

Updated 7/31/2020

COVID-19 Playbook

2020-21 School Year

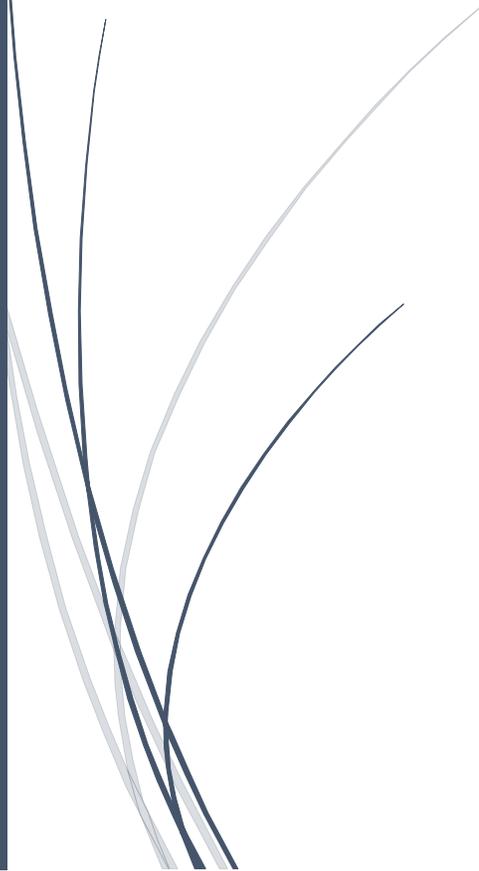


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Introduction

“It is necessary that the human personality should be prepared for the unforeseen, not only for the conditions that can be anticipated by prudence and foresight..... For success in life depends in every case on self-confidence and the knowledge of one’s own capacity and many-sided powers of adaptation.”

(Montessori, From Childhood to Adolescence, Appendix A, 1948)

Dr. Montessori’s words certainly ring true for these unprecedented times and serve to guide us through these uncharted waters. The global COVID-19 pandemic has been a life altering event that will continue to create uncertainty and raise questions for the foreseeable future. The Woods administration and faculty are working hard to create a framework and contingency plans for the upcoming school year.

In the spirit of Montessori philosophy, we have created this Playbook to serve as an addendum to our regular Parent Handbook. It outlines new policies and procedures that are specific to this unprecedented and uncertain time. If there are conflicting policies between the regular Parent Handbook and this COVID-19 Playbook, the COVID-19 Playbook takes priority. If policies are not mentioned in this Playbook then refer to the Parent Handbook. We hope it will provide our families with a sense of what to expect and insight into our goals and priorities during times of program limitations.

This playbook will address the following topics:

- Pandemic Operating Statures
- Modified Montessori
- Montessori eLearning
- COVID Childcare
- Tuition Policies
- Health and Hygiene Policies

Tuition Policies

As always, THE WOODS operates solely on tuition income. Tuition is a fee for the entire academic year. There are no refunds of absenteeism.

We recognize that many families enroll primarily for childcare services. However, our program is designed and implemented as an academic program with a childcare component. It is accredited as a Montessori school and Virginia Private School while also holding a childcare license. As such, we operate on an academic model in terms of scheduling and financially as well. Therefore, it is important for families to realize that even if their primary service need is childcare, they are still bound by the terms of an academic tuition model.

We ask families to recognize that our teachers and other faculty have committed to the school for the entire year and ask that families honor the same commitment to the school as well.

We also recognize that interruptions to our normal service offerings are disruptive and not ideal for those families who rely on the school for childcare. Therefore, in the event of another government long-term school closing that results in a move to distance learning and limited, on-site childcare, **lasting longer than two weeks, families with students enrolled in the Full Day program**, who choose not to send their child to school, will be offered a 25% reduction in tuition for the week of the closure.

Families wishing to take advantage of the 25% reduction, must request the discount in writing.

We appreciate the many families who recognize that while the nature of service changes, the amount of work and dedication on the part of the faculty remains unchanged, if not increased, and that obligations like rent, health insurance, etc. are still present during these difficult times. **As a token of our appreciation, those families who opt to forego the 25% discount and continue making full tuition payments will lock in the 2020-2021 tuition rate for the 2021-2022 school year.** (Please see our website www.woodsmontessori.com/tuition for the most up-to-date tuition rates.)

Please note that the reduced tuition is only available to Full Day families whose childcare is interrupted. We are unable to offer discounted tuition for Half Day and School Day students as teacher salaries remain unchanged, academic instruction is on-going and many academic costs have increased for access to online learning platforms, copyrighted materials, and other educational resources that support distance learning.

