**Preparedness and Response Plan – Infant – Toddler - Preschool**

**MONTESSORI CHILDREN’S CENTER OF ALLEN PARK**

In these unprecedented times, our number one priority is to provide a safe environment for all children. Following the guidelines suggested by the Michigan Department of Human Services and the Centers for Disease Control and Prevention, we have established the protocols below. Please be mindful that adjustments during the year are possible.

**Montessori Children’s Center of Allen Park 2020-2021 – Phase 1-3 Protocols**

Under Phase 1-3:

**Infant, Toddler, Preschool:**

We are prepared to accept children of essential workers into our daycare program. We will continue to provide as close to a “normal” environment as possible following the guidelines outlined below.

**Montessori Children’s Center of Allen Park 2020-2021 – Phase 4-5 Protocols**

Under Phase 4-5:

Under Phase 5 of the Return to School Roadmap, Montessori Children’s Center will follow the required and highly recommended guidelines as outlined in the MI Safe Schools: Michigan’s 2020- 21 Return to School Roadmap

We understand parent concerns and assure you that we remain highly aware of the importance of following stringent procedures to limit the risk of contracting COVID-19. It is impossible to entirely eliminate the risk, but our school remains diligent in following the guidelines and safety protocols to reduce unnecessary exposure.

Our staff has been trained on the Guidelines and will continue to do so throughout this pandemic. However, in schools and childcare centers, similar to other businesses and activities, there is risk of an exposure to contracting COVID-19, as well as, other influenza’s (flu), or communicable diseases. Although we are utilizing every available resource to reduce exposure and avoid transmission, by bringing your child to school/daycare, you are assuming such a risk of transmission given that there is no way to entirely eliminate such an exposure.

All staff are required to complete a self-screening check, including temperature, before arriving for work, using the MI Symptoms app. Temperature is taken again upon arrival at work.

Parents, guardians, or visitors coming into the building are required to wear a mask and will complete a COVID-19 screening questionnaire including a temperature check using a touchless thermometer.

**Personal Protective Equipment**

* All staff will wear face masks and/or face shields when in classrooms unless face coverings cannot be medically tolerated as documented through written and signed verification by a physician.
* All staff and students ages 3-12 will wear face coverings as mandated by the Governors Executive Order 2020-164 except during meals, unless coverings cannot be medically tolerated. Staff must have documentation through written and signed verification by a physician. Parental consent is required for students.
* Face coverings must be worn by students age 3 and up in all common areas of the school and at drop off and pick up.
* Face masks are not required for children under 3.
* Please label all non-disposable masks or shields.

**Hygiene**

* Teachers will go over ground rules daily, incorporating proper hygiene behaviors including handwashing procedures, sneezing and coughing using tissue or into their elbow if a tissue is not readily available.
* Signage showing proper handwashing guidelines are posted in every bathroom.
* Hand sanitizing stations are set up at each outside entrance, office area, inside each classroom and out doors at recess.
* Students age 5 – 9 years are permitted a small, personal sanitizer at their desk.
* A full time employee will monitor children at bathrooms enforcing correct 20 second handwashing procedure. This employee will also refill soap and sanitizer as needed.
* Bathroom area used by child or staff will be cleaned and sanitized after each use.
* Students and staff will wash hands immediately after arrival, before eating, and every two hours (or sooner if needed).
* All students bring a water bottle, from home, labeled with child’s name. Drinking fountains will not be used for refilling or getting drinks.
* Bottled water coolers are available in each building for refilling water bottles.
* We have purchased Medical Grade HEPA Air Purifiers for each classroom.
* Nap cots will be spaced 6 feet apart.
* Nap blankets and pillows are sent home daily for cleaning.

**Cleaning**

* Both buildings received a deep cleaning, including mopping and vacuuming every night by an outside janitorial service.
* Classroom support staff sanitize frequently used surfaces, such as door knobs and light switches at a minimum of every three hours. Staff will wear gloves, mask and/or face shield when performing cleaning activities.
* Bathroom sink handles, toilet handles and bathroom stall doors are sanitized after each use.
* Tables, chairs and toys are sanitized at the end of the day once children have left the building using Lysol, bleach or other approved sanitizer as recommended by the CDC.
* Student desk or personal space are not shared. Desk and tables are cleaned and sanitized at the beginning of the day, before lunch and at the end of the day.
* Computers will be sanitized after each use.
* Classroom materials and lessons are sanitized after each use.
* Playground equipment is cleaned before first use each day and after each use throughout the day.
* Cleaning products are stored in a child proofed locked cabinet at all times.
* Windows will be opened when possible.

