

# Waiver Application Form



32920 Pacific Coast Hwy. Dana Point, CA 92629 – 949-240-3344

Please submit one application for each local educational agency or equivalent. If applying on behalf of a school district please submit one application for elementary schools in the district that are seeking to reopen for in-person instruction. If applying for an independent, private, faith-based, or charter school, please submit an application for each school.

## Background Information

Name of Applicant (Local Educational Agency or Equivalent): **Paloma Johnston**

Name of District/School: **Monarch Bay Montessori Academy**

If this is a School District Consolidated Application Yes:  No:

School Type:  Traditional Public School  
 Charter School  
 Private, Independent, or Faith-Based School

Number of schools: **1**

Enrollment: **24**

Superintendent (or equivalent) Name: **Paloma Johnston**

Address:

**32920 Pacific Coast Hwy**

**Dana Point, CA 92629**

Number of students and number of classes per grade proposed to be reopened:

TK	K	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>
	-	<b>7</b>	<b>6</b>	<b>4</b>	<b>2</b>	<b>2</b>	<b>3</b>

If the requested waiver is granted, Monarch Bay Montessori plans to open the elementary program with **two cohorts** in **two different classrooms**. One cohort in the lower elementary classroom hosting first and second grade students and one cohort in the upper elementary classroom hosting students grades third through sixth. Each classroom's physical space is ample to accommodate 15 students, so we are limiting enrollment to 15 students per cohort, for a maximum of 30 students.

The numbers per grade listed above reflect the **current number of students enrolled** whose parents have expressed a need for their children to attend **in-person** instruction.

Date of Proposed Reopening: **September 3, 2020**

Name of Person Completing Application: **Paloma Johnston**

Phone Number: **949-240-3344**

Email: [paloma@monarchbaymontessori.com](mailto:paloma@monarchbaymontessori.com)

Signature:

A handwritten signature in black ink that reads "Paloma Johnston". The signature is written in a cursive style with a horizontal line underneath the name.

Date: **August 6, 2020**

## I. Consultation

Please confirm consultation with the following groups:

Labor Organization

Name of Organization(s) and Date(s) Consulted:  
**MBMA does not work with a Labor organization.**

Parent and Community Organizations

Name of Organization(s) and Date(s) Consulted:  
**MBMA has consulted with the school community to determine the need to open the school to in-person instruction in addition to the Distance Learning Program already set to start in September. There is a strong interest and desire from the part of the parents for the school to open. MBMA communicates with the parent community in various forms: via group email, google calendar and google drive, surveys, printed newsletter, zoom meetings, and phone calls. Parents were contacted on August 7, 2020, via an email newsletter that contained the reopening plans and the health and safety policies and procedure manual. These two are also posted in the MBMA's website and shared google drive. The community has been invited to participate in a zoom meeting on August 10. The Head of School will share MBMA's plan for reopening, discuss the COVID-19 health and safety procedures developed explicitly for MBMA, and follow with a Q & A session to answer and record the parents' questions, wishes, and concerns.**

If no labor organization represents staff at the school, please describe the process for consultation with school staff:

**On July 30, 2020, Head of School had an in-person meeting with the current staff. The reopening plan and safety protocols were shared, and the team participated in intensive training in the cleaning, sanitation, and health screening protocols. Staff members will attend the schoolwide zoom meeting scheduled for August 10, 2020. Additional weekly meetings will take place to review and revised the procedures, if necessary. A final meeting is scheduled for Monday, August 31, 2020, before the reopening of the school.**

## II. Elementary School Reopening Plans

Please confirm that elementary school reopening plan(s) addressing the following, consistent with guidance from the California Department of Public Health and the local health department, have been published on the website of the local educational agency (or equivalent):

**Cleaning and Disinfection:** How shared surfaces will be regularly cleaned and disinfected and how use of shared items will be minimized.

**Cohorting:** How students will be kept in small, stable, groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the cohort.

**Entrance, Egress, and Movement Within the School:** How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

- Face Coverings and Other Essential Protective Gear:** How CDPH's face covering requirements will be satisfied and enforced.
- Health Screenings for Students and Staff:** How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.
- Healthy Hygiene Practices:** The availability of handwashing stations and hand sanitizer, and how their use will be promoted and incorporated into routines.
- Identification and Tracing of Contacts:** Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.
- Physical Distancing:** How space and routines will be arranged to allow for physical distancing of students and staff.
- Staff Training and Family Education:** How staff will be trained and families will be educated on the application and enforcement of the plan.
- Testing of Students and Staff:** How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Describe how staff will be tested periodically to detect asymptomatic infections.
- Triggers for Switching to Distance Learning:** The criteria the superintendent will use to determine when to physically close the school and prohibit in-person instruction.
- Communication Plans:** How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.
- School Website URL** where reopening plan and waiver are posted.  
***[www.monarchbaymontessori.com](http://www.monarchbaymontessori.com)***

**Additional Resources:**

CDPH and Cal/OSHA Guidance for Schools and School-Based Programs

<https://files.covid19.ca.gov/pdf/guidance-schools.pdf>

California Department of Education Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools

<https://www.cde.ca.gov/ls/he/hn/strongertogether.asp>

CDPH COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year

<https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Schools%20Reopening%20Recommendations.pdf>

For Internal Use Only:

Date Received

Health Officer Review

Determination Date