcadia Montessori School. However, as stated above, participation in any group setting does carry some risk of infection. Families should carefully weigh all of the available information and make the decision for themselves about when they feel comfortable sending their child back to the group childcare setting.

Parents/Guardians,

Please thoroughly review the Addendum to the Parent Handbook, COVID-19 Edition, for the 2020- 2021 school year, which contains the policies and procedures that will remain in place at the Arcadia Montessori School until further notice. After reading the Addendum to the Parent Handbook, please complete and sign the Acknowledgement and Agreement form on the next page (both/all parents/guardians). Please return your completed form before returning to school. ​​Thank you in advance for your cooperation and help in keeping everyone in our community safe during this public health crisis.

Sincerely,

Cheryl Roberts

Director

Arcadia Montessori School

**Arcadia Montessori School Acknowledgment and Agreement COVID-19 Addendum to the Parent Handbook**

I/we, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ certify that I have read, understand, and agree to comply with the provisions listed herein. I acknowledge that failure to act in accordance with the provisions listed herein, or with any other policy or procedure outlined by the Arcadia Montessori School will result in adverse action, up to and including termination of enrollment.

On behalf of my child, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, I/we agree to take all recommended and reasonable actions to protect my child and myself and others from exposure to COVID-19, and that I/we ASSUME THE RISK, as applicable, of enrolling my child and my child’s attendance at the Arcadia Montessori School. I understand and agree that no one, including but not limited to Arcadia Montessori staff, can guarantee that my child and I will not be exposed to or contract COVID-19.

I acknowledge that my child’s enrollment will be terminated if it is determined that my actions, or lack of action, unnecessarily exposes another employee, child, or their family member to COVID-19. I understand that these terms are in compliance with current public health standards and are subject to change. I will be notified in writing of any changes in policy and asked to sign an acknowledgement of the changes.

Child’s Name: ​\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ​DOB: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_