

**Parent Handbook - COVID-19 Edition
2021 - 2022 School Year
for Montessori School in Kleinburg Inc.**



“Stronger Together”

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MONTESSORI SCHOOL IN KLEINBURG INC.

Parent Handbook

COVID-19 Edition

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Introduction

IT IS IMPORTANT TO UNDERSTAND THAT THE POLICIES STATED HERE ARE EVER-EVOLVING AND FLUID. AS THE GOVERNMENT OF ONTARIO AND THE MINISTRY OF EDUCATION UPDATE THE PROVINCE ON THE STATE OF COVID-19 AND ITS STAGES, MSK WILL REVISE OUR POLICIES ACCORDINGLY AND WILL INFORM FAMILIES OF SUCH UPDATES AND AMENDMENTS. MSK'S POLICIES, PROCEDURES AND PROTOCOLS ARE SUBJECT TO CHANGE AND REVISIONS AS WE CONTINUALLY RECEIVE INFORMATION FROM GOVERNMENT AND REGIONAL AUTHORITIES ON A DAY-TO-DAY BASIS.

Dear Parents,

The return to school in the fall of 2020-21 will be voluntary and based on parent choice. For parents who choose not to send their child back to school, the Montessori School in Kleinburg may offer remote education. This requirement will be in place for as long as public health circumstances require adapted delivery of education.

Welcoming you back to Montessori School in Kleinburg is our great pleasure. This document provides information regarding our amended operations and outlines the additional health and safety protocols we have in place during this unprecedented time. These policies and procedures are developed in accordance with York Region Public Health, Ministry of Education and the Child Care and Early Years Act 2014 (CCEYA) recommendations.

In planning for the resumption of instruction, it is critical to balance the risk of direct infection and transmission of COVID-19 in children with the impact of school closure on their physical and mental health. Current evidence and experience support the concept that children can return to school in a carefully structured manner that protects children's health and minimizes risks from a public health perspective.

*The entire school community relies on your honesty and integrity to keep MSK a safe and healthy place for all students, staff and their families. An important component of limiting the impact of COVID19 within our school is parents' vigilance about your child's health. We want to affirm parent responsibility in monitoring your child's symptoms and overall health as well as parental discretion in keeping your child at home whenever they are ill and experiencing symptoms. **Accordingly, we trust that you will not put the MSK community at risk.***

PLEASE DO NOT engage in:

- *Indoor gatherings **with more than 10** people*
- *Outdoor gatherings with **more than 25** people*
- *Travel outside of Canada, without informing the school*
- *Travel to Ontario regions with high Covid19 numbers, without informing the school*
- *Administering fever reducing medications to your child, and sending them to school*
- *Dangerous, unsanitary or reckless practices that may put you, your child and the MSK community at risk of contracting Covid19*

The relationship between our school and local public health unit will be crucial to navigate the complex and evolving COVID-19 environment, planning and reopening of our school, and addressing other child health issues that emerge. While many things will seem different with new procedures in place for safety of all, this will still be an environment that fosters a great learning experience. It is our goal to draw out and inspire the best in our students as we provide them with opportunities to create, explore, and learn.

This handbook will lay out the changes as we enter the next phase from this COVID-19 pandemic. This situation is unprecedented and is constantly evolving, so all changes included in this handbook will remain as the “new normal” until further notice. We will make sure that all changes are realistic and feasible for staff and children by following CDC (Center for Disease Control) guidelines as well as those put forth by York Region Public Health, the Ministry of Education and the Child Care and Early Years Act 2014 (CCEYA). Please be sure to read through this and sign and return the last page electronically.

Please refer to the Complete MSK Parent Handbook found on our web site under the Parent Portal for matters not related to Modified Operations During COVID-19.

Please feel free to contact us if you have any questions about the policies and procedures that are outlined in this Parent Handbook. They are in place to ensure that Montessori School in Kleinburg is a safe and enjoyable place for your family.

Sincerely,

Mrs. Vincenza Marzano-Kooner

Principal of Montessori School in Kleinburg Inc.

A. Screening

MSK will have multiple screening stations set up for arrivals. Prior to anyone entering MSK a temperature reading will be taken and recorded. As recommended by York Region Public Health that we take temperature readings on the forehead. All irregular visitors and Staff will be screened from the Office/Vestibule Entrance. Students arriving at morning drop-off time will be screened at their designated point of entrance, see procedures below.



IMPORTANT: When you approach any of the Screening Entrances and notice that another individual is in the process of being screened, you must practice social distancing and refrain from close contact until you are called next. No more than 1 person is permitted in the screening area at one time. You may also choose to return to your vehicle, until the area has become clear. Once the screening area is empty, you may proceed to enter.

The MSK Screening process is a multi-step process:

1. Student is Pre-Screened by their parent/guardian prior to their arrival to MSK
2. Pre-Screening Health questions will occur outside of the Roundabout entrance. MSK Administration will perform this - while also observing proper PPE protocols.
3. Student is Screened and Temperature recorded upon their arrival to MSK

Temperature checks continue throughout the school day and include observation of signs and symptoms that may develop

- **All Parents are required to perform a pre-screening at home to ensure your child has not experienced or met any of the criteria listed on the MSK Health Screening Form. Health Screening forms are required to be completed daily as a paper copy and are required for entering the MSK building.**
- After your child's temperature is taken and recorded, and your child shows no visible symptoms of COVID 19, they will be **allowed to enter through their assigned door**. Students will remove their outdoor shoes and change into their indoor shoes.

Health Screening Procedure:

- All individuals, including children, visitors, staff, and placement students must be screened upon entry to the school using the procedures below.
- Montessori School in Kleinburg will deny entry to any person including the child of a parent/guardian who has any of the symptoms outlined in the 'COVID-19 Reference Document for Symptoms' on the Ministry of Health's COVID-19 website, as listed in the MSK Health Screening Form, pg. 1. They will be asked to return home and self-isolate until they meet the updated COVID-19 criteria for return.

- If a family member living in the same house develops COVID-like symptoms, any children or adult of that household must stay at home and will not be allowed to enter our school for 14 days after all family members are symptom free. Please refer to Testing Requirements on pg. 2 of MSK Health Screening Form
- Parents are required to keep any sick children at home, including siblings. If a child or staff member comes to school with any COVID-like symptoms, including a temperature equal to or greater than 37.8 degrees Celsius, or if the child(ren) has any signs or symptoms related to COVID19, they will not be permitted to enter MSK and asked to return home and self-isolate until they meet the updated COVID-19 criteria for return.
- Screeners will take appropriate precautions when screening by wearing personal protective equipment (PPE) (i.e., surgical/procedure mask; lab coat; gloves; eye protection such as goggles or face shield) – as required by Public Health
- Only touchless thermometers will be used.
 1. Health Screening forms will be completed daily as a paper copy and are required for entering the MSK building.
 2. Forms are to be handed to the Staff Screener at point of entry - at which time your child's temperature will be taken. **If your child's temperature is 37.8 C or higher, your child will not be permitted to enter the school.**
 3. **Incomplete or old forms will not be accepted.** You will be turned away and asked to go and complete your form and re-enter the line.
 4. **Please remove hat to ensure accurate temperature reading**

Please note the following: there are both the child and adult screening forms to be filled prior to entry:

to insert new forms

- ***Please see the waiver at the end of this document*** to be signed by all parents/guardians.

B. Drop off and Pick-Up Procedures and Information

Morning Drop-Off Time

- Everyone will be greeted at the round-about area in front of the school in a friendly, calm manner. Students will have their temperature taken at their designated door entrance. Parents may need to assist in escorting their child to their entrance in the event that Staff members are busy assisting other students.
- Only one designated entrance/exit will be used to ensure effective screening practice **per cohort/class**
- Drop off times will be between 8-8:45am at the vestibule door or designated classroom door. Pick-up times will be between 3:30- 4:00 pm
- **Our Aftercare program ends at 5:45 pm. Your child will remain in their Cohort classroom for their aftercare program until 5:00 pm. At 5:00 pm all Aftercare students will move to the designated Aftercare classroom: CASA RED (TUESDAY, THURSDAY AND FRIDAY) or CASA BLUE (MONDAY & WEDNESDAY). Students will be sectioned to specific areas to sit and remain with their cohort. Parents are to pick up from the CASA RED or CASA BLUE Classroom Door.**

- If your child will be arriving or picked up between the hours of 9:30am and 3pm, parents/guardians **MUST make prior arrangements with the office staff** (eg. phone call) to ensure proper procedures are followed at all times.
- Staff will also be required to use the vestibule entrance and proceed through the screening process. Staff will be given preference in the line to ensure they proceed to their classrooms in a timely manner for children.
- During drop off times, parents/guardians will park outside the office within the round-about and not block any entrances to the school by idling in front of any school entrances.
- **It is the parent's responsibility to ensure that the Health Screening form is complete and correct and ready to be handed to the Screener.**
- Drop-off of children will take place outside the school.
- Parents/Guardians must wear a mask when escorting children to their designated entrance
- Visual guides will be provided to assist with physical distancing (e.g., pylons/tape on floor) in the event that a line-up forms while parents/guardians are waiting for their children to be screened prior to entering into the school. To assist with this important measure, Montessori School in Kleinburg may try to stagger the arrival times of staff and children (or even assign staggered arrival times where feasible) to minimize the number of staff and children arriving at one time.

Pick-up Time/Dismissal

- During pick up times, parents/guardians will park outside the office within the round-about and not block any entrances to the school by idling in front of any school entrances.
- Visual guides will be provided to assist with physical distancing (e.g., pylons/tape on floor) in the event that a line-up forms while parents/guardians are waiting for their child. To assist with this important measure, Montessori School in Kleinburg may try to stagger dismissal times for students' children (or even assign staggered dismissal times where feasible) to minimize the number of parents/guardians arriving to pick-up at once.
- We ask parents/guardians to **STAY IN YOUR VEHICLE**, and not come to the door. This is to minimize social and physical contact amongst individuals. A staff member will escort the student to your vehicle.
- When parents exit their vehicle for any reason, they must wear a mask
- **PLEASE KEEP IN MIND THAT THE PRACTICES STATED IN THIS DOCUMENT MAY CHANGE AND EVOLVE AS WE IMPLEMENT THESE NEW PROCEDURES.**

Late Arrivals/Dropping off Later than 8:45 am

- If you are arriving at school later, after the school's regular commencing time, you must park your vehicle and only ONE parent/guardian will be permitted to accompany the child to their designated entrance. If the parent/guardian is informed to drop off the child at the office entrance they **MUST** use hand sanitizer found on the screening table prior to entering the office. Your child's temperature will be taken. Our office staff will only accept your child's entry if they are symptom free which includes not having a fever. **IMPORTANT:** If you approach the office vestibule area and notice that another individual is already inside the Office Health Screening Area, **please refrain from entering**. Once the screening area is empty, you and your child may proceed to enter.

Irregular or Early Pick-up of Students



- If a student must be picked up earlier than the regular dismissal time for whatever reason (eg. dentist appointment), **the parent must call the office to arrange for early pick –up** before arriving at the school.
- There will be **no waiting in the office** for your child during pick up. You must remain parked in the designated parking area outside the office and **phone the Administrator when you arrive**. Your child will be brought to the office by a staff member--only one person (parent/guardian) will then be permitted to proceed to the office door to pick up the child. Please follow all instructions provided by the Office Staff – as your child may be dismissed from their designated door.