**Screening / Testing**

**A child and/or family member(s) traveling outside of the US, must provide documentation of a negative COVID-19 test from all traveling companions, or self-quarantine for 14 days, prior to returning to the Center.**

Parents must screen their child(ren) before school each morning and provide the school with documentation that the screening has been completed. You may use an app, or paper copy. A copy of an acceptable form is available on our website; [www.montessorichildcenter.com](http://www.montessorichildcenter.com).

Temperatures will be taken using a touchless thermometer at arrival and midday.

Students who have any of the following symptoms must stay at home. These symptoms include:

* a fever greater than 100.4F or chills (Ex: if you have a fever of 101 at noon on Sunday, you will not be able to return to school until Tuesday at the earliest )
* a cough

• shortness of breath or difficulty breathing

* fatigue

• a sore throat

• muscle or body aches

* new loss of taste or smell
* congestion or runny nose
* nausea or vomiting
* diarrhea

• contact with someone with a confirmed case of COVID-19 in the last 24 hours.

This list does not include all possible symptoms associated with COVID-19. The CDC continues to update the list as scientist learn more about COVID-19.

The Wayne County Health Department will be notified of any confirmed COVID-19 cases in our school. We will follow the Wayne County Health Department’s guidelines for notifying families of exposure to COVID-19.

* Students or staff who develop a fever or become ill with COVID-19 symptoms or other illness at school will wear a mask and be sent home.
* Students will be isolated and parent contacted for pick-up.
* Confidentiality of student and parent will be maintained, if possible.
* Deep cleaning of all areas where child may have been will take place.
* Symptomatic students and staff sent home from school and not permitted to return until they have tested negative for COVID-19, or have been released from isolation according to CDC guidelines.

**Arrival – Dismissal**

Montessori Children’s Center’s does not utilize busses.

Students will enter and exit through the following doors:

* Infants – At the infant room door located at the back of the building. Please call the school before you arrive so you can be met at the door.
* Toddlers – At the toddler room door located at the back of the building. Please call the school before you arrive so you can be met at the door.
* Preschool students:
	+ 3 years – Main doors at front of main building
	+ 4 years - At the side of the building closest to the main playground. Please call the school if you will be arriving before 8:15 a.m..
	+ Kindergarten students – At right side of elementary building (when facing the front doors). Please call the school if you will be arriving before 8:15 a.m.
	+ 1-3 –At left side of elementary building (when facing the front doors). Please call the school if you will be arriving before 8:00 a.m.

**Upon arrival**

* The child(ren) will be met by a staff member and a checked for COVID-19 symptoms, including a temperature check before the child can enter the building. An additional temperature check will be conducted at midday.
* At home COVID-19 form (if used) will be collected or symptom app check will be shown to staff member.
* Child will remove their outdoor shoes, placing them in the container provided by parent and putting on indoor shoes.
* Child will put away their belongs and wash their hands before joining the classroom. Someone will assist any child needing help with this procedure.

In order to keep students and staff as safe as possible, we are limiting parents, guardians and other visitors into the buildings. If there is anything the child/student needs to have at school that day, a storage box will be located between the outside and interior doors at each building. You will be allowed to step into the first door and place the item in the box. Please make sure child’s name and teacher’s name are on all items placed in the box. **Calling ahead is required!**

**Before – After School Care:**

* Preschool children arriving before 8:45 a.m. will be taken into either the playroom or the art/music room after arrival procedure has been completed.
* Kindergarten and elementary children arriving before 8:15 a.m. will be dropped off at the designated preschool drop off point. They will go into the playroom or the art/music room after arrival procedure has been completed.
* Children will wash hands before going into classroom or to the elementary building.

**Lunch / Snacks**

* Students will eat in their classrooms.
* All food and beverages will be supplied by parent.
* Food and beverages will not be refrigerated or reheated during Phase 4
* Montessori Children’s Center will provide 2% or skim milk for those students arriving early and requesting to eat breakfast at school.