Therefore, during the COVID pandemic, tuition will only be refunded to families under the following circumstances

- **A documented, job-related relocation outside a 20-mile radius of the school**
- **A documented, long-term, medical condition of the enrolled student or immediate family member (i.e. parent or sibling only)**
- **Death of student or an immediate household family member**

No exceptions will be made and requests for such outside of the abovementioned limitations will not even be addressed until normal school operations resume. We have learned that the administrative resources required to pivot to distance learning and provide on-site childcare while offering optimal professional support to our teachers and enrolled families simply do not allow for the processing of individualized discounts and case by case withdrawals. Additionally, parents who cancel FACTS accounts and discontinue payments without school authorization may be subject to legal action and additional fees. (Please see our Legal Policy on Page 92 of the Parent Handbook.)

Families Experiencing Financial Hardship

We understand that these times are uncertain and financial situations can change quickly. Families who experience a significant, documented change in their financial situation due to unemployment, furlough, reduced working hours, etc. as result of the COVID pandemic may apply for additional tuition reductions during times of extended closure.

We have created a COVID-19 Emergency Assistance Committee to review these requests. Families will be asked to fill out an COVID-19 Financial Assistance Application. This application will be forwarded to the committee who make the final determination of aid. The Committee consists of the following:

- Mrs. Patricia A. Toole, Former Head of School, The Springs, A Montessori School and Secretary of the Board of Directors
- Mrs. Muiríde Keithley, Children’s House Lead Teacher and Former Head of School/Owner, Ha’Penny Montessori
- Ms. Susy Smith, Former Springs Parent and Professor of History, George Mason University.

Applicants will remain anonymous to the committee. Once submitted, any further attempts to communicate with members of the committee regarding your application will result in automatic denial of application. The Woods administration, to include all owners and Heads of School, are unable to overturn or reverse any decisions made by the COVID Financial Assistance Committee.

Pandemic Operating Status Chart

With the experiences of the past months behind us, we have updated our operating levels to reflect the realities of directives issued by the Commonwealth and Department of Social Services, the Commonwealth of Virginia, and the County of Fairfax. Should an extended closure of schools occur again, we will be able to pivot immediately to limited, on-site childcare and distance learning. Therefore, we should be able to avoid the extended closure we experienced during March and April of this year.

However, families should still be prepared for short term (2-5 days) total closings in the event cases of COVID-19 are reported in our school community. Please review the chart below for a snapshot of our operating statuses

Virginia Government Phase	Phase 0	Phases 1 & 2	Phase 3	School Cases/Phases	Confirmed Cases in 1 Classroom	Confirmed Cases in Multiple Classrooms
School Access	Access restricted	Access restricted	Normal		Access restricted	Access restricted
Delivery of Programs	<p>Hybrid (Limited In-Person Childcare/eLearning)</p> <p>School will follow DSS regulations on classroom ratios.</p> <p>Priority for In-Person Childcare for families of essential workers</p>	<p>Modified Montessori (In-Person)</p> <p>School will follow DSS regulations on classroom ratios.</p> <p>Class sizes may be limited</p>	Normal		<p>School will follow Health Department, CDC, and/or VDSS guidelines as to whether the classroom and/or school will be open.</p> <p>If allowed to open, the classroom will be medical cleaned and moved from its current location for no less than 72 hours</p> <p>If classroom is not allowed to open and students are required to quarantine, classroom will move to eLearning</p>	<p>School is closed until further notice. Delivery of instruction will move to eLearning</p> <p>School will follow Health Department, CDC, and VDSS, guidelines as to when the school will reopen.</p>
Field Trips	All in-person field trips have been cancelled for the 2020-21 school year	All in-person field trips have been cancelled for the 2020-21 school year	All in-person field trips have been cancelled for the 2020-21 school year		All in-person field trips have been cancelled for the 2020-21 school year	All in-person field trips have been cancelled for the 2020-21 school year
School Events	All in-person community events have been cancelled for the 2020-21 school year	All in-person community events have been cancelled for the 2020-21 school year	All in-person community events have been cancelled for the 2020-21 school year		All in-person community events have been cancelled for the 2020-21 school year	All in-person community events have been cancelled for the 2020-21 school year
Communication	Update awareness and school readiness to the families and faculty	Update awareness and school readiness to the families and faculty	Normal		Daily emails and text message communication to help coordinate	Daily emails and text message communication to help families where possible
Personnel Responsibilities	<p>Report to school either in-person or remotely as determined by school leadership.</p> <p>Level 4 cleaning each evening</p> <p>All students need to wash their hands upon entering the building</p>	<p>Report to school as assigned</p> <p>Level 4 cleaning each evening</p> <p>All students need to wash their hands upon entering the building</p>	Normal		<p>Report to school either in-person or remotely as determined by school leadership.</p> <p>Level 4 cleaning each evening</p> <p>All students and teachers need to wash their hands upon entering the building.</p>	<p>School Closed. All personnel work remotely until otherwise notified.</p> <p>Medical grade cleaning will be performed throughout the entire school prior to returning.</p>
Infrastructure	Ensure that we have an overabundance of supplies	Maintain high level of supplies	Normal		<p>All individuals need to wash their hands upon entering the building.</p> <p>Students and Teachers exhibiting ANY symptoms associated with</p>	<p>All individuals need to wash their hands upon entering the building.</p> <p>Students and Teachers exhibiting ANY symptoms associated with COVID will be sent home for a minimum</p>