ADDITIONAL Arrival and Dismissal Procedures

Our facility is operational from 7:00am – 5:45pm, Monday through Friday. The earliest option (at 7:00am) and latest option (until 5:45pm) may be available upon request. While operating in this phase, drop-off times will be staggered. You will be given time between 8 - 8:45 am to drop off and between 3-4pm to pick up. All children must be dropped off by 8:45am. Please only come at your designated drop-off or pick-up time to keep everyone safe. If you see another family being checked in, please be patient during this time and keep your distance and wait.

Please refer to the **SAFETY-FIRST DOCUMENT** that was shared via email from your child’s classroom on August 21, 2020 for a complete list of expectations for the MSK Community

Drop-Off Procedures: Toddlers

If your child is a toddler, you will walk your child to the vestibule door. All parents MUST wear face covers. Our check-in staff will do a visual assessment, and take your child’s temperature and log it on the screening form before taking your child from you to bring them to their classroom door. Health Screening forms are to be handed to screening staff upon arrival and NOT in your child’s backpack.

Drop-Off Procedures: Casa and Elementary

- Please drive up to the roundabout. Parents will be required to bring their child to their designated classroom entrance. Your child will get their temperature taken and recorded by a Staff Screener and check for signs and symptoms. Health Screen Form must be completed in full before allowed entrance into the building
- Children in grades 1-8** will be required to wear a mask that he/she should wear (to the best of their ability) while at school. For children in Toddler masks are not required and in Casa a mask is encouraged, but not mandatory.
- **If you have both a Toddler and older child, follow instructions for Toddler drop off.**
 - We ask that the designated drop-off and pick up person **not be a “vulnerable” person** (older person such as grandparent or person with a serious underlying medical condition).

Pick-Up Procedures

- Pick-up times will be staggered to allow for safe social distancing. Please abide by this pick-up time. If you see another family being helped, please be patient until it is your turn. No one other than staff will be allowed to enter the vestibule to pick up their toddler during dismissal time.
- A staff member will bring any toddlers to the vestibule for pickup. All Casa children will be dismissed from their classroom door or designated outdoor playground (if weather permits). All elementary children will be dismissed from their classroom. Weather permitting children will be picked up from the bottom of the hill in their cohort grouping areas

- It is the driver’s responsibility to assure that children are buckled in properly in the vehicle. Drivers and passengers should wear a face covering/mask until the child is secured in the car seat.
- Children 5 or older will wear face coverings (to the best of their ability) while walking up to the car.
- If a child is wearing a cloth face mask it is the responsibility of the parent/guardian to launder the face mask and provide a clean one for the next day.



C. Extra Hygiene Measures and Procedures

1. Hand washing: As soon as students arrive to the classroom, they will wash their hands

properly. Hands will also be washed throughout the day and more frequently with soap and water for at least 20 seconds. Hand sanitizer will also be used for our older classes as a secondary preventative measure. Sanitizing stations are located throughout our facility. Signage is posted throughout the school which provides a visual representation on proper hand washing procedures.

2. Sanitizing/Disinfecting: All hard surfaces will be wiped down throughout the day, before and after use as well as at the end of each day. Any toys that go into a child’s mouth will be put into the disinfection process like usual. All surfaces and toys will be sprayed prior to leaving the room and throughout the day. All sensory bins, soft toys, pillows, dress-up clothes will be put away during this phase of re-opening.



The **Environmental Cleaning and Disinfection Policy and Procedures: CLEANING, SANITIZING AND DISINFECTING PROCEDURES AND SCHEDULE --- MONTESSORI SCHOOL IN KLEINBURG-** created July 2020 can be found on the MSK Parent Portal.

Updated training is given to all child care staff/providers on most current health and safety measures, according to the Ministry of Education Operational Guidance and York Region Public Health.

All cleaning, sanitizing and disinfecting will be recorded on the classroom Cleaning, Sanitizing and Disinfecting Log Sheet

Cleaning and Disinfection Schedule for classrooms:

TIME OF THE DAY	***(see Health Canada’s List of Hard-surface disinfectants and hand sanitizers (COVID-19): List of disinfectants with evidence for use against COVID-19)- DIN # and Expiry Date must be listed and the user must follow manufacturer's instructions for contact time.
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MORNING	
Upon Arrival	Commonly touched hard surfaces will be disinfected upon arrival of the first staff member including but not limited to tables, chairs, door knobs, light switches, sinks, countertops, laptop, telephone, iPad, microwave, etc. will be disinfected.
<u>Before and After snack time/ lunch</u>	Commonly touched hard surfaces will be disinfected: including tables, chairs, sinks, countertops Floors: swept and mopped using approved Disinfectant solution/water- each classroom is to have their own mop
After hand washing procedures	Sinks, countertops
After each use by cohort	Toilet seat and handles, stall door Sinks, countertops
Mouthed toys/materials or any toy/material that has been exposed to mucus	Removed from the learning environment: to be cleaned and Disinfected immediately
End of morning work cycle	All learning materials/toys that were used by the cohort for the morning will be cleaned and disinfected and left to air dry. These materials will not be used by the cohort for the rest of the day.
AFTERNOON	
After hand washing procedures	Upon returning from recess and after handwashing time- all sinks and counters will be disinfected
After each use by cohort	Toilet seat and handles, stall door Sinks, countertops
Before and After PM snack time	Commonly touched hard surfaces will be cleaned and disinfected: including tables, chairs, sinks, countertops Floors: swept and mopped using Approved Disinfectant solution/water- each classroom is to have their own mop
Nap Cots	Cots are to be disinfected daily after use Bedding is sent home weekly for laundering. Bedding remains at MSK for the week and is sent home on Fridays for laundering Clean bedding must be at school each day. Clean bedding must return to school on Monday.
End of Day	Commonly touched hard surfaces will be disinfected (at the end of the day, by the (latest shift staff member)) including but not limited to tables, chairs, door knobs, light switches, sinks, countertops, laptops, I-pads, telephones, microwave, etc.

Floors: swept and mopped using Approved Disinfectant solution/water- each classroom is to have their own mop All learning materials/toys that were used by the cohort for the day will be cleaned and disinfected at the end of the day and left to air dry.

3. *Nap Time Cots (applicable to Toddler and Casa students)*



- Children will have a cot assigned to them. and are labeled.
- Cots will be placed to support physical distancing practices.
- Families must provide their own sleep roll for Toddler/ Casa students.
- These items will be sent home weekly for laundering, or when visibly soiled. (All bedding is sent home weekly for laundering.
- All cots will be cleaned/disinfected after each use. All cots are stored in the individual cohorted classrooms unless space does not permit

4. *Mask wearing:*



Please refer to **MSK's Mask/Face Coverings Policy** which can be found on the MSK Parent Portal.

- Masks are encouraged for students in Casa but are not mandatory**
Should symptoms arise that a student is required to wear a mask, the parents will be notified and MSK will provide a mask for the student aged 3 years and up.
- Not recommended for Toddlers**
- Masks are mandatory for students in Grades 1-8 while inside the building at all times. Masks will be worn outside as well if physical distancing cannot be maintained.**
- Students require to have their own mask, for personal use.
- Personal masks must be clearly **labeled**
- The student will take the mask home to wash daily or dispose of when they arrive home.
- The student may have extra non-surgical masks left here at school with their personal belongings in case he/she forgets theirs one day. These too will be going home with your child and washed or disposed of when the child arrives home.
- Students and Staff are encouraged to have pouch/sealed bag to place dirty/soiled masks

- i. If you or a family member needs a mask, please email the Principal, and one will be provided for you.
- j. We ask that you ensure removed masks are not thrown away anywhere on the school premises, but are disposed of properly at home.
- k. Staff will wear medical masks and shield/goggles throughout the school day, when physical distancing cannot be maintained.
- l. **Should a student regularly require/request a Mask provided by MSK a \$1.00 fee will be charged**
- m. Should a child experience signs and symptoms of illness and they do not have a mask of their own MSK will provide for them at no charge

5. Social distancing:

- As per the Government of Ontario website:
“Distancing” refers to the advice that individuals should avoid close personal contact and maintain 2 meters of separation for any prolonged encounters.
- “Cohorting” refers to minimizing the number of students and teachers any individual comes in contact with, and to maintaining consistency in those contacts as much as possible.
- Each class is considered a “cohort.” Each “cohort” will socially distance from other “cohorts” to assure safety.
- Desks and furniture will be arranged to our best ability, to provide physical distancing amongst students.
- Classes will not intermix and will be with the same teachers as much as possible. No Reading Buddies, assigned gym use by schedule only, Indoor Gym use, no assemblies, until further notice.
- When a cohort leaves the classroom (Casa) they will wear a mask to the best of their ability until they get to their destination; mandatory wearing of a mask is required from ALL elementary students. All office staff members will wear masks when not in their personal office/space.

6. Indoor Shoes to be worn in the classroom

- All children will change their shoes before entering the classroom.
- The child’s outdoor shoes will be placed in a designated spot in the hallway.
- Teachers will also be required to bring in “indoor shoes” to wear in the classroom only.
- Since children spend time on the floor, we want it to be as clean and safe as possible.

7. Before & Aftercare

MSK will continue to provide the Before & Aftercare programs. They will operate at a lower capacity to ensure cohorting and social distancing may be followed. Only students registered in the Before & Aftercare programs may participate. Irregular students will have to receive permission from the MSK Administration.

Our MSK Aftercare program ends at 5:45 pm. Due to Covid19 Restrictions, MSK kindly asks all parents whose children are enrolled in the AFTERCARE program to please make your best effort to pick up your child(ren) by 5:00 pm. This is to ensure sufficient time for proper cleaning and disinfection of our aftercare materials at the end of the day. Students in the aftercare program will remain in their Cohort until 5:00 p.m. From 5:00 - 5:45 p.m. remaining aftercare students are gathered in a dismissal classroom and socially distanced until their pick up.

Before Care Students

1. Are required to have their Health Screening Form completed and temperature taken upon their arrival.
2. Before Care students will arrive via the Vestibule Door
3. Before Care students will be encouraged to socially distance from other students in the program
4. Before Care students will be escorted to their classroom at 8:00 a.m.

After Care Students

1. Will remain in their cohort group and cohort classroom until 5:00 pm
2. At 5:00 pm, remaining students will go into the designated Aftercare classroom: CASA RED or CASA BLUE. Here, the students will remain with their cohort. They will be sectioned in designated areas of the classroom. Parents are to pick up directly from the CASA RED or CASA BLUE Classroom Door.
3. Staff will also be cleaning during the aftercare program hours

IMPORTANT TO NOTE:

- At this time families are strongly encouraged to pick up their child(ren) before 5 pm to assist in minimizing students mixing while Cohorting protocol is in effect. This will also ensure and allow for the full and proper cleaning protocols to be completed each day and limit cohort mixing.
- All students in the After-Care Programs are encouraged to have their own activity book/colouring book to use. Sharing of items will not be allowed.

Fire Exit Procedures During COVID19 Pandemic

Amended MSK Fire Exit Procedures During COVID-19 Pandemic

(In compliance with the Fire Marshal Directive 2021-2022, 'Total Evacuation Fire Drills in Schools During COVID-19 Pandemic', issued August 3, 2021)

IT IS IMPORTANT TO UNDERSTAND THAT COVID19 RELATED POLICIES ARE EVER-EVOLVING AND FLUID. AS THE GOVERNMENT OF ONTARIO AND THE MINISTRY OF EDUCATION UPDATE THE PROVINCE ON THE STATE OF COVID-19 AND ITS STAGES, MSK WILL REVISE OUR POLICIES ACCORDINGLY AND WILL INFORM FAMILIES OF SUCH UPDATES AND AMENDMENTS. MSK'S POLICIES, PROCEDURES AND PROTOCOLS ARE SUBJECT TO CHANGE AND REVISIONS AS WE CONTINUALLY RECEIVE INFORMATION FROM GOVERNMENT AND REGIONAL AUTHORITIES ON A DAY-TO-DAY BASIS.

