

**Parent Handbook - COVID-19 Edition
2022 - 2023 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 2022-2023 will emphasize our In Person Program first and foremost in designating our resources and teaching staff to our students attending MSK. Our Toddler and Casa programs will only be offered Distance Learning in the event that there is a Mandated closure issued by the Province of Ontario or through York Region Public Health. Families are reminded that ANY and ALL illnesses should be completely recovered before sending their child back to school. MSK will continue to follow all Public Health Guidance as part of our effort to maintain a healthy and safe learning environment.

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:

- *Travel outside of Canada, without informing the school*
- *Travel to 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 continues to 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 the 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 phases 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 all families are to provide the signed copy of the COVID19 Policy Receipt Form & MSK COVID-19 Liability Release Form that was included in your Welcome Package.**

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

Following current Public Health Guidance, MSK will continue to passively screen students upon their arrival to MSK. Parents are reminded to Actively Screen their child before arriving at MSK. Students who present symptoms that include fever, vomiting, diarrhea, lethargic, thick mucus, green discharge from nose and excessive coughing will not be allowed to remain on MSK premises until cleared by a doctor and any additional Public Health requirements are met. All irregular visitors and Staff will be screened from the Office/Vestibule Entrance. A Visitor Log is maintained and all persons remaining on site who are not registered students or staff will be required to sign in.

- **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 most recent COVID19 Screening Tool as found on the Government of Ontario website. [Ontario Schools Screening Tool](#)**

Health Screening Procedure

- 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. They will be asked to return home and self-isolate until they meet the updated COVID-19 criteria for return.
- 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) and/or Staff member 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.
- MSK Staff will continue to take necessary precautions such as wearing of a personal face mask and other PPE, to protect themselves and others when working indoors or close proximity to large groups of students and/or adults.
- MSK will continue to have only touchless thermometers on site for the purpose of checking temperatures if necessary. In the event that a Staff or Student develops a temperature of 37.8 C or higher they will be sent home.
- All families will be required to complete the COVID-19 Pandemic Policy Receipt Form & COVID-19 Liability Release Form and submit at the start of the school year. These forms have been included in your Welcome Package.

B. Drop off and Pick-Up Procedures and Information

Morning Drop-Off Time

- All Students are to arrive at school between 8:00 a.m. and 8:30 a.m. Please proceed to the designated entrance for your child's classroom. Morning half day program students will be dismissed from their designated entrance at 11:30 a.m. Full Day students will be dismissed from 3:15 - 3:30 from their designated dismissal door/outdoor area. **Our Aftercare program ends at 5:45 pm. Your child will remain in their assigned classroom for their aftercare program until 5:00 pm. At 5:00 pm all aftercare students will move to the designated Aftercare classroom** If your child will be arriving or

picked up between the hours of 8:30 a.m. and 3:00 p.m., parents/guardians **MUST make prior arrangements with the office staff** (eg. phone call or email notification) to ensure proper procedures are followed at all times.

- All Staff will also be required to use the vestibule entrance and/or the Office area to enter the school. Staff will also actively screen themselves prior to coming to MSK. During drop off and 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.
- **It is the parent's responsibility to ensure that they have actively screened their child at home prior to arriving at MSK. All families and staff are required to abide by the schools Health & Well Being policy.** Drop-off of children will take place outside the school. During Drop off and Pick Up times parents will not be able to enter the main interior areas of the school to ensure safety and security of staff and students.
- Montessori School in Kleinburg may try to stagger the arrival times of staff and children (or even assign staggered arrival times) to minimize the number of staff and children arriving at one time. Families will be notified if this is to be utilized.

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.
- Parents are encouraged to utilize the parking spaces first and then to follow the que line in the Round About.
- Visual guides will be provided to assist with physical distancing and directions (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 please proceed to their child's pick up point and minimize congregating and socializing. Your child's teachers will dismiss your child to you and record the dismissal time. Students are encouraged to dress independently for their dismissal in a timely fashion. Please limit your peering into windows and providing unnecessary distraction to those in the classrooms.
- **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 8:30 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 is to proceed to the Main Office and/or Vestibule entrance at a time to limit crowding. An MSK Staff member will receive your child and escort them to their classroom.



