



520 NW 5<sup>th</sup> St  
Hallandale Beach, FL 33009  
(954) 251-1443  
[info@sbmontessoricharter.com](mailto:info@sbmontessoricharter.com)  
[www.sbmontessoricharter.com](http://www.sbmontessoricharter.com)

October 07, 2020

Dear Parents and Guardians:

Our goal as a school is to ensure that all students, staff, and parents feel safe as we continue to adhere to the best practices related to COVID-19 and the school learning environment. We have put together guidelines informed by various Montessori organizations, Florida Consortium of Public Charter Schools (FCPCS), the Centers for Disease Control (CDC), Florida Department of Health (FDOH), and the School Board of Broward County (SBBC) to provide a safe, accommodating, engaging, and positive Montessori environment to our school community. Our school will continue to modify its practices and update you as we receive any new information from federal, state, and local authorities.

## **School Responsibilities and Guidelines**

### **Arrival/Dismissal Procedures**

Students will be dropped off only through a carline, parents are NOT permitted to exit their cars. **Students must wear a face covering before leaving their cars. The face coverings must be kept on throughout the day. During drop-off, students MUST remain in their vehicles until a school staff admits them on the school campus. During dismissal, parents MUST remain in their cars, students will be escorted to their cars by a school staff.**

Masks will be removed during lunch, snack time, or outdoor activities; 6-foot distancing will be strictly followed.

#### **Carline for Kindergarten/First Grade/Third Grade**

Parents of K, First, and Third grade students will use the regular carline **on 5<sup>th</sup> Street.**

**Carline for Second/Fourth/Fifth** grade students will use the regular carline on **Foster Road.**

Designated staff will conduct temperature checks and look for COVID-19 related symptoms. These symptoms are listed in the Parent Responsibility section on this document. **Students showing symptoms of COVID-19 will not be admitted on campus. Please keep your child at home if he or she is sick. Also, please find information in the Parent Responsibility section about what to do if your child is sick.**

When picking and/or dropping your children, please have your school-provided car tag labeled with their names and visibly displayed.

Academic instructions will be provided from 8:00 AM to 2:30 PM daily, students will prepare for dismissal from 2:30 to 2:45 PM, and dismissal will start promptly from 2:45 and 2:50 PM for K/1/3 and 2/4/5 grade-levels, respectively.

### **Birthday Celebrations**

Until further notice, we are suspending in-class or on-campus birthday celebrations in order to keep all children and staff safe.

### **Classroom Routine**

To maintain social distancing and reduce the frequency of student interactions, teachers will group students into smaller clusters. Specials teachers will travel to classrooms for instructions. Montessori materials will be safely utilized during school hours: students must wash their hands or apply hand sanitizer before they can use the materials. Teachers will use electrostatic sprayers with an EPA-approved solution to disinfect materials periodically. This solution is registered as safe for daily use while effective at destroying 99.99% of bacteria and viruses.

Students will not share supplies. Please send a labeled Ziploc bag for your child to store all of her or his small supplies like pencils, colored pencils, sharpeners, and erasers.

Where 6-feet cannot be enforced, students must use face masks when interacting with teachers and their peers. Face shields will be provided to all staff and students. Parents must provide masks for their children while they are on the school property.

### **Classroom Schedule**

Your child's teacher will provide the classroom learning schedule to you before October 15<sup>th</sup>. To accommodate our students that will remain virtual, teachers will use web cameras with microphones during instructions. The cameras will only be used by the teachers to avail our online students the opportunity to see and hear the teacher(s) in a live format. In situations where it may not be possible to use a web camera for activities that are outdoors or other related circumstances, asynchronous learning activities will be provided on Google Classroom.

### **Visitors/Volunteering**

Until further notice, only staff of SBMCS will be allowed on campus; all meetings will be conducted virtually. In-class volunteering while students are present is suspended until further notice.