Evacuation Procedure:

The total evacuation of the school will take place per procedures outlined in the approved MSK Fire Safety Plan which is posted at each EXIT DOOR of each classroom. Individual classrooms will evacuate in a manner that ensures physical distancing and the wearing of masks (as required) is maintained in accordance with the current Public Health Guidance.

During Practice Fire Drills, the following amendments to the MSK Fire Exit Procedures will be followed:

- The school Fire Alarm will be sounded.
- Each Teacher will perform his/her assigned duties as per the MSK Fire/Emergency Exit Procedure.

- Staggered classroom evacuations will proceed as follows to allow for compliance with physical distancing:
 - Vestibule Exit Door:** Toddler Lavender, Casa Yellow
 - Office Door:** Toddler Rose
 - Casa Blue Exit Door:** Casa Blue
 - Casa Red Exit Door:** Casa Red
 - Classroom Exit Door:** Lower Elementary 1 (lower floor class)
 - Fire Escape Stairs:** Lower Elementary 2 (upstairs class, Upper Elementary (4-8) (Lower & Upper Elementary's Alternate Exit Door).
- Classes will proceed to their designated Safety Zone as per the MSK Fire/Emergency Exit Procedure with the following amendments:
 - ❑ **Elementary Classrooms** will walk down the north side of the driveway where there is parking. Physical distancing and wearing masks (as required) will be maintained.
 - ❑ **Casa Classrooms** will use the MSK Safety Zone pavement markings while walking down the driveway. Physical distancing and wearing masks (as required) will be maintained.
 - ❑ **Toddler Classrooms** will walk to their designated Safe Area, keeping physical distancing at all times.
- Class attendance will be conducted and reported to the Administration. Each classroom will maintain physical distancing while waiting for instructions of when to return to the building.
- Classrooms will proceed back into the building using the same amended procedures for exiting, as outlined above.
- Once students and staff have returned to their classroom or work area, they will wash/sanitize their hands.
- Administration will document the Fire Drill in the MSK Fire/Emergency Master Binder located in the Office.

NOTE: “UPON ACTUATION OF THE BUILDING FIRE ALARM SYSTEM OUTSIDE OF A PLANNED FIRE DRILL, THE TOTAL EVACUATION OF THE SCHOOL WILL TAKE PLACE IN ACCORDANCE WITH PROCEDURES OUTLINED IN THE APPROVED MSK FIRE SAFETY PLAN.” *(Fire Marshal Directive 2021-2022, ‘Total Evacuation Fire Drills in Schools During COVID-19 Pandemic)*

8. Ventilation & Air Circulation Systems

MSK has had a complete inspection of its HVAC systems in the school building. Full information on this inspection can be obtained through the Administration.

- ❑ MSK has taken steps towards improved air flow which includes the addition of filters and optimizing the use of our windows.
- ❑ Classroom spaces will have their windows open throughout the school day to promote air flow in the classrooms.
- ❑ All HVAC ducts have been cleaned

D. Ill Children and Ill Staff

Exclusion of Ill Children

The entire MSK school community relies on your honesty and integrity to keep the school safe and its members healthy. An important component of limiting the impact of COVID19 in our school is parents' vigilance about their child's health. We want to affirm parent responsibility in monitoring their child's symptoms and overall health, as well as parental responsibility to keep their child at home whenever they or a family member is ill.

According to Public Health regulations, a child will be excluded when:

1. An illness prevents the child from participating in activities;
2. A greater need of care that the staff can't provide without compromising health and safety;
3. An illness poses a serious health risk if it spreads to others, circumstances under which separation of the affected child or staff is necessary;
4. A child is suspected of having any case of communicable disease which is listed in the Guidelines for Common Communicable Diseases

The parents of children who display symptoms of fever, vomiting, diarrhea, severe cough, sore throat, sneezing with mucus, skin rash, severe itching will be notified to pick up your child from the school as soon as possible.

Children must be free from all symptoms for 72 hours and received no fever reducing medication for 24 hours prior to returning to school. A doctor's note will be required for returning to school in the case of a student having a Common Communicable Disease as set out by York Region Public Health:

<https://www.york.ca/wps/wcm/connect/yorkpublic/cc1693d0-ea76-4f8a-bf08-39316168fc99/Guidelines+for+Common+Childhood+Communicable+Diseases.pdf?MOD=AJPERES&CVID=mu8DCq>.

We encourage students who are returning to school who did not have a Common Communicable Disease to also have a doctor's note as an additional safety precaution

Additional Measures During COVID-19

The measures below **supersede any previous Ill Child Policies in place.**

If a child begins to **experience symptoms of COVID-19 while at school:**

- Symptomatic children must be immediately separated from others in a supervised area until they can go home. In addition, where possible, anyone who is providing care to the child should maintain a distance of at least 2 meters and windows and doors open (if possible) to provide air circulation.
- If a 2-metre distance cannot be maintained from the ill child, advice from the local public health unit will be necessary to prevent/limit virus transmission to those providing care.
- The school will contact the local public health unit to notify them of a potential case and seek advice regarding the information that should be shared with other parents/guardians of children in the school.
- While contacting the public health unit, at a minimum the child and staff member should wear a surgical/procedure mask (if tolerated and only for children over the age of 3), and any other PPE appropriate for the circumstance. In addition, staff will wear a face shield and gown.

- Hand hygiene and respiratory etiquette should be practiced while the child is waiting to be picked up.
- Tissues should be provided to the child for proper respiratory etiquette, along with proper disposal of the tissues.
- Environmental cleaning of the space the child was separated from should be conducted according to updated Public Health guidelines, once the child has been picked up.
- Contaminated items belonging to the symptomatic child (including soiled clothing) are to be sent home immediately for cleaning. Items will be placed in a secure and tied plastic bag. MSK will not be responsible to rinse or wash items.
- All items that the child came into contact with that cannot be cleaned (paper, books, cardboard puzzles) will be removed and stored in a sealed container for a minimum of 7 days.
- Children with symptoms must see a doctor in order to confirm if the child should be tested.
- Siblings of the sick child are also to be picked up and excluded from MSK until confirmed clear to return to school.
- Other children and staff in the school who were present while a child or staff member became ill should be identified as a close contact and cohorted (i.e., grouped together). The local public health unit will provide any further direction on testing and isolation of these close contacts.
- Children or staff who have been exposed to a confirmed case of COVID-19 should be excluded from the school for 14 days.

https://www.york.ca/wps/wcm/connect/yorkpublic/39e46d73-0603-4acf-8d63-7788b8f65c6a/COVID+19+Child+Care+Centre+Self-Auditing+Checklist.pdf?MOD=AJPERES&CACHEID=ROOTWORKSPACE.Z18_29D41BG0PGOC70QQGGJK4I0004-39e46d73-0603-4acf-8d63-7788b8f65c6a-naQcTAX

Symptomatic staff and children should be referred for testing. Testing of asymptomatic persons should only be performed as directed by the local public health unit as part of outbreak management. A list of symptoms, including atypical signs and symptoms, can also be found in the ‘COVID-19 Reference Document for Symptoms’ on the Ministry of Health’s COVID-19 website.

- Asymptomatic persons will only be tested as directed by local Public Health
- Those who test negative for COVID-19 must be excluded until directed by local Public Health that it is safe to return to school
- ***Those who test positive for COVID-19 must be excluded from school for 14 days after the onset of symptoms and clearance has been received from the local public health unit.***

****** A doctor’s note or approval from a Public Health Medical Officer will be required by MSK and submitted to Administration for a student/staff in order to return to school after illness from a Communicable Disease and/or COVID19 case.***

COVID-19 Reference Document for Symptoms:

- Canadian Pediatric Society. (April 29, 2020). Update on COVID-19 epidemiology and impact on medical care in children: April 2020. Retrieved from <https://www.cps.ca/en/documents/position/update-on-covid-19-epidemiology-and-impact-on-medical-care-in-children-april-2020>
- Canadian Pediatric Surveillance Program. (2020). Public Health Alert: COVID-19 and skin changes in children. Retrieved from https://www.cpsp.cps.ca/uploads/private/CPSP_Public_Health_Alert-Pernio-like_changes_in_COVID-19.pdf

- Caring For Kids. (May 2020). COVID-19 and your child. Retrieved <https://www.caringforkids.cps.ca/handouts/the-2019-novel-coronavirus-covid-19>
- Government of Canada. (January 13, 2020). Canada's food guide. Retrieved from <https://food-guide.canada.ca/en/> Government of Canada. (May 22, 2020). Coronavirus infection: Symptoms and treatment. Retrieved from <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/symptoms.html?topic=tilelink>
- The Hospital for Sick Children. (March 31, 2020). How to talk to your child about COVID-19. Retrieved from <https://www.aboutkidshealth.ca/Article?contentid=3866&language=English&hub=COVID-19>
- The Hospital for Sick Children. (April 30, 2020). Coronavirus disease 2019 (COVID-19). Retrieved from <https://www.aboutkidshealth.ca/Article?contentid=3872&language=English>.

E. Fee and Payment Policy

Montessori School in Kleinburg enforces the following policies and procedures for tuition payments:

1. Part-time and Full-time tuition is to be paid on the 1st of the month beginning prior to the start of the new school year being August 1st.
2. A 10% per month increase will be charged when a payment is late, plus admin fee of \$200.
3. There will be a \$500.00 charge per child for every change or addition to their program.
4. All tuition is due regardless of sickness, behavioral/disciplinary removal, vacations, weather-related closings or holidays (including Thanksgiving, Winter Break, snow days, P.A. days and Spring Break), ***emergency-related closings mandated by the federal/province/local government/Health Canada, like a pandemic. (No reimbursement of tuition will be granted)***
5. If you need to terminate your child's enrollment, a 60-day notice in writing is to be given to the school Principal; otherwise four months of tuition will be withheld.
6. If you decide to take an extended leave of absence, we still require full payment of tuition. ***The extended leave of absence also applies to those who choose to not send their child to school after the reopening from a forced closure, like a pandemic or emergency-related forced closure. In the case of the school being closed due to a pandemic, distance learning will be in effect.***
7. To ensure your child's enrollment, parents must re-register their child(ren) for the following year.

It is understood that there may be an annual increase each August at the start of the fiscal year.

In the event of a School Closure/Mandated shut down:

1. Moving forward, there will be no refunds, nor credits, nor a reduction in tuition fees for the Casa and Elementary Programs. You may receive refunds/credits for the hot lunch program, or for any pre-paid trip fees.
2. MSK will move to Online Learning and begin our Distance Learning Programs as stated by each Departments Distance Learning Program. Please refer to the Distance Learning Programs shared on the Parent Portal.
3. To ensure that MSK can continue to provide quality education to our students even in the event of another mandated shutdown - this was a key consideration in updating our policy and we will not be providing refunds or credits to the program outside of food portions or trip related payments.