					COVID will be sent home for a minimum of 14 days or until negative testing can be confirmed.	of 14 days or until negative testing can be confirmed.
Emergency Care	<p>Any adult or student who becomes ill must be immediately sent home.</p> <p>Students needing to be picked up, must be isolated in Toole Hall on a cot until their parents picks them up.</p> <p>Non-COVID illness: All students/teachers must be 72 hours symptom free before returning to work/school</p>	<p>Any adult or student who becomes ill must be immediately sent home.</p> <p>Students needing to be picked up, must be isolated in Toole Hall on a cot until their parents picks them up.</p> <p>Non-COVID illness: All students/teachers must be 72 hours symptom free before returning to work/school</p>	<p>All students/teachers must be 48 hours symptom free before returning to work/school</p>		<p>Any adult or student who becomes ill will be immediately sent home.</p> <p>Any student or teacher who tests positive for COVID-19 must quarantine for a minimum of 14 days.</p> <p>Students needing to be picked up, must be isolated in Toole Hall on a cot until their parents picks them up.</p> <p>Non-COVID illness: All students/teachers must be 72 hours symptom free before returning to work/school</p>	<p>Any adult or student who becomes ill must be immediately sent home.</p> <p>Any student or teacher who tests positive for COVID-19 must quarantine for a minimum of 14 days.</p> <p>Students needing to be picked up, must be isolated in Toole Hall on a cot until their parents picks them up.</p> <p>Non-COVID illness: All students/teachers must be 72 hours symptom free before returning to work/school</p>

Modified Montessori

Our hope is that for most of the upcoming school year, we will be able to keep school open and learning will be conducted in person. While we expect that we will be open, our program will need to be modified to create a learning environment that incorporates social distancing, and best practices in hygiene and health safety while continuing to strive to meet our school’s mission:

To develop the whole child in accordance with their individual needs adhering to authentic Montessori practices to provide a foundation that cultivates a lifelong love of learning grounded in peace, respect, independence, and excellence intended for the continued success of our students.

The beauty of the Montessori philosophy is that it teaches us to be adaptable, to care for our community, and inherently places a value on cleanliness and beauty. Therefore, with creativity and innovation, we will be able to adjust and modify our practices in a way that incorporates health guidelines while maintaining a sense of calm, consistency, and routine for our students. The following section outlines some alterations to our community procedures and traditions that we will have to consider and plan for accordingly.

Community Changes

Community is so important to successful education and as we all face the challenges of physical distancing, a sense of community may be more important than ever. For the safety of our community, below is a list of such events and program offerings that will need to be adjusted for the 2020-2021 school year. While there are a few items listed here, it is not meant to be inclusive. Other items may be added. As a school community, we will develop and experiment with alternative formats and concepts for building and maintaining a feeling of belonging and significance for our students and their families.

Open House

Due to the limitation imposed by limited group numbers and social distancing, the Open House will only be available to students who are new to the school. Times to visit the classroom will be staggered and only one parent may accompany the student during Open House times. For all other students, a video virtual classroom tour will be made and emailed out to show them the classroom and introduce all the teachers to them.

Back-To-School Barbecue and Spring Carnival

These events have always been a great way to bring our community together. Unfortunately, coming together in these types of large gathering is not advisable. Therefore, these events will be canceled. We will be hosting alternative community events virtually or in a way that allows for optimal social distancing.

Parent Education

All parent education events will be done virtually through Zoom. Additionally, they will be recorded and posted on social media.

Home Visits

Home visits will continue, provided both the teacher and the family are free of COVID symptoms and comfortable with an in-person, in-home meeting. If not, we recommend meeting at a park or other open-air venue. It is important for students to start making connections with their teachers. Home visits or an open-air alternative will most likely be utilized at all levels to help welcome new children if we have to start the year with eLearning. A virtual visit will also be conducted so that the students can see their teacher without a face covering.

End of the Year Concert (and other Parent Events)

Similar to the Barbecue and Carnival, all in person events are cancelled. Other avenues of community connection have been and will continue to be devised.