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/ email their classroom teachers to arrange for early pick –up** before arriving at the school. We also ask that you provide email communication to your child's classroom as well.

- There will be limited **waiting in the office** for your child during pick up. Your child will be brought to the office by a staff member--only one person 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 may be staggered. All children must arrive at school for 8:30 a.m.

Drop-Off Procedures: Toddlers

If your child is a toddler, you will walk your child to the vestibule door. Our check-in staff will do a visual assessment, before taking your child from you to bring them to their classroom door.

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.
- **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 may be staggered to allow for safe social distancing and limit crowding. 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 child 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 via the Vestibule. 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.



C. Extra Hygiene Measures and Procedures

1. Hand washing:

As soon as students arrive in their 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 or materials 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.



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.
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	Removed from the learning environment: to be cleaned and Disinfected immediately

been exposed to mucus	
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 weekly after use All Cots are assigned and labeled for students who require a cot in their classroom 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. Items that become soiled during the week will be sent home for cleaning as needed.
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 weekly 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. This will be updated as policies continue to evolve and change to meet the health and safety needs of the school community.

- a. **Masks are encouraged and highly recommended 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.
- b. **Not recommended for Toddlers**
- c. **Masks continue to be highly recommended for students in Grades 1-8 while inside the building at all times. Wearing a personal face mask when outdoors is optional.**
- d. If a Student chooses to wear a personal face mask they are required to have their own mask, for personal use.
- e. Personal masks must be clearly **labeled**
- f. The student will take the mask home to wash daily or dispose of when they arrive home.
- g. 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.
- h. 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, all garbage must be disposed of in the proper trash receptacle or disposed of properly at home.
- k. Staff will wear medical masks and may choose to also wear a shield/goggles throughout the school day, when physical distance 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 & Cohorting:

- 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. Although Social Distancing is no longer a mandated requirement, MSK still encourages families to practice the courtesy to limit congregating and crowding in common areas when possible.

- “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 continue to practice distancing when possible. Cohorts may occasionally mix when outdoors and/or to ensure proper ratios are maintained. The practice of Cohorting is a safety measure that helps our school community limit unnecessary mixing and potential spread of any illness and/or communicable disease.
- Classrooms will be encouraged to remain as a cohort when traveling to other sections of the school, such as gym or outdoor space.

6. Indoor Shoes to be worn in the classroom

- All children will change their shoes upon their arrival to school 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.
- This measure ensures that our indoor spaces can remain clean, 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. 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. 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 until their pick up.

Before Care Students

1. Before Care students will arrive via the Vestibule Door
2. Before Care students will be encouraged to socially distance to the best their ability, from other students in the program
3. 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: Here, the students will remain with their cohort.
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) by 5 pm to assist in minimizing students mixing when 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 be minimized

Fire Exit Procedures

Evacuation Procedure:

All COVID 19 Pandemic Fire Exit Procedures have been lifted and Fire Drill Exit procedures will resume to the regular MSK Fire Exit Procedures as outlined in the Parent Handbook and posted in each classroom and common area of the school.

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 safe manner.

Classes will proceed to their designated Safety Zone as per the MSK Fire/Emergency Exit Procedure. 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.

- 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.”

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
- Ongoing maintenance of the school’s HVAC Systems is performed when required

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 a minimum of 24 hours and up to 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. Similarly, MSK will collect Return to School Forms as required from Public Health - this Attestation form is available through [York Region - Staying Safe at School](#) and/or via your child's classroom teacher.

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 may 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 highly recommended to be picked up and excluded from MSK until confirmed 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 may provide any further direction on testing and isolation of these close contacts. Testing may include a Rapid Antigen Test (RAT) and monitoring of symptoms.
- Children or staff who have been exposed to a confirmed case of COVID-19 are to follow the most current Public Health Guidance on return to school after exposure and illness.