4. As we move forward past our experience with the mandated shutdown in the Spring of 2020, we have restructured our program and fee policy to preserve how we deliver and provide education and plan for a variety of scenarios in light of the recent events.
5. If there is a mandated government shutdown Toddlers will receive 50% of the fee that was affected **during the shut down only**. Toddler students will then have the option of distance learning. Please note if you opt out of distance learning the above amount is non negotiable.
6. Refunds and credits will be calculated at the end of the academic year and no sooner.
7. Please note that a \$500.00 admin fee will be applied to any and all changes including but not limited to refunds or credits.
8. No refunds or credits will be issued for accounts which are in arrears.

F. Admission/Exclusion due to symptoms of illness

Children who are obviously ill with fever, diarrhea, vomiting, green-runny nose, puss/oozing eyes, disease or condition (i.e.- ringworm, head lice, chicken pox, measles, mumps, pink eye, fever over 100 degrees/ 37.8 Celsius, etc.) will not be allowed to enter Montessori School in Kleinburg. This presents a danger to other children and staff members at our facility. If you have any doubts about your child's health, please email the Principal, Mrs. Vincenza Marzano-Kooner at e.marzano@msk2002.com or phone the school at 905-893-0560 to be sure they may attend. If your child appears to be sick or has any of the above symptoms while at school, we will notify the parent or guardian immediately, and it is necessary that the child be picked up as soon as possible or the most within one hour of notification.

The child will be permitted to return when his/her temperature is normal for 72 hours without aid of fever-reducing medication and clear of all symptoms and a note from the child's Doctor stating they are no longer contagious. Your child must have any prescribed medication, such as antibiotics, in his/her system for at least 72 hours before returning. **In the event your child is sent home with one of the above health concerns, they will not be permitted back to Montessori School in Kleinburg without a doctor's note. The doctor's note must be written on their letterhead and read that the child can return to school because what they have is no longer contagious.**

Permission for a child to be administered medicine in the school must be approved by the Physician (via prescription for medicine) and parent filling out the Montessori School in Kleinburg Scheduled Medication/Treatment Record form. Medications will be administered throughout the day as required. The medication must be given to any of the Administration Staff in its original bottle, which contains the pharmacist's directions and be labeled correctly with the child's name. The medication form must be signed by the parent at this time and will be given to the classroom teacher and once administration of medication completed, kept in the Child's file in the office. Children will be given their medication according to the prescription specifications only.

If a child or staff is showing COVID-19 symptoms (fever, cough, shortness of breath, etc.) they are immediately separated from others and supervised in a designated room/space. The administration staff will contact York Region Public Health to notify of a potential case and seek advice on the information to be shared with parents/guardians/other staff. Other children and staff who were present while the child or staff member became ill should be identified as a close contact and further cohorted (i.e., grouped together) until they can be picked up by parents/guardians to self-isolate and monitor for symptoms at home. York Region Public Health will provide further direction on testing and isolation of these close contacts.

Children or staff who have been exposed to a **confirmed** case of COVID-19 should be excluded from the school for 14 days and seek assessment and testing at a COVID-19 assessment centre. Symptomatic staff and children should be referred for testing. Those who test negative for COVID-19 must be excluded from the program until 24 hours after symptom resolution. Those who test positive for COVID-19 must be excluded from the program for 14 days after the onset of symptoms and clearance has been received from York Region Public Health. Asymptomatic persons will only be tested as directed by York Region Public Health. A single, symptomatic, laboratory confirmed case of COVID-19 in a staff member or child is considered a confirmed COVID-19 outbreak, and the school will contact York Region Public Health.

Staff and children who have been in contact with a suspected COVID-19 case should be monitored for symptoms and further cohorted (i.e., grouped together) until laboratory tests, if any, have been completed or until directed by York Region Public Health. Staff and children waiting for test results should be excluded from the school until test results are received.

We ask that all parents and staff let us know of any potential exposure immediately. A potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID-19 for at least 10 minutes. The timeframe for having contact with an individual includes the period of 48 hours before the individual became symptomatic.

G. Personal Belongings

While in this phase of operation, children may not bring in any personal belongings aside from what is approved. No toys or personal items from home will be permitted at this time. Parents are asked to provide a mask for their child (5 yrs. and up) that will remain here on the premises and sent home to be laundered or discarded after use. We require bedding for each day and each stored in an individual transportable bag. Bedding will be sent home weekly to be laundered every day to be laundered. Each Department has developed their own procedures regarding backpacks and items being sent home. Please read the appropriate information for your child's department.

H. Visitors

Visitors will not be permitted at this time. This includes special guests until further notice. Any Speech Pathologists or Early Interventionists (special needs instructors) will be permitted if they pass screening procedures and follow protocol.

I. Field Trips/Special Events/Gym Use

There will be no out-of-school field trips or special events/gatherings at this time. Virtual Field trips and programs will be offered throughout the school year.

The gymnasium will only be used for moderate activity and physical distancing measures will be applied and children will wear masks as directed by the York Region Public Health Unit. Limited equipment will be used and disinfected after use.

J. Parties and Celebrations

There will be no school assemblies or celebrations at this time. Any special celebrations will be done within the students' cohort or via Zoom only.

K. Food

- A. Lunch: **We ask that you do not bring in lunches that need to be heated.** A packed lunch is acceptable for Elementary students only and we will have **catered meals** for the Toddler and Casa students.
- B. Snack: A morning and afternoon snack will be provided for the Toddler and Casa students. Elementary students bring their own snacks. The sharing of food is not permitted between students.
- C. Food Allergy: **We are a peanut and nut aware facility**, so please do not provide lunches that contain peanuts or any other nuts. If your child has an allergy to any foods, please be sure that it has been indicated in your child's Emergency Contact Sheet and an Allergy/Medical Condition or Anaphylactic Form filled out. Any changes to your child's allergy must be given in written form to the teacher AND administration and may require you to complete another Allergy or Anaphylactic Form.

If your child has a medical condition this too must be reported and an Allergy/Medical Condition Form filled out. All allergies and medical conditions will be posted in the classroom. This form must be provided prior to your child's start at school. **Students with Allergy/Medical Conditions MUST have all FORMS filled out and submitted to MSK for their child to be able to attend.**

L. Travel

If your child was/is in close contact with a person(s) who recently travelled outside of Canada, or any member in your child's household, they will NOT be able to attend school. The student(s) will need to stay home for 14 days.

M. Attendance and Screening Forms

All attendances are maintained daily and times of arrival and departure noted. These records are maintained in each classroom and a copy given to the office at the end of each week.

Also, each classroom has the contact information for each student and the office has contact information for each staff member.

Daily screening forms are kept on hand for each student/staff/visitor for the 28 days as required by Public Health.

Records are kept up-to-date and are available in the event they are required by York Region Public Health for contact tracing.

N. Outbreak Management

If an outbreak is declared by the local public health unit (which is two or more laboratory-confirmed COVID 19 cases in children, staff or other visitors with an epidemiological link) we will communicate what is to happen and if any classrooms/cohorts or if the entire school will be closing.

It is the public health unit which declares an outbreak and determines the steps our school is to follow.

O. Additional Resources and Information

★York Region Community and Health Services Department Health Protection Division Website

[-https://www.york.ca/wps/portal/yorkhome/yorkregion/yr/regional/services/reopeningandresumingbusinessduringcovid19/reopeningandresumingbusinessduringcovid-19/lut/p/z1/jzBNDolwEIXP4gFMhwakLitGC2hwY8RuTJVam2ghrbDw9FbiVmRW8ybf_LxBHJWIG9FpJZ66NuLu9ZHPTildp4zlkBUhSYBCQTMcEyB5jA49AD-CAUj-gcAPjw--7fAO8B2m2wV4o143qbaXGtUWqI6g07aTl-k-1TqRhptIDCVIa59-PTcOm2kc1VrvbrUna6C-Wh06tkD4v2BGlcZFiSQASsIpKt4Fy0JCvCJ_gA5_gIDP2ge-K1WcxTTSdvjGQzoA!!/dz/d5/L2dBIS9nQSEh/#.Xv5ING1Ki1s](https://www.york.ca/wps/portal/yorkhome/yorkregion/yr/regional/services/reopeningandresumingbusinessduringcovid19/reopeningandresumingbusinessduringcovid-19/lut/p/z1/jzBNDolwEIXP4gFMhwakLitGC2hwY8RuTJVam2ghrbDw9FbiVmRW8ybf_LxBHJWIG9FpJZ66NuLu9ZHPTildp4zlkBUhSYBCQTMcEyB5jA49AD-CAUj-gcAPjw--7fAO8B2m2wV4o143qbaXGtUWqI6g07aTl-k-1TqRhptIDCVIa59-PTcOm2kc1VrvbrUna6C-Wh06tkD4v2BGlcZFiSQASsIpKt4Fy0JCvCJ_gA5_gIDP2ge-K1WcxTTSdvjGQzoA!!/dz/d5/L2dBIS9nQSEh/#.Xv5ING1Ki1s)

★Public Health Ontario - <https://www.publichealthontario.ca/>

★Ministry of Health's COVID-19 Website -

http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/2019_guidance.aspx

★Ontario's COVID-19 Response - <https://www.ontario.ca/page/how-ontario-is-responding-covid-19>

★York Region Healthy Schools -

https://www.york.ca/wps/portal/yorkhome/health/yr/healthyschools/lut/p/z1/tVVdb8IgfP0tPuyx4RZqwUfsnG3V6nR-lBft2Go7tFWDuXW_fmG0WVzUbK48QC45nHs4wAUJNEliDXbLJBJlgYLFvCHDU87th2A9y2wSzg0OYupgxqFR0NDwC40Dgg8X19vccMcAYu5QO9DYZDjuuvAMT1_AMkkFhNkhD5IISmQYKkpkOENYOFOcZwQLQpC6cmDssVqlf26EkqVzJGfr4ZT7JURql8gDzbzFWwYI8O0zE2TJSfRQsZHwa8-0kzrLF9Iz0T1XiufDvQwFwdgwbD0CF-w2A-eJdsqPzNahgY-AKxy-0kAvauhiNNwl0TVqp9lmaqQ6y90uf7FMGyixu8zp04KVP4blGDWY2W51mV78zw40NFEPCqWnUCw9Lpb-f8xxHbB0vn_UpEaAY8diVelyzyvWe69Y771ivfeKvfeDe81xbxVk9WMkr-u14KrQ7qvrh0Siv1daxYY3Las1UyIDGwtJOs3Q6Ay0Wvb7S0ZybT5t1Yjhu7vPqqfdGprRkjdKX2Dco6M!/dz/d5/L2dBIS9nQSEh/#.Xv5I321Ki1s

★Toronto Public Health Guidance for Child Care Settings -

<https://www.toronto.ca/wp-content/uploads/2020/04/9571-COVID-19-Guidance-for-Child-Care-Settings.pdf>

★Toronto COVID-19 Community and Workplace Settings for Child Care -

<https://www.toronto.ca/home/covid-19/covid-19-protect-yourself-others/community-settings-workplaces/?accordion=child-care-centres>

Toddler Department

Dear Parents and Guardians,

We thank you for choosing the Montessori School in Kleinburg for your child's "first school experience". Now more than ever, we appreciate the trust you have placed in us not only to teach and care for your child and to ensure their needs are met, but also to entrust us with your child's health, wellbeing and safety; which is of utmost importance to all.

"As we prepare to reopen more businesses and services, it is critical that we ensure that supports are in place so people can return to work knowing their children will be cared for in a safe and healthy environment," said Premier Ford. "Our child care plan sets out strict protocols that must be followed to prevent the spread of COVID-19. We have made great progress to contain the virus, but we must be mindful that there is still a public health risk."