### **Teacher/Parent Conferences**

Until further notice, all parent/teacher conferences will be conducted through Zoom, Teams, or phone calls. Parents can schedule conferences with their child's teacher through emails or phone calls.

Please ensure that you have working phone numbers and/or emails with the school and your child's teacher.

### **Office Visits**

To reduce the risk of spreading COVID-19, office visits are only by appointment. Please call 954-2511443 or [info@sbmontessoricharter.com](mailto:info@sbmontessoricharter.com) for office appointments. Also, **the school will not be accepting deliveries from parents throughout the day.** These deliveries include, but are not limited to, student supplies, lunch, or snacks. If your child forgets lunch or snacks, they will be provided lunch from the school.

Parents and all other visitors should avoid coming to the campus WITHOUT an appointment unless absolutely necessary.

If parents / guardians have an urgent need to come to the office, this cannot be more than 10 minutes. For office visits longer than 10 minutes, please call the front office for an appointment at 954 251 1443.

Front office staff will conduct temperature checks for ALL staff and visitors.

Any approved visitors must check-in at the front desk and wear a face mask throughout the duration of their visit.

All approved visitors must follow proper infection prevention practices, including face covering, hand washing/sanitizing, and physical distancing.

### **A List of Helpful Items to Bring Daily**

Individual hand sanitizer, **disposable water bottle**, a mask **and an extra one**, snacks, lunch if not receiving a free one from the school and other school-appropriate items

#### **Lunch**

Students should bring their lunch preferably in a disposable bag or in a lunch box. Students will eat in an outdoor pavilion except on rainy days. Students will need to wash their hands before lunch.

Seating will be marked with 6-foot separation. Tables and seats will be sanitized in between each class having lunch.

#### **Medications**

Students who take prescriptions during school hours must continue to follow the same procedure of filling out the Authorization for Medication forms.

#### **COVID Protocols**

We are following the guidelines and protocols set forth by the CDC, local health department, and the School Board of Broward County (SBBC). Physical Distancing Signage will be visible within the school building to remind students, faculty and staff of our health and safety guidelines. The office staff is responsible for responding to COVID-19 concerns. Please contact admin at 954-2511443 or [info@sbmontessoricharter.com](mailto:info@sbmontessoricharter.com) for any concerns. COVID-19 positive or exposed students should not return to the school building until they have met CDC's criteria to discontinue home isolation.

Students with COVID-19 symptoms (such as fever, cough, or shortness of breath), while in school will be sent to the isolation room (a specific room designated for COVID-19 symptoms). The student will be evaluated by a designated staff and parent will be contacted to pick up the child from school.

The student will remain in isolation until pick-up. The student will be brought out to your car. If a student or staff member is diagnosed with COVID-19, the school will inform the School Board of Broward County and Broward County Health Department. These entities will then inform the school on communication procedures. Infected areas will be cleaned, disinfected, and sanitized by our maintenance staff meeting CDC guidelines. Those who have had close contact with a person diagnosed with COVID-19 are to self-monitor for symptoms and inform the school immediately. The school will then follow the appropriate protocols set by the School Board of Broward County, the Health Department, and the CDC.

#### **Isolation Room**

The school will place students with COVID-19 symptoms (fever, cough, shortness of breath etc.) in an isolation room. A trained designated staff will evaluate the student and contact the parent(s) to pick up the child from the school. The student will remain in isolation until he or she is picked up.

### **Cleaning Protocols**

Daily, all areas of the school will be thoroughly cleaned and disinfected with EPA approved solutions. Frequently used areas or materials will be disinfected, cleaned, or wiped as used. Hand sanitizers will be available in each classroom and students will be taught how to use them. Air conditioner filters will continue to be changed monthly.

### **Emergency Drills**

Emergency drills will be conducted monthly in accordance with the school safety plan. All drills will be conducted adhering to CDC Guidelines for COVID Prevention.

