



## New Family Handbook Policies for Parents

### Mask Policy

Because of the uniqueness of our blended childcare program, our state licenser has deemed that our program is exempt from the current mask laws declared by Gov. Walz July 25, 2020. This allows each parent to mask their child at their own discretion. **At this point as a childcare center/distance learning proctor we do not require the children to wear masks.** If you would like to have your child wear a mask, please provide a new one (clean one) daily. You will also be required to fill out a masking preference form to keep on file. Please speak with the Director of Education for further masking details.

In addition, this also means that our staff members and teachers are not required to wear masks or face shield at this point when teaching in their classrooms. They may choose to wear masks or face shields at their own discretion. We do have select times when staff are required to wear masks throughout the day.

### Drop off and Pick-up Procedure:

Parents are required to adhere to the following drop off and pick up procedures:

#### **A. Drop off**

**Prior to entering the school, you must take your child's temperature (at home) to confirm the child does not have a fever. All students must be accompanied by a parent or guardian for screening.**

Please bring your child to the front entrance of the school. A teacher will greet you at the door behind the **barrier**. If you do not see a teacher, please wait outside, and ring the doorbell and wait for the teacher to wave you in.

If other parents are in front of you, please wait 6 feet apart (at the designated cones area) or in your car.

Once inside, your child will be screened by the teacher with visual check for signs of illness (which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness, and confirm that the individual is not experiencing coughing or shortness of breath) and ask you a few questions. If your child's temperature was not taken at home, the teacher screening will take the child's temperature.

Once the child is deemed healthy, they will say goodbye and walk into their classroom.

Tuition or documents drop off- Please place items in designated box by the arrival barrier.

### **B. Pick-Up**

Please ring the doorbell and wait outside for the teacher. The teacher will make eye contact with you and then go get your child for release. **Again- please wait outside at the designate cones area.**

If you have a message for your child's teacher, you may tell the teacher greeting you at the door.

## **Other Policies**

### **Water bottle/ Liquid containers policy:**

Effective immediately, no reusable water bottles will be allowed. The children have access to water daily. This includes beverages in resealable containers for lunch. This is to prevent cross contamination of bodily fluids. We will allow unopened water bottles with the original label on it. It must have your child's first and last name labeled on it. We will dispose of these water bottles daily

### **Items from home:**

We ask for no extra items from home to be brought into the school other than a lunchbox and outside gear. If your child naps, they are allowed to bring a small blanket and stuffy but it will need to remain at the school (in their designated bin) for the week and be sent home on Friday (or if needed sooner) to be sanitized.

### **School Closure Plan:**

Please see below our Temporary School Closure Plan if we have a confirmed case of COVID-19. We ask that you have a back-up childcare plan should this happen. The new plan consists of a 10 -14 day shut down or as declared by MDH (Minnesota Department of Health). The childcare will RESUME REGULAR childcare options after the school has been an all clear from the MDH.

## **UPDATED Sick Policy**

Parents are asked to notify the school within 24 hours when their child is diagnosed as having a communicable disease. We plan to follow our current sick policy for non-COVID-19 symptoms. Children who **appear** sick will be sent home according to MN statutes.

### **CONFIRMED COVID-19 SYMPTOMS/CASES:**

**Symptoms consistent with Covid-19 include: new onset or worsening cough, shortness of breath, fever, chills, muscle pain, headache, sore throat, new loss of taste or smell.**

According to the MDH Exclusion Decision Tree, someone with a new onset or worsening cough **OR** shortness of breath or at least two of the following symptoms: fever, chills; muscle pain; headache; sore throat; new loss of taste or smell ***must stay home for at least 10 days from symptom onset, and for 3 days with no fever and improvement of respiratory symptoms—whichever is longer.*** (Fever should be gone for 3 days without using fever-reducing medicine.) This means they are excluded for at least 10 days unless there's an alternate diagnosis from a health care provider.

For example, if you have these symptoms for 7 days, you need to stay home 3 more days with no fever for a total of 10 days. Or, if you have a fever and coughing for 8 days, you need to stay home 3 more days with no fever for a total of 11 days. Because the Exclusion Decision Tree states “whichever is longer”, **for any of these symptoms of an undiagnosed origin, the minimum time to be excluded is 10 days.** Diagnosed origins, such as an ear infection, will follow the health care provider recommendation and the Hennepin County Infectious Disease Manual as normal; see the MDH Exclusion Decision Tree.