As the province continues to implement its Framework for Reopening the Province, child care centres across Ontario will be able to reopen with strict safety and operational requirements in place, similar to the safety guidelines required for emergency child care centres. Centres will be required to adopt specific rules, including:

- Cohorting — putting children and staff in reduced group sizes
- COVID-19 response plan — all child care settings will be required to have a plan in place if a child, parent or staff member/provider is exposed to COVID-19;
- Adhering to teacher to student ratios as per CCEYA
- Screening — all staff and children must be screened prior to entry to the child care setting. Anyone feeling unwell must stay home; A Health Screen Form is required to be filled out in full each day
- Daily attendance records — child care settings must keep daily records of all attendees in order to support contact tracing;
- Cleaning — child care settings must be thoroughly cleaned before opening and frequently thereafter;
- No visitors — only essential visitors are permitted entry into the child care setting;
- Implementing drop-off and pick-up protocols in a way that facilitates physical distancing.

“Based on the advice of the Chief Medical Officer of Health and with strict health and safety protocols in place, the government is now enabling summer day camp programs across the province to reopen this summer. Strict health and safety guidelines were developed by the Ministry of Health in partnership with public health, the Ministry of Labour, Training and Skills Development, and municipalities, and distributed to local public health teams earlier this month”. MSK has implemented all of the above rules and procedures and effectively opened our school on July 6th, 2020 for Summer Camp- including the Toddler camp program-- with great safety and success.

"We know the integral role child care plays in the restart of Ontario's economy, especially when it comes to enabling parents to return to work," said Minister Lecce. "But parents must have confidence in the child care system at this very difficult time. By imposing specific public health requirements, we are signaling our firm commitment to keeping our children, staff, and our families safe."

"Having children safely re-engage in learning, play and social activities with other children is of great benefit to their mental, emotional and behavioural development," says Dr. Ronald Cohn, President and CEO of The Hospital for Sick Children (SickKids). "Children thrive when they are able to interact with other children. The reopening of child care centres is an important step forward for allowing children to be with their peers and enjoy activities outside of their home environment."

Toddler Department: Toddler Lavender and Toddler Rose Reopening RULES AND PROCEDURES:

As of September 2020 - Updates are given to all child care staff/providers on most current health and safety measures, according to Ministry of Education Operational Guidance and York Region Public Health.

The Montessori School in Kleinburg has continued to prioritize the health and well-being of our staff, children, and the communities we serve as stated in our Mission and Vision of MSK.

Now that we have received the green light to open our doors to our valued and trusted families of MSK, we are taking all proper steps to ensure a SAFE environment for your child(ren) to return.

All MSK staff and administration have been attending (online) training and webinars regarding Policies and Procedures, next steps to re-open, as well as becoming familiar on how to socially and emotionally prepare families and children to return to school.

We ask for your patience, understanding, and cooperation regarding the changes being made according to York Region Public Health and Ministry Guidelines, to ensure your child is in our proper care at the Montessori School in Kleinburg.

Kindly see the list of changes being implemented by the Toddler Department for our Toddler Classrooms:

- Staggered Arrivals: between 8:00 am - 8:45 am
 - Controlled Entrances through the Vestibule Door
- Temperature Check - Morning, Afternoon, End of Day
- Teachers - wearing face shield and face mask
- Staff wearing full PPE
- Cohorted classrooms
- Separate playground areas
- Added outdoor time
- Health Screening Form to be filled out and submitted upon arrival each day
- NO parents/guardians/visitors are permitted to enter the school
- NO food from home
- Removal of carpet and work mats
- Enhanced cleaning of materials
- Rearranging shelves and added visual aids in classrooms - to encourage Physical Distancing
- Mandatory Indoor shoes - no Outdoor shoes allowed in our classrooms
- Water bottles must be labeled and away from students to avoid accidental sharing
- No Communication Folder - **MSK is now using the HiMama App – Please see the HiMama Uses document on the Parent Portal**
- Individual Tables - students will be designated to their own chair and table/spot
- Circle Time - student will sit on designated spot on floor
- Bedding sent home at the end of each week or when visibly soiled - mandatory sleep mats (i.e. urban infants)
 - NO stuffed animals
 - NO oversized pillows
 - NO comforter style blanket
- **Increase of Handwashing: Increased Handwashing Visual Posters**
 - **Upon arrival and dismissal to and from school**
 - **Before and After Snack**
 - **Before and After Indoor and Outdoor Play**
 - **As needed after toileting/diaper changes, and sneezing/coughing/facial contact**

Kindly see updated Daily Schedule for our Toddler classrooms upon returning to MSK--- Please note* this schedule is fluid/subject to change as protocols evolve and updates are implemented:**

TIME	
8:00 am - 8:45 am	<ul style="list-style-type: none"> ● Staggered Arrivals ● Arrival Temperature check ● Submit Health Check From

8:45 am - 9:10 am	<ul style="list-style-type: none"> • Indoor transition • Handwashing • Small work period
9:10 am – 9:20 am	<ul style="list-style-type: none"> • Handwashing • Snack • Handwashing
9:20 am – 9:30 am	<ul style="list-style-type: none"> • Prepare for Outdoor Play
9:30 am – 10:30 am	<ul style="list-style-type: none"> • Outdoor Play
10:30 am – 11:30 am	<ul style="list-style-type: none"> • Handwashing • Toileting/Diapering • Handwashing • Circle • Work Period
11:20 am	<ul style="list-style-type: none"> • Half Day Pick-up • Handwashing (before they leave) • Temperature Check (before they leave)
11:30 am – 12:00 pm	<ul style="list-style-type: none"> • Lunch • Handwashing (before lunch) • Diapering/Toileting (as needed) • Handwashing
12:00 pm – 2:00 pm	<ul style="list-style-type: none"> • Temperature Check (full day students) <p>Nap Time</p> <ul style="list-style-type: none"> • Cots up to 2 ft apart (when possible) • Children head to toe <p>Bedding to go home weekly for laundering or when visibly soiled</p>
2:00 pm - 2:30 pm	<ul style="list-style-type: none"> • Handwashing • Diapering/Toileting • Snack • Handwashing
2:30 pm - 3:00 pm	<ul style="list-style-type: none"> • Afternoon Circle • Prepare for Home • Temperature Check • Handwashing
3:00 pm - 4:00 pm	<ul style="list-style-type: none"> • Outdoor Play • Pick up from outside playground area or vestibule (weather permitting)

**** Diapering will be as needed throughout the day****

The Toddler Program will move to an online program only in the event of a Mandated Emergency School Closure. The Toddler Program will provide 1.5 hours of online programming for students. A credit/refund of 50% will be applied in the event that the school closure goes beyond 2 weeks.

Your cooperation and patience are very much appreciated as we practice and implement these new policies, procedures and schedule.

With kind regards,
Miss. Sara Galati, Toddler Department Head

CASA Department

CASA BLUE, RED, YELLOW

Dear Parents and Guardians,

We thank you for choosing the Montessori School in Kleinburg for your child's education. Now more than ever, we appreciate the trust you have placed in us not only to teach and care for your child and to ensure their needs are met, but also to entrust us with your child's health, wellbeing and safety; which is of utmost importance to all.

"As we prepare to reopen more businesses and services, it is critical that we ensure that supports are in place so people can return to work knowing their children will be cared for in a safe and healthy environment," said Premier Ford. "Our child care plan sets out strict protocols that must be followed to prevent the spread of COVID-19. We have made great progress to contain the virus, but we must be mindful that there is still a public health risk."

As the province continues to implement its Framework for Reopening the Province, child care centres across Ontario will be able to reopen confidently with strict safety and operational requirements in place, similar to the safety guidelines required for emergency child care centres. Centres will be required to adopt specific rules, including:

- **Cohorting** — putting children and staff in a group/bubble/cohort---Adhering to teacher: student ratios as per CCEYA – Students will remain in their Cohort for the course of the school day.
- **COVID-19 response plan** — all child care settings will be required to have a plan in place if a child, parent or staff member/provider is exposed to COVID-19.
- **Active Screening** — all staff and children must be screened prior to entry to the child care setting. Anyone feeling unwell must stay home; and follow York Region Guidelines
- **Health Screening Form** to be filled out and submitted upon arrival each day
- **Daily attendance records** — child care settings must keep daily records of all attendees in order to support contact tracing.
- **Enhanced Cleaning** — child care settings must be thoroughly cleaned and disinfected before opening and frequently thereafter. Cleaning Record Logs for each room are maintained for all cleaning and disinfecting done daily.
- **No visitors** — only essential visitors are permitted entry into the child care setting;
- **Implementing drop-off and pick-up protocols** in a way that facilitates physical distancing.

“Based on the advice of the Chief Medical Officer of Health and with strict health and safety protocols in place, the government is now enabling summer day camp programs across the province to reopen this summer. Strict health and safety guidelines were developed by the Ministry of Health in

partnership with public health, the Ministry of Labour, Training and Skills Development, and municipalities, and distributed to local public health teams earlier this month". (June 2020)

MSK has implemented all of the above rules and procedures and effectively re-opened our school on July 6th, 2020 for Summer Camp- including the Casa Camp program-- with great safety and success. The Casa Program has continued to maintain all current health and safety protocol including screening and cleaning practices to date.

"We know the integral role child care plays in the restart of Ontario's economy, especially when it comes to enabling parents to return to work," said Minister Lecce. "But parents must have confidence in the child care system at this very difficult time. By imposing specific public health requirements, we are signaling our firm commitment to keeping our children, staff, and our families safe."

"Having children safely re-engage in learning, play and social activities with other children is of great benefit to their mental, emotional and behavioural development," says Dr. Ronald Cohn, President and CEO of The Hospital for Sick Children (SickKids). "Children thrive when they are able to interact with other children. The reopening of child care centres is an important step forward for allowing children to be with their peers and enjoy activities outside of their home environment."

All MSK staff and administration have been attending ongoing (online) training and webinars regarding Policies and Procedures, next steps to re-open, as well as becoming familiar on how to socially and emotionally prepare families and children to return to school.

Casa Department: Casa Blue, Casa Yellow & Casa Red

RULES AND PROCEDURES:

September 2021

The Montessori School in Kleinburg has continued to prioritize the health and well-being of our staff, children, and the communities we serve as stated in our Mission and Vision of MSK. We are taking all proper steps to ensure a SAFE environment for your child(ren) to return.

In the event that ChildCare is mandated CLOSED by the Province of Ontario the Casa Program will move to a Full Distance Learning Plan. As an interim measure the Casa Learn From Home Program was created in October 2020 to help support students and families who are remaining at home for a brief period of time while monitoring signs and symptoms of Covid19 or other illness. We encourage all families to refer to the Parent Portal for full details on the Casa Learn From Home Program which includes its structure and difference from a Full Distance Learning Program.