Parent Volunteers

At this time, only students and teachers are allowed in the school building during school hours. Therefore, parent volunteers will not be utilized until further notice in an on-site capacity. Parents volunteers may continue to support the school through virtual classroom visits or by making materials at home.

If you would like to support the school through off-site volunteer opportunities, please contact your student's teacher.

Classroom Changes

In order to protect the health of our students and teachers we will have to alter classroom procedures and routines. However, in many ways much of what we do such as eating lunch in our classrooms or our individual bathrooms, already meet the guidelines set forth by the CDC for reopening schools and childcare facilities. Additionally, Montessori philosophy lends itself to preparation of the environment and formulaic procedures. Again, this list is not meant to be inclusive. Other items may be added.

Classroom Assignments

In order to ensure social distancing and maintain groupings as outlined by DSS, we may have to rearrange students. For example, because children cannot move between rooms, we may need to temporarily forego mixed age groupings and establish a separate Kindergarten class. Due to the fluidity of the situation and the uncertainty families are experiencing, expect that classroom assignments will not be finalized until right before school starts. As of this update, we have been able to maintain mixed age groupings to begin the 2020-21 school year. However, all students will remain in their assigned classroom. This means that children under the age of 5 will be napping in the same room as the Kindergarten students who will be working.

Shelter-in-Classroom

Until all restrictions are lifted by VDH and VDSS, all classrooms at The Woods are essentially operating on a Shelter-in-Classroom status, meaning children cannot leave the classroom except for outdoor play or an emergency without approval from the Head of School or Assistant Head of School.

UNDER NO CIRCUMSTANCES (OTHER THAN A LIFE-THREATENING EMERGENCY) CAN A CHILD OR TEACHER ENTER A CLASSROOM OTHER THAN THEIR ASSIGNED ROOM WITHOUT THE APPROVAL OF THE HEAD OF SCHOOL OR ASSISTANT HEAD OF SCHOOL.

Hygiene Lessons

The beginning of the year always involves many presupposition lessons. Those will continue, but will also begin with hygiene lessons. The first lesson of the year will be proper handwashing techniques. These lessons will need to be reviewed frequently. Additional hygiene lessons to present are:

- Use of Hand Sanitizer
- Use of a Tissue for Nose Blowing, Sneezing, Coughing
- Cleaning Materials with Soap and Water
- Use of a Protective Barrier (e.g. using a paper towel to touch a doorknob or grab pitcher)

Regular Montessori lessons

For all work, the first step in the lesson will be handwashing. This is actually common for several traditional Montessori lessons as a “preparation of the hand,” but will now apply to all lessons. The last step will be taking the work to the classroom sanitization station (see below). Each child will be given a towel to serve as their work rug. Children may not share towels. Children will also either work at an assigned table space or wash tables in between work.

Sanitization Station

In each class, there will be a sanitization station set up so that that the students can wash the materials on their own. The materials will all be washed first and then a teacher will sanitize the items with the bleach solution at the conclusion of the day per CDC guidelines.. At no time will bleach solution ever be used by the students.

Social Distancing

As much as possible, all students will need be at least 6ft apart. This means that small group lessons will be conducted in a manner that maintains this distancing, and classrooms will be designed to incorporate a modified circle space with appropriate distancing. Ideally, each student will have a designated group time spot. Similarly, children should be encouraged to work at the same table space or floor space. Each child will be assigned his or her own rug and towel as well

Face Coverings

All students above the age of 2 are required to provide at least three (3) masks to remain on site at all times. Students will be asked to wear masks when social distancing cannot be maintained (i.e. individual lessons with the teachers). All teachers, when in the presence of children are required to wear a face covering. We will never force a child to wear a mask. However, if a teacher requests that a child to wear a mask and they do not, we will call the parents to come pick them up from school immediately.

1-to-1 Supplies

All students will be given their own individual supplies to keep in a pencil case in their cubby. Pencil cases will need to include:

- Writing pencils
- Colored pencils
- Markers/crayons
- A glue stick
- Scissors
- Towel

In some circumstances, students may be asked to provide specific supplies from home. A \$25 materials fee will be added to all students this year to purchase personal items.

Food Services

Self-service food is prohibited until further notices. Snack, including beverages, will have to be proportion out in single use, disposable cups. Lunch will be provided by the school. All students who are in the school day or full day portion of our school are required to purchase the school lunch unless there is a documented medical reason. The Woods is trying to limit the number of items brought into the school.

Food Prep

Food prep is an integral area of the Montessori philosophy as it offers opportunities for Grace and Courtesy, Practical Life, Math, Science, and sometimes Geography skills. Any food prep areas, if utilized in the classroom, will use single use plates, cups, napkins, and utensils to limit the spread of disease and need for sanitization between children. **Children will not serve other children.**

Birthday Celebrations

Birthday celebrations will continue, but parents and other family members may not attend in person. They may participate virtually.