## **Parent Responsibility**

It is the responsibility of all families to complete a daily health assessment prior to reporting to school.

All individuals should answer the following self-assessment questions at home each morning prior to departure:

- Does my child or a household member feel warm, have a fever or elevated temperature (100.4), or have the chills?
- Does my child or a household member have a persistent cough, runny nose or sore throat?
- Has my child or a household member recently had a loss of taste or smell?
- Has anyone in my household tested positive for COVID-19?
- Has my child or a household member been in close, unprotected contact with anyone who has tested positive for COVID, who was sick with a fever and cough or confirmed/suspected of having COVID-19 (spent longer than 15 minutes within 6 feet of someone)?
- Is my child or a household member feeling otherwise sick or ill today?
- Is my child or a household member awaiting test results for COVID-19?
- Has my child or a household member tested positive for COVID-19?
- Has my child or a household member been told to self-quarantine or self-isolate by a medical professional, school staff or an employer?

If you can answer “NO” to all of these questions, your child may proceed to school. If any member of your family answers “YES” to one of these questions, please contact our Office Manager for more information.

The Coronavirus (Covid-19) [Notification Form](#)

(this **can be filled in electronically through the provided link, found on the school website or emailed from or picked up by the school**) is to be used by staff, parents, students, vendors, volunteers and other community members to report a positive result of COVID-19, or have been advised by a health care provider to self-quarantine/self-isolate.

Students who present COVID-19 symptoms must stay home until they have

seen their healthcare provider to seek a medical evaluation and obtain a COVID test, if appropriate. Parents should encourage their children to practice wearing face coverings to help them become accustomed to having them on.

Please adhere to the guidelines and rules as stated in the Parent Handbook. Do check Google Classroom, the school website, and emails for updates.

Please reinforce with your children the need for and the guidelines around physical distancing.

#### **Attendance (SBBC Policy 5.5-E)**

School attendance is the direct responsibility of parents/guardians and students.

Students are expected to attend school regularly and to be on time for class in order to benefit from instructions.

All absences must be reported to the office by calling 9542511443 or emailing [info@sbmontessoricharter.com](mailto:info@sbmontessoricharter.com). Parents can also inform their child's teacher about an absence.

Please see Policy 5.5-E Student Attendance on the school website.

#### **Dress Code and Face Masks**

Students should wear their school uniform daily and follow the dress code in the Student Code of Conduct Policy 5.8-E found on the website. All students are required to wear a face covering at all times, except to eat lunch, snacks, or during outdoors where 6-foot distancing will be strictly followed. No student or staff shall wear a face covering that is inappropriate. Please see School Board Policy 2170-E on our school website for more information.

#### **Aftercare**

We will provide aftercare services from October 20, 2020, for parents that need it. Safety and health protocols will be followed as throughout the school day. Please contact admin ([info@sbmontessoricharter.com](mailto:info@sbmontessoricharter.com)) 9542511443 or Coach Rico ([jbrooks@sbmontessoricharter.com](mailto:jbrooks@sbmontessoricharter.com)) 954 8653042 for registration and information about this service.

#### **Teamwork and the Montessori Spirit**

Maria Montessori once said, "imagination does not become great until human beings, given the courage and strength, use it to create." Never has there been a time as turbulent, yet as unique as what we are all experiencing at this very moment. At this time, we must be courageous and strong for the sake of our children. When we show courage and strength, so will they. As a school, we encourage you--our parents and guardians--to work with us to provide our children the best that we can offer in these very trying times. If we all do our part: wash our hands, protect each other by wearing a face covering, keeping our children at home when sick, model safe and healthy habits to our young ones, then we all have a chance to rise above every dark cloud. We cannot make any progress without your help. Please join us as we courageously, safely, and with great strength work hard to make the learning experiences of our children positive and productive. We are a team! Our goal is the overall success of our children. We are excited about the 2020\_21 School Year and look forward to having a successful year ahead!

Much thanks!

Admin