The Following list of changes has been revised & reviewed for our In Person attendance start for the 2021-2022 School Year as of September 1st, 2021. Kindly review the following steps which remain in effect for the CASA Department:

- Staggered Arrivals: between 8:00 - 8:45 am
 - Separate Arrival and Dismissal Entrances and Exit:
 - **CASA RED:** class outdoor entrance/exit door
 - **CASA BLUE:** class outdoor entrance /exit door
 - **CASA YELLOW:** Vestibule entrance exit door
- Temperature Check - Morning (upon arrival) and thereafter during midday and prior to dismissal in the school day
- **Health Screening Form (Current Form shared from MSK Administration) to be filled out in full and submitted upon arrival each day**

- Teachers - wearing appropriate PPE for Screening Procedures, and following all Public Health Guidelines from York Region
- Parents must NOT enter the school building
- NO entering school with food from home
- Removal of carpet and work mats that are unable to be cleaned and disinfected. Daily enhanced cleaning and disinfection measures
- Rearranging of shelves - to encourage Physical Distancing
- **MASKING:** Casa students under the age of 4 are not required to wear a facemask/covering. Casa program students ages 4 and 5 are **strongly encouraged** to wear a face mask while indoors. Opportunities for mask breaks are provided for snacks and lunch times. All students are asked to have a supply of masks kept at school in the event they become necessary for use. Please refer to the MSK Mask Policy on the Parent Portal for complete information.
- Mandatory Indoor shoes **labeled with your child's name**
- Mandatory Outdoor shoes/boots- **labeled with your child's name**
- Individual Chairs and designated seating arrangement- students/nameplate will be laminated and placed on their OWN seat/table spot
- **Each student must have their own large pencil case with, at least 2 pencils, a sharpener, set of pencil crayons, their own pair of child-safe scissors and a box or case of crayons. ALL ITEMS MUST BE LABELED. There will be no sharing of school supplies.**
- **NOTE*** A letter was supplied with the Welcome Package in August 2020. This outlined in detail the supplies your child will need as their personal school supply items**
- **Each Student will be provided with their own plastic bin for their water bottle and daily working supplies and a place to keep their paperwork.**
- Circle Time - Students will sit on designated area defined by "sit spots" or remain in their seats depending on space allowance in the classroom.
- Bedding will be sent home weekly, when soiled or at parents request. - mandatory sleep mats/roll-up style (sold at Urban Infants, Pottery Barn Kids)--- Daily disinfection of COTS
 - NO stuffed animals, NO dolls, etc.
 - NO oversized pillows
 - NO oversized comforter style blanket
 - NO crib sheet
 - NO pacifiers, nor milk bottles permitted in Casa
 - Bedding must be easy to place on and remove from cots. for daily changing
 - Each student's bedding must be transported to and from the school in a sealable, washable, reusable bag/carrier-- labeled with your child's NAME
 - Clean bedding is to be sent each Monday to school. Bedding is sent home for laundering on Fridays/last day of school for the week. each day to school
- **Increase of Handwashing: Increased Handwashing Visual Posters to be posted throughout classroom spaces**
 - Upon arrival and dismissal to and from school
 - Before and After Snacks
 - Before and After Indoor and Outdoor Play
 - As needed after toileting and sneezing/coughing/facial contact

***** IMPORTANT NOTE- As we continue to receive updated information from the Ministry of Education and from Public Health, the following schedules for each classroom are subject to change in future months as this process continues to be a work in progress.**

The Casa Program will provide our Distance Learning Program Plan only in the event of a Mandated Childcare Closure.

- Students who are age eligible for JK and SK - **4 & 5 years old** will be expected to participate in **3 hours of online distance learning each day**
- **Students who are age 3** and younger will be expected to participate in **1.5 hours of online distance learning each day**

Please refer to our full Distance Learning Program Plan document on the MSK Parent Portal.

Recess Times & the Casa Program

The Casa Program will maintain separate cohorts for recess times. A rotating schedule has been created which provides three (3) recess times. One class will have a recess from 10:30 - 11:30 a.m.. The remaining two classes will have separate spaces and recess from 12:00 - 1:00 p.m. The classrooms rotate monthly for their playground location and for the 10:30 - 11:30 recess time. Classrooms advise parents of their recess location and time for the month via the monthly classroom Newsletter.

Play Structure: has been re-inspected and will open for the 2021-2022 school year unless otherwise deemed to not be safe or should health & safety measures require it to be closed for use.

Outdoor Equipment: Each Casa Classroom will have designated outdoor play equipment. It will be cleaned and disinfected after use, daily. This is also logged on the Playground Disinfection log sheet

Playground and Play area Safety: Spaces continue to be fully inspected daily by staff and logged on our daily inspection sheet. Play areas are actively inspected by the teachers and classrooms using the space throughout the school day.

Individual Classroom Daily Schedules - CASA-

CASA RED	
TIME	
8:00 am - 10:00 am	45 minute Staggered Arrival - from 8:00 - 8:45 a.m. <ul style="list-style-type: none"> ● Handwashing upon arrival ● Take attendance (Record attendance) ● Work Period ● Hand Washing ● Snack at 9:50 (If you are arriving after this time - your child will not be offered snack- he/she must eat a snack at home)
9:50 am	<ul style="list-style-type: none"> ● Tidy up work ● Handwashing ● Snack is served - children eat at their assigned table/spots
10:00-10:15 am	Morning Circle Time held - distanced in class Handwashing Bathroom Routine before going outdoors
10:15 am - 10:30 am	Prepare for Outdoor <ul style="list-style-type: none"> ● Dressing
10:30 am - 11:30 am	Outdoor Play (1 hour) Handwashing upon returning indoors
*11:30 am	Half-day students get picked-up from the playground- Temperature check & logged on health screen form before child leaves for the day

11:35 am - 11:50 am	Hand Washing Routine & Prepare for lunch Lunch Time
11:50 am- 12:50 pm	Bathroom Routine, Handwashing Short work cycle after lunch until 12:50
12:50 - 1:00	All Students: Bathroom Routine and Napping/Rest students prepare space for their cot to rest Nap Time for children who are nappers--- age 3.8 or younger <ul style="list-style-type: none"> • Cots placed 2 ft apart • Children head to toe • Bedding remains at school for the week and is sent home for laundering when soiled and/or each Friday/last day of school for the week
1:00 - 2:00 p.m.	Non-Napping Students <ul style="list-style-type: none"> • Afternoon work period begins
2:00 pm	<ul style="list-style-type: none"> • As nappers are waking up, washroom routine begins for these students & any others who require • Handwashing after washroom use • Snack is served • Hand washing after snack
2:15 - 3:00 p.m.	Work Period resumes continues for all students
3:00 p.m.	<ul style="list-style-type: none"> • Tidy up work • Handwashing • Dress and Prepare for Home time
3:00 pm - 4:00 pm	<ul style="list-style-type: none"> • Temperature checks for all students • If weather permits- outdoor play and dismissal from the playground with physical distancing - playground will be used on a weekly rotation to ensure cleaning between cohorts • Pick up from outside • If dismissing from indoors, students will sit at designated spots, physically distancing to wait for pick-up from the Casa Red exit door • Parents must wait in cars to ensure- physical & social distancing from others
4pm to closing time	Staff members to conduct full classroom disinfection Students who are enrolled in Aftercare stay within their cohort class until 5:00 p.m. and then afterwards move to the designated Dismissal Classroom (5:00 - 5:45 pm)

INDIVIDUAL WASHROOM USE WILL TAKE PLACE AS NEEDED THROUGHOUT THE DAY
Dedicated Class Toilet in the washroom

CASA BLUE	
TIME	
8:00- 8:45 a.m.	45 minute arrival period to promote staggered arrival of students <ul style="list-style-type: none"> • All students will perform handwashing upon entering the classroom • Attendance is logged • Students begin work period after their belongings are put away

8:45 - 9:45	<ul style="list-style-type: none"> • Work Cycle
9:45 - 10:15	<ul style="list-style-type: none"> • Clean Up from Work Time • Perform table cleaning & students perform handwashing/toileting if needed • Prepare for snack - eaten at their designated table • Morning Gathering/Announcements with O'Canada & Calendar are held • Floors swept and tables cleaned after snack • Students perform hand washing after eating
10:15 am -11:15	<ul style="list-style-type: none"> • Work Period Time resumes
11:15 - 11:25 (11:30 * any half day students are picked up/dissmised)	<p>Tidy up from work time Prepare for lunch with table cleaning Students perform hand washing and have opportunity for washroom use</p>
11:25 - 11:45	Lunch Eating period for students
11:45 - 12:00	Bathroom Routine & Handwashing and preparing for outdoors (dressing) Temperature check performed and logged on health screening form
12:00 - 1:00	Outdoor Time - Use of the Assigned Play area space (based on weather and outdoor conditions)
1:00	Return indoors from outside time - handwashing and bathroom routine for all
1:15 - 2:15	<p>Nap Time for children who are nappers--- age 3.8 or younger</p> <ul style="list-style-type: none"> • Cots placed 2 ft apart • Children head to toe • Bedding arrives to school clean on Mondays and is sent home only if it becomes soiled, otherwise all bedding goes home for washing on Fridays/last day of week for school
1:15 - 2:30	<ul style="list-style-type: none"> • Afternoon work period for all non napping/resting students
2:15 pm	<ul style="list-style-type: none"> • As nappers are waking up, washroom routine begins for these students • First Year Students Nap Log is recorded on Google Doc and in class • Staff member removes bedding and disinfects all cots -Handwashing after washroom use
2:30 - 2:45	<ul style="list-style-type: none"> • Tidy up work • Prepare for snack time (+ cleaning of tables) • Handwashing • Students eat snack at their designated table space • 2:45 - 3:00 - use of toilet and preparing for dismissal, including dressing for outdoors and packing belongings

3:00 pm - 3:50 pm	<ul style="list-style-type: none"> • Temperature checks for all students and logged on health screening form • If weather permits- outdoor play and dismissal from the playground with physical distancing - use of assigned space as/rotation schedule • Pick up from outside or from classroom exterior door • If dismissing from indoors, students will wait at their desk - prepared for home with jacket/backpack & belongings physically distancing to wait for pick-up from the Casa Blue exit door • Parents must wait in cars to ensure - physical & social distancing from others
3:50 -to closing time	<p>Staff members to conduct full classroom disinfection</p> <p>Students who are enrolled in Aftercare stay within their cohort</p> <p>Class until 5:00 p.m. and then proceed to the designated aftercare space, Casa Red or Casa Blue</p>

INDIVIDUAL WASHROOM USE WILL TAKE PLACE AS NEEDED THROUGHOUT THE DAY
Dedicated Class Toilet in the washroom

CASA YELLOW	
TIME	
8:00 - 8:45 am	<p>Staggered Arrival:</p> <ul style="list-style-type: none"> • Hand Washing Routine upon arrival in classroom • Attendance Taken • Work Period • Snack will be offered at 9:45 am. (If your child arrives after this time, he/she will not be offered snack- he/she must eat a snack at home)
9:30 am	<ul style="list-style-type: none"> • Tidy up work • Handwashing
9:45 - 10:00 am	<ul style="list-style-type: none"> • Snack - eating at assigned table, using own water bottle • Clean-up from Snack: includes disinfecting tables/chairs, sweeping floors • Hand Washing Routine after Snack
10:00 - 10:45 a.m.	<p>Work period resumes</p> <p>Clean up from work period</p>
10:45 am - 11:00 am	<p>Morning Circle Time - children physically distant</p> <p>Lunch Tables are prepared with assigned seating</p>
11:00 am - 11:15 am	<p>Hand Washing Routine</p> <p>Prepare children for lunch</p> <p>Temperature Check</p>
*11:30 am	<p>Half-day students get picked-up from the Vestibule</p> <p>Temperature check before child leaves for the day</p>
11:15 am - 11:35 am	<p>Lunch Time</p>
11:35 am- 12:00 pm	<p>Lunch Clean-up - includes disinfecting tables, sweeping floors</p> <p>Hand Washing Routine</p>