Birthday treats will be provided by the school through our new Birthday Club. Parents who would like to have their child's birthday celebrated with a treat, may join the club. Cost is \$25.00 and a school approved treat will be provided in keeping with food service guidelines and allergy restrictions.

Montessori E-Learning

In the event that school is closed short term due to COVID-19 cases in our community or long-term due to government orders, The Woods will immediately move to our distance learning format on Day 2 of our closure. The first day will be reserved to gather materials, prepare documents, and develop email communication and lessons plans. The Woods will be utilizing Google Classroom for all of its e-learning this year. 100% of our Lead Teachers are Level 1 Certified in Google Classroom. The individual classroom links will be sent out should we have to move to e-learning.

In the event of other emergency closings, particularly those due to inclement weather, we will **not** transition to distance learning in order to ensure the safety of our faculty. We do not want teachers to attempt to navigate unsafe weather conditions in efforts to gather or plan materials.

Distance Learning Guidelines

The following are our Montessori Distance Learning Guidelines (adapted from the Montessori Collaborative Teacher Support Task Group's *Montessori Pedagogical Guidelines during COVID-19*) that we strive to adhere to during times of distance learning:

- **Respect** - We respect humans of all ages, recognizing each as having their own unique way of learning and being. As such, we seek to provide individualized learning opportunities and guidance specific to each child and family's needs. We acknowledge that children and adults, parents, teachers, and school administrators are experiencing a great amount of stress and trauma, therefore flexibility and genuine concern for the wellbeing of all takes precedence over academic learning goals.
- **Adaptability** - Montessori philosophy and practices by design are meant to be adaptable to any culture and social needs. The needs of the children and families we serve during this time call for us to look beyond our typical classroom prepared environments, beyond our tried and true Montessori materials and beyond the lessons in our albums. We recognize that the child's prepared environment is now the home and we must adapt lessons and expectations based on the wide variety of resources both physically and emotionally available within these home environments.
- **Community** - In this time of physical distancing, social cohesion is more important than ever. All of us need each other. We need to expand the community spirit we cherish in our Montessori schools and classrooms bringing it into the hearts and homes of our children and families. Connection must be our main focus. Using a variety of digital platforms to be together in ways that make sense according to the age, size, interests and culture of your class. Have lunch together. Sing together. Dance together, Do yoga together. Play games together. Have sharing time. Foster ways for students and families to collaborate remotely in large and small groups. Encourage the role of social responsibility for all community members. Each member's contribution to care for the home and family, as well as participating in the remote learning environment is valued.
- **Order** - All humans thrive when there is order in their lives. Children especially need predictability and structure. Establish a prepared remote environment through routine. Carry on with the rhythm of your classroom as much as possible, as appropriate for your age group. Regularly schedule on-line lessons/gatherings. Present familiar songs, stories, and classroom rituals. Create new structures for learning together remotely. Evaluate their effectiveness with your students and/ or parents as appropriate for your age level. Adjust when necessary, but as much as possible create routines, then stick to them. Provide resources to families to help them establish order and routines that will work for their family and child.

- **Independence** - Help them help themselves is one of the foundational principles of Montessori. Our classrooms are designed to enable children to independently meet their own needs and contribute to the community. As children grow older in Montessori environments, they increasingly become more responsible for their own learning. Our current learning at home situation provides both challenges and opportunities related to this vital need for independence. Parents of younger children are likely to need support in preparing their environment to encourage independence. Activities recommended for young children must consider the ability of the child to do the work independently and parental limits to support children with complex activities while meeting other responsibilities. Older students can be encouraged to own their own learning with teachers providing guidance and accountability appropriate for each individual child.
- **Choice** - Education is not something we do for or provide to children. Real learning and personal transformation are the result of engagement in freely chosen meaningful activities. Choice can happen naturally in well prepared school environments where there is an abundance of materials and activities that call to the child. The home environment may or may not provide for the same level of independence and choice. Our goal must be to help parents and children create opportunities for meaningful engagement and purposeful work at home. Resources, suggested activities, and lessons must include opportunities for choice with clear age appropriate expectations. Given the stress of the current situation, we must be flexible and offer choice for when, what, how and how much work will be done.
- **Creativity** - Being thrust into this new way of teaching and learning can be a catalyst for creativity on our part as guides and on the part of our students. It is perfectly ok to use resources outside of our albums. Be open to experimentation and discovery. Be kind to yourself and your students if these experiments do not turn out as desired! Model for our students how we learn from our mistakes! Many students have fascinating projects of their own going on in their homes. Encourage this as an integral part of their learning and have them share to inform and motivate their peers.
- **Grace and Courtesy** - Teach expectations for on-line interactions, both for guided class time and for when students interact with each other on social media without adult guidance. Acknowledge the need for grace and courtesy in our own homes and the homes of our students, recognizing that all of us are house-bound and experiencing more family togetherness than most of us are accustomed to! Practice and encourage kindness, patience and acceptance, with humility. We are all learners and doing the best we can in a stressful situation. Find the grace within and the courtesy to support each other.
- **Preparation for Life** - Always keep in mind the higher goal of supporting the development of healthy capable flourishing human beings. Every moment in life is precious. Remember this in setting a positive tone and in appreciating the challenges everyone is experiencing. Address and incorporate world events and the current situation as appropriate for the needs of your students, acknowledging that these events may be taking a personal toll at many levels on many of the students' families and on ourselves. Encourage students to participate in the work of their families at home: laundry, cooking, dishes, yardwork, sibling care. Support students' grappling with their new living situations.

