



Safety Protocols in Response to COVID-19

At Bella Montessori, the health and safety of our school community remain our top priority. Due to the dangers surrounding the spread of COVID-19, we are taking necessary precautions and have made some changes to our protocols including but not limited to overall classroom management and routines, drop off and pick up procedures, our sickness policy and billing.

SICKNESS POLICY

If you, your child or any member of your household is unwell (cold, cough, fever, diarrhea), your child will not be permitted to attend. Every morning at drop off a staff member will be performing temperature checks on you and your child. If the temperature reads 100 degrees Fahrenheit or over, you will be asked to return home. Your child's temperature will also be taken regularly throughout the day. If your child becomes ill while at school, you are required to pick him or her up within 1 hour. Children, who are unwell, may be picked up at the Main Entrance. Please make sure your emergency contact we have on file is up to date, in case we are unable to reach you. Children are only permitted to return to school once the child or ill family member has recovered (symptom-free) for a period of 48 hours, without the utilization of fever reducing medication *OR with a clearance note from a physician. There are absolutely no exceptions.

If you or someone in your household has been infected with COVID-19, please notify us immediately. If you have been exposed to someone infected, you are required to quarantine for at least 14 days and show no symptoms before returning.

HOURS OF OPERATION and CLASS SIZES

Until further notice, Community Care Licensing, with the recommendation from the CDC, requires us to maintain group sizes of 10 children. To remain in compliance, we have limited our hours of operation from 8:30-5:00 pm Monday through Friday. In addition to social distancing, this change also limits contact by ensuring the same teacher will care for the same group of children throughout the day, every day.

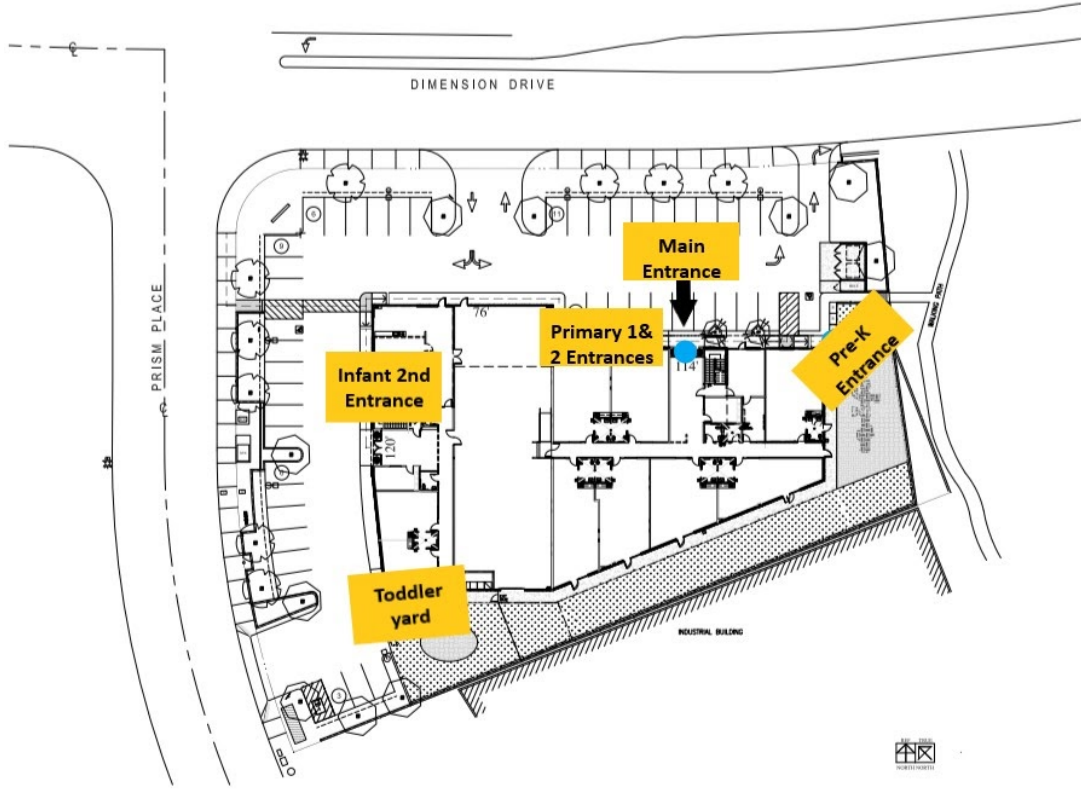
LIMITED ACCESS

In an effort to practice social distancing, access inside the building will be limited to students and authorized staff members only. Until further notice, enrichment classes (Soccer Shots, Cooking, Ceramics, Bricks for Kids and Webby Dance) are temporarily suspended. On-site tours for prospective families are also temporarily discontinued and will be conducted virtually.