	Washroom Routine Prepare children for outdoors
12:00pm - 1:00 pm	Outdoor Play in designated Play Area, respecting physical distancing.
1:00 pm-1:15 pm	Return from outside Handwashing Washroom Routine
1:15 - 2:15 pm	Nap Time for children who are nappers--- age 3.8 or younger <ul style="list-style-type: none"> • Cots placed 2 ft apart • Children head to toe • Bedding to go home weekly, when soiled or at parents' request for washing and returned • Nap Log completed daily
1:15- 2:30 pm	Work Period for Non-napping children <ul style="list-style-type: none"> • Washroom and Handwashing routines as required
2:15 pm	<ul style="list-style-type: none"> • As nappers are waking up, Washroom routine for these students • Staff member removes bedding and disinfects all cots • Hand Washing Routine after Washroom use
2:30 - 2:45	Tidy up work Hand Washing Routine before/after snack Snack Snack clean-up routine
2:45pm - 3:00 pm	Afternoon Circle Time (children physically distant) Bathroom and hand washing routines Temperature Check Prepare for Home
3:00 - 4:00 pm	<ul style="list-style-type: none"> • If weather permits- outdoor play and dismissal from the playground with physical distancing (following rotation schedule between classrooms) • Pick up from outside • If dismissing from indoors, students will remain in the classroom, physically distancing to wait for pick-up from the Vestibule exit door • Parents must wait in cars- physical & social distancing from others
4:00 - to closing time	Staff members to conduct full classroom disinfection Students who are enrolled in Aftercare stay within their cohort class

INDIVIDUAL WASHROOM USE WILL TAKE PLACE AS NEEDED THROUGHOUT THE DAY
Dedicated Class Toilet in the washroom

Your Partners in Education,
Ms. Amanda Elliott
Casa Department Head

ELEMENTARY Department

Lower, Upper, and Intermediate Levels/Grades 1-8

Dear Elementary families,

For detailed information about COVID19 related to classroom information specifically related to the MSK ELEMENTARY PROGRAM, please refer to the following document:

1. MONTESSORI SCHOOL IN KLEINBURG- ELEMENTARY PROGRAM Mini-Handbook

COVID -19 Health & Safety Guidelines and MSK LEARN AT HOME & LEARN AT SCHOOL for Elementary Programs, 2020-2021 school year. Release date: July 1, 2020; Updated: February 2021, March 2021; Updated August, 2021

Elementary Programming for the 2021-2022 school year- Please note that programming at MSK is fluid as we take direction from our Government body, as well as Ontario's Health Minister.

RESOURCE SUPPORT Department

Resource Support Department

Dear Parents and Guardians Of MSK,

We thank you for choosing the Montessori School in Kleinburg for your child's school experience. Now more than ever, we appreciate the trust you have placed in us not only to teach and care for your child and to ensure their needs are met, but also to entrust us with your child's health, wellbeing and safety; which is of utmost importance to all.

Resource Support Department **Structure For September 2021**

The Montessori School in Kleinburg has continued to prioritize the health and well-being of our staff, children, and the communities we serve as stated in our Mission and Vision of MSK.

As we prepare to open our doors to our valued and trusted families of MSK, we are taking all proper steps to ensure a SAFE environment for your child(ren) to return.

All MSK staff and administration have been attending (online) training and webinars regarding Policies and Procedures, as well as becoming familiar on how to socially and emotionally prepare families and children to return to school.

We ask for your patience, understanding, and cooperation regarding the changes being made according to York Region Public Health and Ministry Guidelines, to ensure your child is in our proper care and receiving effective curriculum delivery at the Montessori School in Kleinburg.

Kindly see the list of program features being implemented by the Resource Support Department for the 2021-2022 School Year

- Following the current physical distancing and cohort guidelines, individual student academic support will be via ZOOM Meeting from 4:00 - 5:00 p.m. The day(s) on which they will occur will be determined at a later time. Students who will receive this support will be given based on the recommendations of the classroom teacher and after consultation with and approval of the parents.
- For students with medical, physical, developmental and/or behavioural complexities, MSK staff, parent/caregivers and student support personnel will liaise to accommodate a more individualized transition back to school, if necessary. This will be done prior to school opening, if necessary, and be ongoing throughout the transition period. Equitable access to all students will be assured.
- Families that choose Distance Learning will receive the Distance Learning program established for their child's classroom.
- Teachers will be informed and have guidance from health care professionals about possible signs of mental health struggles that students may exhibit upon the return to MSK or that may arise during the year. Every effort will be made to address known/unknown sources of stress/distress for a student and provide flexibility with the classroom to mitigate it. Staff professional development workshops will also be provided
- Remote support will be continued to be offered to staff and parents through ZOOM Meetings, telephone and email in the following capacities:
- Remote conferencing with classroom teachers about individual students of concern and provide suggestions/feedback.
- Continue to support teachers to adapt or modify the curriculum, materials, environment, routines, etc. to accommodate student needs, based on identification of any learning gaps of individual students.
- Continue to support teachers in developing and updating policies and procedures regarding the COVID MSK Policies.
- Continue to liaison between teachers with outside community service providers who are involved with any student. York Region Inclusion Support Services will offer virtual visits for consultation for staff and provide the opportunity for virtual classroom consultation visits with consent of the Inclusion Support Services families. In-person visits will be limited and targeted toward a specific need.
- Continue to liaise between teachers and parents for any student who requires any accommodation/modification to their programming.
- Continue to seek and share resources that will benefit both individual students and the whole classroom.
- Continue to assist in providing Parent Education opportunities for all MSK families.
- The Department Head will continue to attend professional development workshops, provide feedback to staff and administrators and share any applicable resources given.

The Resource Support Department looks forward to continuing to support all staff and families at MSK in the upcoming year. Please note that these policies may need to be updated during the 2021-2022 school year as further directives are provided by the Ministry of Education and York Region Public Health.

Your cooperation and patience are very much appreciated as we practice and implement these new policies and procedures.

Kind regards,

Mrs. Leudke

Department Head: MSK Resource Support Department

Updates of November 10, 2020:

Dear Parents, Staff and friends of MSK,

This memo is in regard to recent updates and changes in policy related to COVID-19 and guidelines to follow for our school as directed by Public Health and The Ministry of Education. These changes reflect the latest advice from the Ministry of Health, Public Health Ontario, the Ministry of Labour, Training and Skills Development, and align with the guidance for reopening schools, where appropriate. The Ministry of Education will continue to work with its partners in the Ministry of Health and other sector partners on the health and safety measures in place and will make updates as the COVID-19 outbreak dictates. These are additions to the policies and procedures implemented for COVID-19.

Key changes include:

1. Updated guidance around the health and safety protocols that must be included in all COVID-19 policies.

MSK continues to update when required all staff, students and families accordingly and in a timely manner when directed to.

2. Revised guidance around cleaning spaces and equipment to align with practices in schools, including updated guidance on cleaning outdoor playground equipment.

MSK will refer to the Public Health Ontario's Environmental Cleaning fact sheet for information on cleaning and abide accordingly. MSK will be required to ensure that the classroom(s) and other spaces used including by not limited to the before and after school program are cleaned and disinfected:

- 1) after the before school program ends and the core day program starts and
- 2) after the core day program ends and the after-school program begins.

Also, frequently touched surfaces will be cleaned and disinfected twice daily at a minimum, however, more frequent cleaning and disinfection may be necessary, depending on the frequency of use and extent of soilage. Frequently touched surfaces include, but are not limited to, washrooms (for example toilet fixtures, faucets), eating areas (for example, tables, sinks, countertops), doorknobs, light switches, handles, desks, phones, keyboards, touch screens, push buttons, handrails, computers, photocopiers, sports equipment, knobs. A cleaning and disinfecting log to track and demonstrate cleaning schedules will be maintained daily and will be checked by Administration. MSK will continue to review to determine where enhancements might be required, including frequency and timing of cleaning and disinfection, areas to clean and/or disinfect, choice of cleaning products, and child safety, staffing, signage, and PPE use when cleaning. MSK has stored items and will rotate accordingly when needed. An inventory to determine items to be stored, for example, porous or soft items such as stuffed toys, area rugs, fabric upholstered seating. These items will not be used until further notice.

MSK will continue to use products, including disinfectants with Health Canada Drug Identification Numbers (DINs); MSK will be checking expiry dates of cleaning and disinfectant products and following the manufacturer's instructions. Shared spaces (i.e., washrooms) or shared objects, will be cleaned in between each use and only one

group at a time will access the shared space/equipment. If anyone in the school is suspected of having COVID-19 at any time during the core hours and in the before and after school program setting MSK has established a protocol to determine contaminated areas and will carry out cleaning and disinfection, including timing, when to return to use, methods of cleaning, PPE to be used while cleaning, and waste disposal as suggested by Public Health. MSK will identify areas that may require cleaning plus disinfection (items used by the individual and all surfaces within 2 metres of the ill person) versus cleaning alone (such as a hallway or room where the individual has passed through). MSK will use disposable cleaning equipment, such as disposable wipes, where possible. MSK will remove all items that cannot be cleaned (paper, books, etc.) and store them in a sealed container for a minimum of 7 days.

MSK will continue to focus on proper hand hygiene before and after using shared play structures is advised.

3. Revisions to the masking and eye protection requirements to clarify the difference in requirements between staff/providers, parents or other adults, children in grade 1 and above, and younger children (5 yrs. and younger).

MSK staff are required to wear medical masks and eye protection (i.e., face shield or goggles) while inside MSK, including in hallways and staff rooms (unless eating – but time with masks off is limited and physical distance will be maintained). All other adults (i.e. parents/guardians, and visitors) are required to wear a face covering or nonmedical mask while inside the premises. (see information about the use of face coverings on the provincial COVID-19 website).

All students in grades 1 and above are required to wear a non-medical mask or face covering while inside, including in hallways. All younger children (casa) are encouraged but not required to wear a non-medical mask or face covering while inside, including in hallways. Masks are not recommended for children under the age of two.

See information about the use of masks on the provincial COVID-19 website. Parents/guardians are responsible for providing their child(ren) with a non- medical mask(s) or face covering each day and should be reminded that if children are wearing masks, they will require a way to store their mask when not in use. Masks should be replaced when they become damp or visibly soiled. Please Refer to Public Health Ontario resources for how to properly wear and take off masks and eye protection. You may also wish to view a helpful video on how to properly put on and take off masks and eye protection.

The use of masks is not required outdoors for adults or children if physical distancing of a least 2 metres can be maintained between individuals. MSK has reasonable exceptions to the requirement to wear masks. Exceptions to wearing masks indoors could include circumstances where a physical distance of at least 2 metres can be maintained between individuals, situations where a child cannot tolerate wearing a mask, reasonable exemptions for medical conditions, etc. Exceptions to wearing a mask will require a doctor's note related to a medical condition, it is not a requirement of the ministry and is discouraged as a general practice. The use of medical masks and eye protection is for the safety of child care staff/providers and the children in their care. This is very important when working with young children who may not be wearing face coverings (i.e. under the age of two). Keep in mind that it may be difficult to put on a mask and eye protection properly (i.e. without contamination) after having removed them, given the frequent and spontaneous need for close interactions with young children in a child care setting. MSK will secure and sustain an amount of PPE (including but not limited to face shields or goggles, medical masks, gloves, etc.) and cleaning supplies that can support current and ongoing operations.

To support healthy and safe operation of our program, a supply of non-medical or cloth masks will also be provided for all school aged students in case they cannot bring one from home. MSK will also perform and promote frequent, proper hand hygiene (including supervising or assisting participants with hand hygiene). Hand washing using soap and water is recommended over alcohol-based hand rub when hands are visibly soiled and for children. Refer to Public Health Ontario's How to Wash Your Hands fact sheet.