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 may 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 and isolate for the required number of days as per Public Health Guidance 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 Surveillance Program. (2020). Public Health Alert: COVID-19 and skin changes in children. Retrieved 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. Canada's food guide. Retrieved from <https://food-guide.canada.ca>
- 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>
- About Kids Health: January 2022
:<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, behavioural/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 as shared by each Department.**
7. To ensure your child's enrollment, parents must re-register their child(ren) for the following year. The Re-Enrollment period for returning families is reserved for the month of February. After which time new family enrollment begins March 1st.

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 Department's 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.

Your child will be permitted to return when his/her temperature is normal for 24 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. In the event that your child is prescribed medications, such as antibiotics, they are to be in his/her system for a minimum of 24 hours before returning, due to potential side effects and new symptoms appearing.

Students who have experienced Diarrhea and/or Vomiting will be required to remain home for 48 hours with all symptoms clear without the aid of medications. A period of up to 72 hours may be necessary for the student to fully recover from their symptoms before being able to return to school.. Families are reminded to monitor their child's health and symptoms and provide an update to symptoms to MSK.

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 and stated on the prescription. 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 member 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 as directed by the most current Public Health guidance. 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 as directed by the most current Public Health Guidance, s 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. MSK will follow the most current Public Health Guidance for reporting confirmed cases and notify families and exposed individuals if required.

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. Testing for COVID-19 can be done with a Rapid Antigen Test (RAT) and confirmation of a negative test result may be required to attend school.

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

MSK continues to encourage students to limit the number of personal items coming to MSK. No toys or personal items from home will be permitted at this time. At this time MSK continues to highly encourage the use of personal face masks for students while indoors. 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. For students who nap while at MSK, we require bedding to be sent weekly to school and stored in an individual transportable bag. Bedding will be sent home weekly to be laundered. In the event that bedding becomes soiled at school, it will be bagged and sent home for laundering that day. Each Department has developed their own procedures regarding backpacks and items being sent home. Please read the appropriate information for your child's department, this information can be found on the MSK Parent Portal and is also available from your child's classroom teacher(s).

H. Visitors

Visitors will only be permitted on a scheduled basis at this time. MSK will continue to follow the most current Public Health Guidance in helping to determine if In Person visitors will be permitted. We will encourage any school visitors who are sharing an educational program to utilize our outdoor space if possible to conduct their programming. Any Speech Pathologists or Early Interventionists (special needs instructors) will be permitted if they pass screening procedures and follow the current protocols that have been set in place..

I. Field Trips/Special Events/Gym Use

Virtual Field trips and programs will be offered throughout the school year. The MSK Elementary Programs may provide off site field trips when permitted. The Toddler and Casa programs may include special guests or presentations as an in person or virtual experience, depending on the current health and safety protocols. If your child's class will be participating in an In person/ Virtual or Off Site trip you will be notified in advance and a permission form may be required depending on the nature of the event,

The gymnasium will be used on a scheduled basis, only one cohort at a time. MSK will continue to follow all current Public Health Protocols, which may change during the course of the school year. Families will be made aware of any changes and updates if and when they occur. Any equipment used will be cleaned and disinfected after use. This will also be recorded on the appropriate cleaning log document.

J. Parties and Celebrations

MSK will continue to follow current Public Health guidance in accordance with large group gatherings. MSK may limit the number and/or size of gatherings and encourage Cohorts to remain together as much as possible. Any special celebrations will be done within the students' cohort or via Zoom only. Parents can refer to the MSK Birthday and Celebrations document which outlines how MSK provides students a Montessori Birthday experience. Classrooms will also continue to share multi cultural and seasonal celebrations with students within their own Cohort.

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. Parents of students with an EpiPen will also be required to meet with their child's classroom teacher and provide an EpiPen training review.

L. Travel

MSK will follow all local, provincial and federal travel advisory restrictions that are put into place. Should a student and their family travel during the school year, these individuals will be subject to follow the protocols required at that given time. This may require a student to provide proof of a negative RAT test and/or proof of isolation as determined necessary by Public Health Guidance.

M. Attendance and Illness Tracking

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.