- **Love** - Dr. Montessori said, “Of all things, love is the most potent.” It is love that will get us all through these difficult times. Work from your heart as much as your mind. Approach children and families with a generous eye, recognizing that everyone is doing the best they can. Be available to your students and families. Know that much of what will be accomplished right now is the establishment of a safe and comforting space. Set personal boundaries on when and how you can be reached to create a safe and comforting space for yourself and your family as well.

All distance learning is encouraged, but for non-school age children all activities are optional. For school age children, some assignments will be mandatory and will be noted as such. All other activities are optional. Similarly, attendance in virtual class meetings is optional for non-school age, but required for school age students (Kindergarten and higher) unless otherwise noted by the teacher.

In the event, that required assignments are not completed or attendance requirements are not met, a virtual Parent-Teacher conference will be required.

Parent and Student Distance Learning Conduct

Students are expected to behave appropriately at all times during distance learning. Parents should model appropriate behavior. As much as possible, parents should allow their children to complete distance learning activities and participate in virtual class meetings independently. We recognize that younger children may need assistance using technology and parents should provide that support. Parents and caregivers are welcome to observe virtual class and individual meetings. However, unless invited by the teacher, adults should not actively participate in virtual meetings or use lesson times as times for conferencing.

COVID Childcare (Phase 1)

In times of extended government directed closures, we may be able to operate in our capacity as a childcare center in a limited manner to serve families of essential workers. This means that students enrolled in our program for school and childcare, (i.e., the Full Day program only) may be eligible to receive care on-site. Priority will be given to students whose parents are deemed essential workers. Should the demand for childcare services, exceed our capacity, we will institute a tiered lottery system based on the restrictions as imposed at that time. School Day and Half Day students may be eligible to switch to Full Day based on availability. This government directed closure corresponds to the Commonwealth of Virginia’s Phase 1 plan. The Woods will operate under Phase 2 regulations until directed to go to Phase 1 or back to Normal operations (i.e. there is a cure).

The Woods will operate under the following procedures during Limited Childcare (Phase 1) in keeping with directives from Virginia’s Department of Social Services. These are subject to change based on regulatory restrictions and government directives:

Hours of Operation:

- 7:30 am – 4:30 pm.
- To limit the number of teachers coming in contact with children, we will operate over the course of (1) shift.
- Only students and staff members will be allowed in the building

Each classroom will be limited to 10 people

- Children’s House: 9 children/1 adult
- Toddler House: 8 children/2 adults
- We will be using all 11 classrooms, plus setting up two classrooms in the gym and three in Toole Hall (it will be partitioned in accordance with the COVID-19 DSS guidance)
- We will make every effort to place children with teachers and students from their regular class, but this may not always be possible
- Siblings in the same level (i.e. a 4 and 5 year old) will be placed in the same classroom, if possible

Social Distancing

- 6 ft social distancing will be maintained at all times to the best of our abilities
- Children will be assigned a table and a work rug
- Classrooms shelves will be rearranged to help create spaces for children to help remind them to keep the appropriate distance
- First aid and medication administration will be given using personal protective equipment

Programming

- Children will remain in their classrooms all day, with the exception of outdoor play
- Work cycles will consist of eLearning lessons conducted remotely by the Lead Teachers, art projects, singing, dancing, story times, games, movies or short educational videos, etc. led by the adults in the classroom
- Children will go outside every day but only one classroom per time. Playground equipment will be closed.

Tentative Daily Schedule

7:30 am – 8:00 am: Students arrive. Upon admittance children are immediately are taken to the bathroom to wash hands before going to their classrooms.