*Children who have a fever of 100 degrees F or above as a stand alone symptom will be excluded due to the Rule 3 licensing exclusion 9503.0080.* For example, if a child has a fever of 101 degrees F and they have no other symptoms, they can return to child care after they've been fever free for 24 hours without the use of fever reducing medications. However, if the child has two or more symptoms such as a fever of 101 degrees F and a sore throat, they must be out the 10 days minimum unless the child goes to the doctor with the fever and sore throat and receives an alternate diagnosis from the health care provider, such as strep throat. In that case they can return based on the health care providers determination or the Hennepin County Infectious Disease Manual: [www.hennepin.us/childcaremanual](http://www.hennepin.us/childcaremanual)

### **Temporary School Closure Plan:**

Parents are asked to notify the school within 24 hours when their child is diagnosed as having a communicable disease. If the communicable disease is COVID-19 or other pandemic illness, the school will take the following steps after the MDH gives them the instruction to temporarily close school. MDH deems the length of the school closure. The MDH may have alternative measures to take prior to school closure.

- I. If school is in session -All parents will be called to pick up their child immediately. The school will be shut down for a minimum of 10 days. The facility will be disinfected prior to reopening. Parents will be contact with updates on reopening.

School Closings and updates are posted to the following:

WCCO

Kare11

Facebook-school Facebook page

- II. If school is not in session, but reports were made to the school of a communicable disease the report of closing will be posted to the following:

WCCO

Kare11

Facebook-school Facebook page

The school will be shut down for a minimum of 10 day. The facility will be disinfected prior to reopening. Parents will be contact with updates on reopening.

- III. During shut down process:  
Staff who are not disinfecting, are required to stay out of the school when the school building is shutdown to avoid recontamination or spread of illness during the designated shutdown time.

Parents will be notified on the reopen date or status of the school on WCCO, Kare11, and on the school Facebook page.

Tuition: During the temporary shut-down tuition will only be collect from students who are participating in the Distance Learning Program (K-6<sup>th</sup> Grade). All preschoolers tuition will be waived while the school is temporarily shut down.

- IV. Continuing education during a school shutdown:  
Depending on severity and urgency of the release of children, the student's teachers may develop/assign independent learning skills to replace the regular school session.

- X. Return to school:

The students will return to school following regular policies unless otherwise mandated by our licensor. Preschool school classrooms would resume class at normal.

**Should distant learning remain in effect for elementary students, we will provide childcare for the elementary students. This will allow two options for parents:**

1. Distance learning at home with parents. Parents would submit work accordingly.
2. Distance learning at the elementary childcare program. The *same teacher* would be in the childcare room. This will allow for them to get their schoolwork done during the "childcare hours".

# **School Scenario Plans for Discovery Montessori Academy**

## **Scenario 1: In- Person Learning for all students**

Students will attend the school learning setting as usual with as much space as possible between students and staff members. Staff members and students are not required to wear face masks but are welcome to.

The schools Covid-19 Policies and Procedures will be practiced.

The new Covid-19 Family Handbook policies will be practiced by families and students attending.

## **Scenario 2: Hybrid model with strict social distancing and capacity limit**

Students will attend the school with strict social distancing implemented. Face masks may or may not be required. If the proper social distance cannot be implemented the school will implement a school rotation method.

Parents and teachers will have contactless means of communication. Students will arrive and depart in the school foyer.

The school Covid-19 Policies and Procedures will be practiced.

The new Covid-19 Family Handbook policies will be practiced by families and students attending.

## **Scenario 3: Distance Learning only**

The students will not attend the school for regular school learning. The distance learning method of education will be provided for each family enrolled in the Academy. This means each week the student will receive a weekly lesson packet that contains the process/directions and expectations for completion.

The childcare facility may remain open for students only enrolled at the Academy

(unless the officials shut down all childcare facilities). *The students may complete their distance learning packets at the childcare facility with the same staff members they would have in their regular learning classes.* No masks are required at this point for the childcare facility.

Parents and teachers will have contactless means of communication. Students will arrive and depart in the school foyer and have a health screen prior to entering the classrooms.

The school Covid-19 Policies and Procedures will be practiced.

The new Covid-19 Family Handbook policies will be practiced by families and students attending.

## COVID-19 Decision Tree for People in Schools, Youth, and Child Care Programs

Follow the appropriate path if a child, student, or staff person is experiencing the following symptoms consistent with COVID-19:

- **More common:** fever greater than or equal to 100.4°F, new onset and/or worsening cough, difficulty breathing, new loss of taste or smell.
- **Less common:** sore throat, nausea, vomiting, diarrhea, chills, muscle pain, excessive fatigue, new onset of severe headache, new onset of nasal congestion or runny nose.