MSK will maintain a school wide list of students who are absent due to illness, signs & symptoms or any other medical condition that prevents a student from attending their regular scheduled program. This log will maintain transparency should trends or patterns appear in absenteeism from school.

It is important for families to communicate their child's absence in a timely manner to their child's classroom teachers. Families must also indicate the reason for their child's absence. This includes signs, symptoms, diagnosis or if the absence is for a personal day or additional rest. Thank you for helping keep our school community safe.

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

N. Outbreak Management

If an outbreak is declared by the local public health unit 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
[COVID-19/York Region](#)★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 -
[York Region Portal](#)

★Toronto Public Health Guidance for Child Care Settings -
[COVID-19 Guidance for JK- Grade 12 - City of Toronto](#)

★Toronto COVID-19 Community and Workplace Settings for Child Care -
[Protective Health Measures: Workplace & Business - City of Toronto](#)

P. MSK Standards of Practice

The Standards of Practice for our school community provides a framework that describes the knowledge, skills and values inherent in providing quality Montessori Education. These standards articulate the goals and aspirations of

the profession and our connection to Montessori and the teaching community. These standards are the pillars in which our program is founded and convey a collective vision of professionalism that guides our daily practices alongside our Program Statement.

THE PURPOSE OF THE STANDARDS OF PRACTICE FOR THE MSK TEACHING COMMUNITY ARE

- To inspire a shared vision for both Montessori and the Teaching profession
- To identify the values, knowledge and skills that are distinctive to Montessori and our school community
- To guide the professional judgement and actions of both the Montessori Teaching profession, Early Childhood Education
- To promote a common language that fosters an understanding of what it means to be a member of the Montessori Teaching profession

THE 5 PILLARS OF PRACTICE FOR THE MSK TEACHING COMMUNITY ARE:

1. COMMITMENT TO STUDENTS AND STUDENT LEARNING

MSK Team Members are dedicated in their care and commitment to students. They treat students equitably and with respect and are sensitive to factors that influence individual student learning. MSK Team Members facilitate the development of students as contributing citizens to our School Community, Canadian Society and Global Community.

2. KNOWLEDGE

MSK Team Members strive to be current in their professional knowledge and recognize their relationship to their practice. They understand and reflect on student development, learning theory, pedagogy, curriculum, ethics, educational research and related policies and legislation to guide their professional judgement in practice.

3. PROFESSIONAL PRACTICE

MSK Team Members apply professional knowledge and experience to promote student learning. They use appropriate pedagogy, assessment and evaluation, resources and technology in planning for and responding to the needs of individual students and learning communities. MSK Team Members refine their professional practice through ongoing inquiry, dialogue and reflection.

4. LEADERSHIP IN LEARNING COMMUNITIES

MSK Team Members promote and participate in the creation of collaborative, safe and supportive learning communities. They recognize their shared responsibilities and their leadership roles in order to facilitate student success. MSK Team Members maintain and uphold the principles of the ethical standards in our learning community.

5. ONGOING PROFESSIONAL LEARNING

MSK Team Members recognize that a commitment to ongoing professional learning is integral to effective practice and to student learning. Professional practice and self-directed learning are informed by experience, research, collaboration and knowledge.

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 the re-opening process has successfully been in place, centers 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
- Online Screening — all staff and children must fill out an online screening form prior to entry to the child care setting. Anyone feeling unwell must stay home
- 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;
- Limited 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 - 8:30 am
 - Controlled Entrances through the Vestibule Door
- Teachers - wearing face shield and/or face mask
- Staff wearing full PPE
- Cohorted classrooms
- Separate playground areas
- Added outdoor time
- Online Health Screening Form to be filled out and submitted online upon arrival each day
- Limited visitors are permitted to enter the school
- NO food from home
- Enhanced cleaning of materials
- Mandatory Indoor shoes - no Outdoor shoes allowed in our classrooms
- Water bottles must be labeled and brought home every day to be cleaned and refilled (Water bottles will be refilled throughout the day as needed)
- No Communication Folder - **MSK is now using the HiMama App – Please see the HiMama Uses document on the Parent Portal**
- Bedding sent home at the end of each week or when visibly soiled - mandatory sleep mats (i.e. urban infants)
 - 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	
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8:00 am - 8:45 am	<ul style="list-style-type: none"> ● Staggered Arrivals ● Complete Health Form Online Daily
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)
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	<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 ● 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

CLASSROOMS: 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."