8:00 am – 12:00 pm: Students will engage in their distance e-learning work provided by their child’s original Lead Teacher. After their work is done, additional work provided to them by the shelves in their workspace can be done. Other activities during this time frame include outside time, group singing, dancing, and out loud reading.

- 12:00 pm – 1:00 pm: Students will engage in lunch activities. Each child will eat at a separate table but in eyeline with all the other children so that they can continue to socialize and work on their grace and courtesy. Please remember that no food will be provided and all snacks and lunch must be brought from home.
- 1:00 pm – 3:00 pm: This will be nap time for students under the age of 5. For all students who are 5 or older, they will have their afternoon work cycle.
- 3:00 pm – 4:00 pm: Students will continue their work and finish up the day's activities preparing for tomorrow.
- 4:00 pm – 4:30 pm: Students will be read a book aloud awaiting to be individually dismissed.

What to Bring

- All students will need to bring their own snack (at least one for the morning and one for the afternoon, you may bring more if you child will eat it) and a packed lunch. The normal guidelines for lunch from home still apply
- Children may bring a personal electronic device to use in order to limit sharing of the classroom iPads. The classroom iPads are still available for use for those children who don't bring one and they will be disinfected between each use. ***Personal devices will only be used for e-Learning lessons provided through The Woods.*** Please note that The Woods is not responsible for any damage that may come to a personal device while at The Woods.
- Cots will be disinfected daily. Nap items will be kept at school and will be washed and sanitized with the school's cot sheets.
- Diapers if the child is not potty trained
- 2 extra changes of clothes in plastic Ziploc bags
- 3 Masks to be stored on site

Arrival Procedures:

- All students will be dropped off at their outside classroom doors. If you have to drop multiple children off, you will have to go to all of their correct drop off locations
- The student and parent will be greeted, and both will undergo a daily health check including a series of health related questions
 - Temperatures will be taken with a touch free thermometer for both the student and the parent
 - Students will also be checked for COVID-19 symptoms (and other illnesses)
 - Parents will be given a thumbs up and may leave. If your child has a fever or any of illness symptoms, they will not be allowed in the building
- Do not leave until you have a thumbs up from a staff member
- After the health check, your student will be signed in by the staff member
- All students will be taken directly to wash their hands. If your child is coming in through the main entrance they will be given hand sanitizer prior to entering.

Dismissal Procedures:

- Dismissal will occur from 4:00 pm until 4:30 pm. Please go to your same assigned door and wait until your turn
- 5 minutes prior to arrival, please give the school a curtesy call so that we can have your child ready for you
- Your child will be brought to the door, signed out by the staff member present, and released to you
- Under no circumstances will any families be readmitted to school until the following day

Phase 2 Schooling

The Woods will begin the 2020-21 school year operating under Phase 2 regulations until directed to go to Phase 1 or back to Normal operations (i.e. there is a cure).

The Woods will operate under the following procedures during Phase 2 in keeping with directives from Virginia's Department of Social Services. These are subject to change based on regulatory restrictions and government directives:

Hours of Operation:

- 7:00 am – 6:00 pm.
- To maximize the number of educational hours while not overtaxing our teachers or increasing tuition, The Woods will operate on an A and B Schedule. This schedule only affects students enrolled in the Full Day Program. On the A schedule, the hours of operation will be 7 am to 6 pm. On the B schedule, the hours of operation will be 7:30 am – 4:30 pm. Each classroom will be assigned a starting schedule and will rotate weekly. We will post the exact schedule on our website and Transparent Classroom.
- Only students and staff members will be allowed in the building

Each classroom will be limited to a certain number of people depending on the ages of the children

- Children's House: max 20 children/2 adult
- Toddler House: max 10 children/2 adults
- We will make every effort to place children with teachers and students from their regular class, but this may not always be possible
- Siblings in the same level (i.e. a 4 and 5 year old) will be placed in the same classroom, if possible and requested of the parents

Social Distancing

- 6 ft social distancing will be maintained at all times to the best of our abilities
- Children will be assigned a table and a work rug

- Classrooms shelves will be rearranged to help create spaces for children to help remind them to keep the appropriate distance
- First aid and medication administration will be given using personal protective equipment

Programming

- Children will remain in their classrooms all day, with the exception of outdoor play
- Work cycles will consist of our traditional Montessori lessons as you have come to expect. Virtual learning will not occur in the classroom during Phase 2.
- Children will go outside every day but only one classroom per time. Playground equipment will be utilized but sanitized between uses.

Tentative Daily Schedule

- See <https://www.woodsmontessori.com/student-life/daily-schedule/> for our normal schedule of operations.

