



# COVID-19 PROTOCOLS

The health and safety of our staff and students are priority.  
Please help us by following the steps below.

## Preparing for School Checklist

\*Catered lunches and morning school prepared snack will not be served at this time.

\*Please prepare a ready to eat nutritious lunch and a zip lock bag filled with 1 cup of snack for the morning stored in lunch box.

\*Nappers: 1 inch mat in a king size pillow case, small blanket, small pillow brought in a trash bag with name attached to bag.

\*School bags should be brought daily but no other items may be brought to school.

## Arrival

\*Please stay in your vehicle until you have reached the red drop off line.

\*Practice 6 foot distancing while waiting.

\*Parents must wear mask.

\*Students will be admitted after temperature has been determined and assessed for other COVID-19 symptoms.

\*Temperature of 100 degrees or higher will be sent home.

\*Students will step into tray to disinfect shoes.

\*Students will be assisted with face/hand washing and escorted to their classroom.

## Our Day

\*Class sizes will be maintained according to child licensing recommendations.

\*Your child will remain with the same staff members and group most of the day.

\*Children will either sit at their own table or distanced at the same table while eating lunch.

\*Children will be asked to wash hands throughout the day.

\*Temperatures will be rechecked mid-day.

\*Nappers will be placed 6 feet apart while sleeping and alternate head to toe position.

\*Outside times will be staggered.

\*No visitors will be allowed except for educational professionals and city or state officials.

## Dismissal

\*Please call the office when you arrive. 281-578-9838

\*Children will wash their hands and gather their belongings.

\*Please remain at your vehicle and a staff member will bring your child to you.

## Cleaning - Disinfecting - Sanitizing

- \*Spills, accidents, etc. cleaned promptly.
- \*Immediate removals of materials put to mouth and will be sanitized later.
- \*Continuous disinfecting of high traffic areas throughout the day.
- \*During the day cleaning and disinfecting of bathrooms, sinks, floors and tables while children are outside.

- \*Daily after hours cleaning of school, disinfecting of materials, tables, chairs, etc. Sanitizing where appropriate.
- \*Weekly deep cleaning of school.
- \*Weekly washing of rugs.
- \*All chemicals will be used according to instructions and health department suggestions and are considered child safe.

## Staff

- \*Staff will have temperatures taken and assessed for COVID-19 symptoms daily before start of each shift.
- \*Staff will wear masks throughout the day and use gloves during temp checks, at diaper changing, and administration of medicine.
- \*Staff will wear school only shoes.

- \*Staff will continuously wash their hands and use sanitizer throughout the day.
- \*Staff will keep a change of cloths at school.
- Staff will practice safe distancing measures outside of school and report any out of state travel.
- \*Staff is required to report if they have been exposed to COVID-19 or have been in contact with someone who has.

## Parents

- \*Masks should be worn by adults at drop off and pick up.
- \*Please disinfect lunch box and containers daily.
- \*Bedding and mats should be washed and disinfected weekly
- \*Communication with administration and teachers will be done by phone or email. In-person meetings can be

- \*Cash payments will not be accepted. Checks or money orders can be mailed to the school address.  
15119 Spanish Needle Dr. Houston, TX 77084
- \*It is extremely important to monitor your child's health for any COVID-19 symptoms.
- \*If you or your child has been exposed to COVID-19 or have been in contact with someone who has, please contact us immediately.

## FYI

- \* Hours of operation during this time are 7:30am - 6:00 pm
- \*Montessori Moments is a well-child facility and our health policy will be strictly enforced. Please refer to our Parent Handbook located on our website.
- \*During this time, our policy concerning fever and exclusion from attendance has changed. A student or staff member with temperature of 100 or higher may not return to school for 14 days unless they have a doctor release or a negative COVID-19 test result.
- \*Staff members will remain updated and trained on current COVID-19 mandates.
- \*In case of exposure or positive test result, we will notify parents and follow state licensing protocols.