MSK has been able to successfully navigate the re-opening phase and continues to follow provincial and regional guidance for the healthy and safe operation of our school and the programs which we offer. We continue to abide by strict safety guidelines to ensure the health and well being of our students, staff and families. We will continue to follow to the best of our ability the following measures:

- **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.
- **Daily Passive Screening** — all staff and children must pre screen themselves each day before attending MSK.t Anyone feeling unwell must stay home; and follow York Region Guidelines
- **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.
- **Limited visitors** — only essential visitors are permitted entry into the child care setting;
- **Provide drop-off and pick-up protocols** in a way that minimizes unnecessary crowding and gathering

MSK has implemented policies 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 protocols including 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 centers 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 and re-build, 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 2022

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. The Casa Department is an In Person priority program. Our teachers and staff are on site to provide a safe and healthy in person learning experience for your child. In the instance that your child is ill or self isolating, teachers may be able to provide some at-home learning resources/tools for your child depending on their age and abilities.

The Following list of changes has been revised & reviewed for our In Person attendance start for the 2022-2023 School Year. Kindly review the following steps which remain in effect for the CASA Department:

- Arrivals: between 8:00 - 8:30 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
- Teachers - wearing appropriate PPE as required which may include a face mask and/or face shield Parents will not be permitted to enter the classrooms or building during arrivals and drop off times.
- NO entering school with food from home
- Daily enhanced cleaning and disinfection measures
- We will follow the MSK Health & Well Being Policy in addition to all current health & safety protocols from York Region Public Health and policies governed by our program license.
- **MASKING:** MSK strongly encourages the wearing of a personal face mask, it is optional to be worn outdoors. 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**

- **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.**
- **Students are asked to provide an additional bag on their hook to hold their set(s) of extra clothes to be kept at school, these items will be sent home seasonally, and parents will also be notified should replenishment be required**
- **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 and/or 2 classes mixed at a time for recess. A rotating schedule has been created which provides three up to (3) recess times. Recess times available are: from 10:30 - 11:30 a.m, 12:00 - 1:00 OR 1:30 - 2:30 p.m.

The classrooms rotate monthly for their playground location and/or 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 is scheduled to re-open for the 2022 -2023 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.

SAMPLE of a CASA DAILY SCHEDULE

CASA PROGRAM	
TIME	
8:00 - 8:30 am -	30 minute Arrival window - from 8:00 - 8:30 a.m. <ul style="list-style-type: none"> ● Handwashing upon arrival ● Take attendance (Record attendance) ● Students put away their belongings ● Toilet break ● Settle into the daily routine ●
8:30 - 11:00	<ul style="list-style-type: none"> ● Morning Work Cycle period for students - this includes small group and individual work. ● Snacks are offered in the morning between 9:00 - 10:30 a.m. ● Short morning gather time may also be held
**10:30 - 11:30	<ul style="list-style-type: none"> ● Morning Recess Time may be used if needed/required/scheduled
11:00 - 11:20 11:30 am	<ul style="list-style-type: none"> ● Prepare for Lunch time - washroom routine and circle time gathering held ● Half day students pack up their belongings and prepare for their dismissal at 11:30 ● Lunch is served 11:30 - 11:50 a.m.
11:50 - 12:10	Clean Up from lunch - includes washroom routine and hand washing. Students will prepare for recess if scheduled
12:10 - 1:10	<ul style="list-style-type: none"> ● Scheduled Recess Time (if morning recess time was not utilized) ● If classroom remains inside - already taken a morning recess time - students will transition to an afternoon work cycle and/or have their nap/rest period (1 hour)
1:10 - 3:00	<ul style="list-style-type: none"> ● Students will return indoors from the 12:10 - 1:10 recess time ● Hand washing and Bathroom routine held ● Students will begin afternoon work cycle <p>**Nap & Rest Students will have a 1 hour time to rest between 1:10-2:30 p.m.</p> <ul style="list-style-type: none"> ● Snack is served in the afternoon between 1:45 - 2:45 p.m.
**1:30 - 2:30	<ul style="list-style-type: none"> ● May be used as an afternoon/ alternate recess time (Nap & Rest Students would have had their rest time from 12:10 - 1:10 p.m.) Snack is served after outdoor time before preparing for dismissal time
3:00 p.m.	Students will have clean up time and prepare for dismissal. <ul style="list-style-type: none"> ● A short end of day gather time may also be held
3:15 pm - 4:00 pm	<ul style="list-style-type: none"> ● If weather permits- outdoor play and dismissal from the playground ● Students dismissed from their designated classroom/pick up doors