What to Bring

- Nap Items - Nap items will be kept at school and will be sent home on Fridays per usual to be laundered
- Diapers if the child is not potty trained
- 2 extra changes of clothes in plastic Ziploc bags
- 3 Masks to be stored on site

Arrival Procedures:

- All students will be dropped off at their outside classroom doors. If you have to drop multiple children off, you will have to go to all of their correct drop off locations
- The student and parent will be greeted, and both will undergo a daily health check including a series of health related questions
 - Temperatures will be taken with a touch free thermometer for both the student and the parent
 - Students will also be checked for COVID-19 symptoms (and other illnesses)
 - Parents will be given a thumbs up and may leave. If your child has a fever or any of illness symptoms, they will not be allowed in the building
- Do not leave until you have a thumbs up from a staff member
- After the health check, your student will be signed in by the staff member
- All students will be taken directly to wash their hands. If your child is coming in through the main entrance they will be given hand sanitizer prior to entering.

Dismissal Procedures:

- Dismissal will occur from 4:00 pm until 4:30 pm on the B schedule. Normal pickup times apply to those students on the A schedule, Half or School Day schedules. Please go to your same assigned door and wait until your turn
- 5 minutes prior to arrival, please give the school a curtesy call so that we can have your child ready for you

- Your child will be brought to the door, signed out by the staff member present, and released to you
- **Under no circumstances will any families be readmitted to school until the following day**

Phase 3 Schooling

The Woods will not change its operations for Phase 3. We will continue to operate under Phase 2 guidelines to ensure as much safety and precaution as possible.

Health and Hygiene Policies

For the duration of the 2020-21 school year, increase health screening measures and illness exclusion policies will remain in effect. These include but are not limited to:

- Requiring masks on school property
- Increased frequency of handwashing. **Handwashing is the best defense!!**
- Temperature and health checks of all individuals entering the building
- Exclusion of all students from school until a negative test is provided for illnesses presenting symptoms of COVID-19
- Extension of exclusion from school from 24 hours to a minimum of 72 hours (and symptom free without the use of medication) for illnesses as outlined in the Illness Policy of the Parent Handbook
- Students or staff exposed to COVID-19 may be excluded from school for an extended period of time. The duration will be determined by VDH recommendations.
- Maintaining 6 ft social distancing when possible
- No entry into non-assigned classrooms without approval by Head of School or Assistant Head of School
- As always, tuition is not adjusted for absenteeism due to illness

Should a parent or guardian give misinformation regarding the health of the child, anyone in their family, or anyone they have come in contact with, the school reserves the right to dismiss the family from school immediately.

What if a Member of the School Community is COVID-19 +?

Unfortunately, it is inevitable that teachers or students may become sick at some point throughout the school year and that COVID is a significant risk. In sending your child to school, understanding of this risk is assumed.

Should an individual become ill, with non-COVID symptoms or illness, the regular illness policy as outlined in the Policies and Procedures Handbook will apply with the addition that exclusion from school is increased from 24 hours until 72 hours after the cessation of symptoms without medication or a doctor's permission to return to school. In the event, a staff member develops COVID symptoms, the individual will be excluded from school and must undergo testing to confirm the diagnosis. Students are encouraged to undergo testing but are not required. However, students with COVID symptoms will not be allowed to return to school for a minimum of 14 days if a COVID negative result cannot be verified. If the results are COVID negative, the illness policy as described above applies.

If an individual in the school community tests positive for COVID, we are required to report the diagnosis to the Virginia Department of Health and Department of Social Services. We will follow their recommendations. Every effort will be made to protect the individual's identity and privacy, but the school community will have to be notified that the school has a case of COVID-19

At a minimum, COVID+ individuals will be excluded from school for 14 days, after the cessation of symptoms or receiving negative COVID-19 test results.

What if my child is exposed to COVID-19+ individual?

In the event a student or co-worker develops symptoms, they will be excluded from school until they can provide negative tests results for COVID. Students may forego testing, but they must remain home until they are symptom free, without medication for 14 days. As stated above, teachers are required to undergo testing.

If a student or teacher tests positive for COVID-19, a report will be made to VDH and VDSS. VDH and VDSS will provide recommendations on further actions regarding the operation of the school, who should be notified and who should be excluded from work. VDH will follow up with a phone call to those individuals who will likely have to stay home for 14 days from last contact with the infected individual.

If your child is in direct contact with a COVID+ individual, you will be notified and advised of Health Department recommendations. Parents are strongly encouraged to keep their child at home if they are exposed to COVID and should be prepared that the VDH recommendations may result in The Woods requiring your child to remain home for an extended period of time. Should the recommendations require students to remain home, The Woods will transition to eLearning within 2 school days.

The Woods always reserves the right to require students to remain at home. In all COVID related instances, every effort will be made to transition your child to eLearning.