4. Revised guidance around screening practices to clarify that screening prior to arrival at MSK is preferred, to encourage the use of the provincial screening tool, and to remove the requirement to maintain records of daily screening.

All individuals must self-screen every day before arrival at MSK. Individuals who do not pass the screening are not permitted to attend. An ill individual who has a known alternative diagnosis provided by a health care provider may return to child care if they do not have a fever and their symptoms have been improving for at least 24 hours.

The COVID-19 school and child care screening tool is available to support parents/guardians, staff/providers and essential visitors or those regularly in a home child care setting in meeting this requirement. MSK has developed its own screening tool that has been approved and will continue to be implemented and followed until further notice.

Self-assessment tools will be made available to staff to ensure awareness of possible symptoms of COVID-19. Signs will be posted at entrances to remind staff, parents/caregivers, and visitors of screening requirements. In the event that an individual is not screened prior to arriving at the child care setting, active (in-person) screening should be available when necessary. If an individual is screened at the child care setting, screeners will take appropriate precautions when screening and escorting children to the program, including maintaining a distance of at least 2 metres from those being screened, or being separated by a physical barrier (such as a plexiglass barrier). A process should be in place to ensure those waiting in line are physically distanced from one another. MSK requests that a distance of 2 meters be maintained at all times.

Alcohol-based hand rub containing 60% to 90% alcohol content should be placed at all screening stations. Dispensers should not be in locations that can be accessed by young children.

5. Revised guidance on protocols for when someone in the program is symptomatic, including testing and reporting advice, and how to treat the siblings of someone who is symptomatic, to more closely align with guidance in schools and to clarify that a medical note is not required to return to a child care program after an individual has become ill.

MSK, together with the Ministry of Health and Public Health will work closely to monitor and respond to reports of COVID-19 symptoms. Anyone who is symptomatic, does not pass screening, or has been advised to self-isolate by the local public health unit must not be permitted to attend the program and should stay at home (this includes children, child care centre staff, students completing post-secondary placements, home child care providers and those ordinarily resident/regularly at the home child care premises). If an individual becomes ill while in the child care setting:

- The ill individual must be immediately separated from others, in a separate room where possible (i.e., an isolation room). TBD by the principal. Parents/guardians must be contacted for pick-up of symptomatic children.
- The Symptomatic children who are separated from others will be supervised.

- Anyone providing care to the ill individual should maintain as much physical distance as possible. If physical distancing is not possible (e.g., if a young child needs comfort) staff/providers should consider added PPE (i.e., gloves, gown).
- The person caring for the individual should wear a medical mask and eye protection and be trained on proper use of PPE, including donning and doffing.
- If tolerated, the ill individual should also wear a medical mask.
- Hand hygiene and respiratory etiquette should be practiced while the ill individual is waiting to be picked up.
- Cleaning of the area the separated individual was in and other areas of the child care setting where the ill individual was should be conducted as soon as reasonably possible after the ill individual leaves (see above in the Cleaning section).
- The ill individual and/or their parent or guardian be advised to use the online self-assessment tool and follow instructions which may include seeking medical advice or going for testing for COVID-19. PLEASE Note that individuals do not require a medical note or proof of negative test to return back to the program but MSK recommends this.
- Communication protocols to update and inform everyone at MSK while maintaining confidentiality of the ill individual should be initiated (e.g., contact the school, home child care agency, service system manager and/or ministry through a Serious Occurrence Report as applicable).
- Regular child care operations can continue unless directed otherwise by the local public health unit.
- If a child develops symptoms and their self-screening indicates they should stay home but their sibling(s) do not have symptoms, the siblings do not need to isolate until the other child tests positive for COVID-19.
- If a child is tested for COVID-19, follow the guidance of the local public health unit, health care provider and related direction for isolation and returning to the program. If there are other siblings or members of the household that attend school or child care, the local public health unit will provide any further direction on returning to school/child care.
- Persons who test positive may not return to the child care setting until they are cleared by the local public health unit. Note that individuals do not need to provide a medical note or proof of negative result to return to the program. For home-based programs: if a person who resides in the home tests positive for COVID-19, the local public health unit should be notified and their advice on next steps should be followed (including closing the program and notifying all families if necessary).

6. Revised definition of an outbreak in a child care setting to two or more laboratory-confirmed COVID-19 cases in children, staff/providers or other visitors with an epidemiological link, where at least one case could have been infected in the child care setting.

Outbreak Management

- An outbreak may be declared by the local public health unit when: within a 14-day period, there are two or more laboratory-confirmed COVID-19 cases in children, staff/providers or other visitors with an epidemiological link (e.g., cases in the same room, cases that are part of the same before/after school care cohort) where at least one case could have reasonably acquired their infection in MSK.
- The local public health unit will work with the licensee to determine whether epidemiological links exist between cases and whether transmission may have occurred in the child care setting.
- If the local public health unit declares an outbreak, they will determine what happens next. This could include closing particular rooms or cohorts or the entire MSK setting.
- The public health unit will help determine which groups of children and/or staff/providers need to be sent home or if a partial or full closure of MSK is required.

- If the public health unit determines that partial or full closure of the child care setting is required, the licensee must revise their existing serious occurrence report for a confirmed COVID-19 case to include information about the closure.

7. Revised guidance on reporting serious occurrences to specify that licensees are no longer required to report a serious occurrence for suspected cases and if a parent has a case of COVID-19.

Reporting and Serious Occurrence Reporting

- MSK has a duty to report suspected or confirmed cases of COVID-19 to the medical officer of health under the Health Protection and Promotion Act.
- Previously, licensees were also required to report all suspected cases of COVID-19 to the ministry. Currently, only where a child, staff, student, home child care provider, home child care visitor or a person who is ordinarily a resident /regularly present at a home child care premises has a confirmed case of COVID-19 (i.e., a positive COVID-19 test result), licensees must:
 - report this as a serious occurrence to the ministry.
 - report to the local public health unit and provide any materials (e.g., daily attendance records) to public health officials to support case management and contact tracing and other activities in accordance with all applicable legislation, including the Municipal Freedom of Information and Protection of Privacy Act.
 - Public health officials will determine any additional steps required, including but not limited to how to monitor for other possible infected staff/providers and children and the declaration of an outbreak and closure of rooms and/or entire child care settings.
 - If a closure is ordered by the local public health unit and the licensee has already submitted a serious occurrence for a confirmed case, the existing serious occurrence must be updated to reflect the closure.
 - Should additional individuals at MSK develop a confirmed case, licensees must either:
 - Revise the open serious occurrence report to include the additional cases; or,
 - Submit a new serious occurrence report if the first has been closed already.
 - While licensees are no longer required to report a serious occurrence for suspected cases; if the local public health unit determines that a full or partial closure is required (i.e., program room, home premises or entire MSK must remain closed for a period of time), a serious occurrence report must be submitted under the “Unplanned Disruption of Service” category. Please also note there are requirements of employers to let workers know if they may have been exposed in the workplace. Further information can be found on developing a COVID-19 workplace safety plan for more information.

8. Revised guidance on the inclusion of Special Needs Resourcing (SNR) staff in child care settings to clarify that licensees have discretion to determine which SNR staff are essential to physically provide service in the child care setting, rather than deferring to public health officers.

The ministry recognizes that children with special needs and their families continue to require additional supports and services in MSK settings. The provision of in-person special needs services in MSK settings should continue where appropriate and licensees may use their discretion to determine whether the services being provided are essential and necessary at this time.

MSK is working with special needs service providers to explore alternative modes of service delivery where in-person delivery is not possible. All SNR staff must screen before entering our setting and must follow all health and safety measures that staff/providers follow, including having their attendance logged, practicing proper hand

hygiene, wearing a medical mask and eye protection, and maintaining physical distancing as much as possible. MSK and SNR service providers should work together to determine who will be responsible for ensuring SNR staff have appropriate PPE. Where SNR services are provided through external staff/service providers, licensees and home child care providers should inform all families of this fact, and record attendance for contact tracing purposes.

Thank you for your continued support and collaboration as we work together in partnership to maintain the delivery of a safe and high school. Kindly note that a copy of Version 4 Covid-19 Outbreak and Version 2 of Before and After Care Programs can be found on the MSK parent portal for your perusal.

Summer Camp Program 2021 At MSK

Pursuant to the ROA regulations, day camps for children are permitted to open if they are operated in a manner consistent with the safety guidelines for COVID-19 for day camps.

MSK will continue to follow the health and safety protocols as set out here in the **MSK COVID-19 Parent Handbook 2020-2021** for the duration of the Summer Camp Programs for the Toddler, Casa and Elementary Departments. As policy and procedures are subject to change, families will be notified of updates as they become available.

We will continue to ensure all current infection prevention and control practices are adhered to prevent the spread of COVID-19. This includes ensuring that:

- Toys and Equipment are made of materials which can be cleansed and disinfected. Single use materials will be disposed of at the end of each day.
- Cleaning and disinfecting frequently touched surfaces, minimally twice a day, however more frequent cleaning and disinfection may be necessary, depending on the frequency of use and extent of soilage.
- Use of disinfectants that have a Drug Identification Number (DIN) Only those approved by Health Canada’s list of hard surface disinfectants and hand sanitizers with evidence for use against COVID-19 will be used.
- Promoting and performing frequent, proper hand hygiene by hand washing with soap and water.
- Use of our **MSK Daily Health Screening Form for Active Screening** - which must be filled out each day by those students & staff attending MSK. **Passive Screening** will continue to be provided through signage and self screening checklists.

The MSK Camp programs will operate as Cohorts and have designated classrooms and play areas for the duration of the camp program. Cohorts will not mix during the day, which includes during drop off and pick up times. We will continue to follow the applicable ratios as set out by the Child Care and Early Years Act (CCEYA)

Program Type - Cohort	Staff : Child Ratio
Toddler	1:5
Casa	1:8
Elementary	1:15

Personal Protective Equipment (PPE)

Masking will be required for all Staff members of the Camp program, and also include the wearing of eye protection (face shield/glasses/goggles)

- All Camp participants participating in the Elementary Camp Program will be required to wear a well fitting mask while indoors and outdoors when social distancing of at least 2 metres cannot be maintained.
- The Casa Camp program encourages and recommends students age 4 and above to have personal face masks at school which can be worn when a physical distance of 2 meters cannot be maintained indoors.

Before & After Care Program

Currently at this time we are not to provide the Before & After Care Program for the MSK Summer Camp Program, as part of the protocol and recommendations from Public Health.

Families are provided the time from 3:30 - 4:00 p.m. to pick up their children from the full day camp program.

Thank you for your understanding.



Parent Handbook - COVID-19 Edition
2021 - 2022 School Year
for Montessori School in Kleinburg Inc.
Receipt Form

Parents or Guardians,

Please thoroughly review the Parent Handbook "COVID-19" edition for the 2021- 2022 academic year, which contains the policies and procedures for **Montessori School in Kleinburg Inc.** while in the process of reopening. After reading the handbook, please complete this form and return it to the school via email as soon as possible. This form will be kept in your child's file for the duration of the school year.

Thank you in advance for your cooperation.

Sincerely,
Mrs. Vincenza Marzano-Kooner
Principal of Montessori School in Kleinburg Inc.

I, _____ (print your name), the parent/guardian of

_____ (print child's name or all children attending MSK), hereby acknowledge receipt of Montessori School in Kleinburg Inc. Parent Handbook COVID-19 edition. I have read and agree to adhere to all the policies and regulations set forth in this handbook.

Parent/Guardian Signature: _____

Date: _____