DROP OFF AND PICK UP PROCEDURE

All staff members and parents/guardians must wear face coverings during drop off and pick up time. All children must be dropped off and picked up by one adult only. Parents/Guardians must wait for a staff member to open the door, welcome each child, and take any of his or her belongings. Please note the markings on the ground that indicate the appropriate social distancing measures. If there are more than 3 parties ahead of you, please wait in your car until a spot opens up. *Parents/Guardians must remember to sign your child in at drop off and out at pick-up daily on the clipboard located outside.

Class	Drop off and Pick up Location
Infants	Infant Second Entrance
Toddler 1 and Toddler 2	Toddler Play Yard Entrance
Pre-Primary 1 and Pre-Primary 2	Main Entrance
Primary 1 and Primary 2	Primary 2 Second Entrance
Pre-K 1 and Pre-K 2	Pre-K Yard Entrance



CLASSROOM MANAGEMENT

We will take all safety precautions necessary to promote social distancing, proper hygiene with hand washing as well as sanitizing our classrooms, play areas and all toys and equipment daily. Because of this, we are constantly monitoring ratios. If ratio permits, classrooms may be interchangeable to allow our staff members to deep clean each classroom daily. For example, children from Pre-K 1 and Pre-K 2 may be combined and will utilize Pre-K 1's classroom on Monday, but switch to Pre-K 2's classroom on Tuesday, Pre-K1's classroom on Wednesday and so on and so forth. We will also adjust our Indoor and Outdoor Play Schedules and alternate the assigned days for each class/age group.

BILLING

Until further notice, tuition will be billed bi-monthly.

The schedule is as follows: *Please note depending on your bank's processing time, it may take 2-3 days for the charge to be reflected on your account.

May 18 (Period of Care: May 16-May 31 *50% of tuition payment due)

June 1 (Period of Care: June 1-June 15 *50% of tuition payment due)

June 16 (Period of Care: June 16-June 30 *50% of tuition payment due)

COMMUNICATION

Bella Montessori is committed to remaining in contact with families to ensure we are providing the best possible care and education for our children. While we limit access to our facility, as well as face-to-face interactions with families, our teachers will be reachable through the Brightwheel app or you can give our office a call. If you would like to set up a meeting with your child's teacher, our Director or Enrollment Coordinator, we are able to schedule video calls through Zoom. Daily updates will be posted on Bright wheel, and videos discussing the week's highlights/activities, as well next week's curriculum will be available every Friday.

OTHER CHANGES

Please also note the following changes to our daily operations:

- Bella Montessori will be providing masks and gloves to our staff.
- Additional cleaning and sanitizing procedures throughout the day and a deep cleaning of all classrooms, toys and play spaces at the end of every day will be in effect.
- Due to the unpredictability of inventory in stores, the variety of snacks that we serve will be limited. All children must still come with a packed lunch. You are welcome to pack your child a snack, as well as utensils.
- We are requiring all children to keep a pair of shoes at school. Upon entering the classroom, a teacher will help your child put on his or her school shoes and afterwards, will be guided to wash his or her hands.
- Please refrain from bringing any unnecessary items (toys) to school. Share days are temporarily discontinued.

*In the unfortunate event of a confirmed case of COVID-19 in our staff, you will be notified immediately. Our school will be temporarily closed for at least 36 hours for a deep cleaning of the facility. All exposed students and staff of the infected classroom will be quarantined for 14 days and must be symptom free for 72 hours without the use of fever reducing medication before returning.

Bella Montessori will continue to monitor this evolving situation and will comply with CDC and Community Care Licensing guidelines; therefore our safety protocols in response to COVID-19 are subject to change at any time.

*Updated 5/11/20