4:00 p.m. - 5:45 p.m.	Staff members to conduct all necessary classroom cleaning and disinfection Aftercare program begins for registered students 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)
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- INDIVIDUAL WASHROOM USE WILL TAKE PLACE AS NEEDED THROUGHOUT THE DAY
- Dedicated Class Toilet in the washroom area & cleaning of the washroom occurs after group use
- Families will be provided with an update which recess times will be used by the classroom - factors may include playground and weather conditions
- All students who Nap/Rest will have their bedding sent home weekly unless it becomes soiled - then will be sent home for cleaning

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 2022-2023 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 2022

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.

MSK staff and administration have been attending training, webinars or reading professional development books, etc. during the past school year and summer as part of their ongoing professional development . Teachers continue to be updated and learn best practices for optimizing the social, emotional, and academic development of each student. This has been especially important as students continue or return to In-Person learning for understanding the impacts of the COVID Pandemic on children and care-givers.

Kindly see the list of program features being implemented by the Resource Support Department for the 2022-2023 School Year

- Additional student academic support will be offered either before and after school. The day(s) and times on which they will occur will be determined at the start of the year and updated as required. . Students who will receive this support will be given based on the recommendations of the classroom teacher(s) and after consultation with and approval of the parent(s) or caregiver.
- 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 and inclusive access to all students will be assured.
- 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
- In-Person and Remote support will be continued to be offered to staff and parents through meetings held at MSK, ZOOM Meetings, telephone and email.
- Remote conferencing with classroom teachers about individual students of concern will be offered and suggestions/feedback provided.
- Continue to support teachers to adapt or modify the curriculum, materials, environment, routines, etc. to accommodate student needs.
- Continue to support teachers in developing and updating policies and procedures regarding any updated COVID MSK Policies from the Ministry of Education or Public Health that may occur during the school year.
- Continue to liaison between teachers with outside community service providers who are involved with any student. York Region Inclusion Support Services offers In-Person or virtual visits for consultation for staff and provides the opportunity for virtual classroom consultation visits with consent of the Inclusion Support Services families.
- Continue to liaise between teachers and parent(s) or caregivers for any student who requires any accommodation/modification to their programming, including those students who have an ILP.
- 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.
- Resource Support Department staff will continue to attend professional development workshops and provide feedback and or resources to staff and administrators.

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 2022-2023 school year as further directives are provided by the Ministry of Education and York Region Public Health.

The Resource Support Department looks forward to a wonderful school year, supporting students, staff and parents to be and achieve their best!

Mrs. Leudke

Department Head: MSK Resource Support Department

Updates of March 21, 2022:

Casa & Toddler Program Update March 2022

RE: Covid19 Protocols & Restrictions Update

MSK has continued to adapt our COVID-19 pandemic response to the evolving health Environment. We have maintained protocols set out by both the Province of Ontario and York Region over the course of the Pandemic. We are grateful for the support and cooperation that the school community has shown us as we have strived for maintaining a safe learning environment for our students, staff and community.

As announced on March 9th, 2022, the Province of Ontario and the Ministry of Education has lifted and updated many of the restrictions that were previously in place.

MSK will gradually lift restrictions. Please see the dates below:

Changes to Protocols as of March 21, 2022:

Masking & Staff Personal Protective Equipment

In alignment with community masking requirements, masks will no longer be required for staff, providers or any other individual (including children) at school.

Eye protection for staff will also no longer be required. Some children, staff/providers may choose to continue to wear masks or eye protection.

We understand that children and staff may choose to continue to wear masks at times, or consistently. We encourage everyone in the MSK community to promote respectful, welcoming and inclusive practices regarding the personal choice to wear a mask.

Travel

Following current Federal travel requirements, upon return from international travel, individuals must wear a mask at all times when in public spaces (including schools and child care), maintain a list of all close contacts for your first 14 days in Canada, and monitor yourself for signs and symptoms of COVID-19.

On-site Confirmation of Screening

Daily confirmation of screening for children and staff/providers will no longer be required. Individuals should continue to self-screen every day before attending school.

Cohorting and Distancing

MSK will continue to have our students remain in their Cohorts, this will include the recess times that have already been set into place. Social Distancing will also remain in effect.

MSK will gradually lift restrictions starting Monday April 4, 2022 which will include mixing cohorts for recess and extracurricular activities and before and after care.

MSK will continue to ensure ratios, group sizes, reduced ratios and mixed age

groupings meet the requirements under the Child Care and Early Years Act (CCEYA)

Effective April 4th, 2022

Cohorting and distancing

Cohorting and distancing will no longer be required in schools. Assigned seats and cohorting will no longer be required in student transportation. Students can play and learn together across cohorts, classes and grades, both indoors and outdoors and during lunch and recess. Shared spaces, such as libraries, tech labs, theaters and music rooms can be fully utilized without distancing. Programs across grades, such as reading buddies, can return. Limitations on in-person gatherings and assemblies will also be removed; therefore, schools can plan and host in-person events (e.g., proms, graduation ceremonies, and assemblies).

Keeping schools open for in-person learning has been vital to supporting student mental health and well-being, which has remained a top priority. This will be further enhanced by the withdrawal of additional restrictions and return to more normalized classroom and school interactions with peers and caring adults.

Schools are encouraged to immediately move toward normal conditions within all school settings. This means that schools should plan and implement measures to allow students to congregate, including removing cohorting/zoning at recess, reconfiguring learning spaces to allow students to sit in groupings and/or circles, and to facilitate peer conversation and collaboration, both during class and lunch periods.

Protocols that will remain in place for the remainder of the school year are as follows

Hand Hygiene, Respiratory Etiquette, Cleaning and Disinfecting

In accordance with local public health direction, appropriate hand hygiene, respiratory etiquette, cleaning and disinfecting will continue.

Ventilation

Adequate ventilation will be provided by opening windows, moving activities outdoors when possible and through mechanical ventilation including HVAC systems.

Heating, ventilation and air conditioning systems (HVACs) and their filters are designed to reduce airborne pollutants, including virus particles, when they circulate through the system.

MSK will continue to:

- Ensure HVAC systems are in good working condition.
- Keep areas near HVAC inlets and outlets clear.
- Arrange furniture away from air vents and high airflow areas.
- Avoid re-circulating air.

Absence Reporting

To continue ongoing monitoring of COVID-19 impacts, MSK will continue to report absenteeism rates to public health units should they rise to a defined level (approximately 30% above their baseline).

MSK will continue to ensure that a daily observation is made of each child entering the school prior to engaging with others in order to detect possible symptoms of ill health.

MSK will continue to ensure that in the event that a child appears to be ill, the child is separated from other children and the symptoms of the illness noted in the child's records and the parents/guardians will be contacted.

As a reminder, anyone who is sick or has any new or worsening symptoms of illness should stay home until their symptoms are improving for 24 hours (or 48 hours for nausea, vomiting, and/or diarrhea) and should seek assessment from their health care provider if needed.

Rapid Antigen Tests

RATs will continue to support symptomatic testing for staff and children. MSK will continue to provide and distribute RATs to Staff and Families who return from an unplanned absence.

Access RATs are also available via participating community locations.

IT IS IMPORTANT TO UNDERSTAND THAT THESE 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.