



COVID-19 RESPONSE GUIDEBOOK
FOR PARENTS
(Updated September 2022)

MISSION STATEMENT

The Montessori Academy of Colorado is a metropolitan school that engages each child through innovative academics, exploration of character, and a fearless, forward mindset.

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INTRODUCTION

This guide has been developed to help parents of The Montessori Academy of Colorado (MAC) understand how MAC will operate for the foreseeable future following the SARS-CoV-2 (COVID-19) pandemic and public health guidelines currently in place as a response to the pandemic. There may be additional public health orders (such as reverting back to a stay-at-home response phase versus a safer-at-home response phase) or additional guidance MAC must follow. This guidebook would then be updated and redistributed as necessary to reflect such changes.

While it is not possible to eliminate the risk of COVID-19, MAC's goal is to limit exposure and prioritize the wellbeing of our community.

For ease of reading, this guidebook refers throughout to the "parent" or "parents" of a student. The term "parent" includes biological, adoptive, and foster parents, and all other adults having legal guardianship of a student.

If you have further questions or concerns, please direct questions to the COVID Task Force (covidtaskforce@tmaoc.com) or the Head of School.

RISK ASSESSMENT

We are focused on three major areas in our operations planning:

1. The health and safety of our MAC community,
2. The ability to deliver our mission and educational excellence to our students, and
3. Maintaining a sustainable operation and long-term financial health of the school

We assembled a COVID-19 Task Force in March of 2020 to make informed decisions and focus on matters related to the pandemic including school closure, a sustainable school reopening, and the health and safety of MAC staff and students. We consulted with our licensing specialists, compliance specialists, Denver Public Health, Colorado Heads of School, and took into account information from our Governor, Mayor, Colorado Department of Public Health and Environment, Denver Public Health, the Denver Preschool Director's Group, Health and Human Services, the National Association of Independent Schools, the Association of Colorado Independent Schools as well as the input from our Task Force advisors.

Guidelines for Child Care Facilities

Below is information from The Colorado Department of Health and Environment on restrictions for child care facilities and schools. You can find the full list of restrictions on their website:

[Child care guidance](#)

You may also find current guidance from the CDC on their website:

[COVID-19 Guidance for Operating Early Care and Education/Child Care Programs](#)

Employee Training

An important part of remaining open is making sure our employees are safe, prepared, and properly trained to work under the public health guidelines currently in place. This includes making sure we have ample personal protective equipment (PPE). MAC staff have all retaken the Universal Precautions Training as well as training on COVID-19 protocols, practices and reporting structures.

SCHOOL DAY SCHEDULE/DROP OFF & PICK UP

Our priority is the health and safety of our students and staff and our intent is to limit the spread of SARS-CoV-2 (COVID-19) in our community to the extent possible. Our current school day hours are 8:15 AM until 3:30 PM with a Before School option to drop off at 7:30 and After School options of a 4:30 PM or a 5:30 PM pick up*.

*Because things are constantly changing, MAC may revert back to a 4:30 building closure if needed.

[Please see our most current Drop Off and Pick Up Protocol here.](#)

We ask parents to respectfully adhere to the pick up time frame so that teachers have ample time to clean the classrooms, classroom materials and playground materials to prepare everything for students to safely return to school the next day. If you need to drop off or pick up your child outside of those windows, please call the front desk to make arrangements.

Late Pick Ups and Associated Fees

- A late pick up (after 3:30 PM for ECE or 3:45 PM for Elementary, or after 4:30 PM if enrolled in After School or after 5:30 for this After School option) will result in a **\$50 fee**. There is no longer a grace period for late pick ups.

Student Sign In and Sign Out

Parents must use Transparent Classroom to sign in and sign out students.

MAC NURSE POLICY AND PROTOCOL

MAC has arranged to have a nurse on-site. Meg Koerbel, R.N.-BSN, leads our daily health efforts to reduce the risk of transmission within our community, this includes helping make decisions around contacting parents, sending children home sick, and working with parents on

communication around any positive or presumptive positive COVID-19 cases so that our staff can focus on a positive, safe learning environment for each child.

So that we can protect the MAC community to the best of our ability, our MAC nurse will have the ultimate discretion when deciding whether or not a staff member or student is sent home and when they are able to return to school. Please always consult with the nurses for approval before returning to school when out sick.

MAC's nurse will work directly with Denver Public Health and Licensing when any presumptive positive or positive COVID-19 cases occur in order to determine further required action surrounding isolation, returning to MAC or schoolwide closures.

To speak to the nurse please call the school or email MACnurse@tmaoc.com.

Parent Responsibility to Monitor and Report Symptoms to MAC's Nurse

Parents should assess their children's well being before coming to MAC each day. If a temperature of 100.4 or more is detected the child should not come in and will need to return home if the temperature is detected at school. If there are any symptoms below consistent with COVID-19 detected, the child may be presumed positive and could be required to return home, this decision will be at the discretion of MAC's nurse.

- Cough
- Shortness of breath/difficulty breathing
- Sore throat
- Stomach cramping
- Diarrhea
- Nausea
- Fatigue
- Body aches or chills
- New loss of taste or smell
- Anyone in their home with any of the above symptoms

If your child presents with any of these symptoms, please contact us (macnurse@tmaoc.com) and please keep your child home. MAC's nurse will advise you on what your next steps should be.

MAC's nurse will contact parents regarding any symptoms that require you to pick up your child from MAC. If a child or staff member is present at MAC when presenting a combination of these symptoms and at the discretion of MAC's nurse, they will be treated as a presumed positive.

In accordance with state and local guidelines MAC's nurses must report all confirmed positive COVID-19 cases to the local health department and other appropriate agencies.

Please refer to our full health policy in SchoolAdmin.

Policy for Presumptive Positive Case During the School Day

If children present with a combination of these symptoms while at school, at the discretion of MAC's nurse, they will be isolated in an area of the building in the front office with either a nurse or staff member until a parent arrives.

1. Parents must pick up their child within 45 minutes.
2. MAC will notify the other parents of the affected classroom and these parents should pick up children as soon as possible.
3. If there are multiple presumptive positive or positive cases of COVID-19 or an outbreak, MAC will work with Denver Public Health and Licensing to determine additional closure information and we will notify the MAC community as soon as possible.

Parent Notification of a Positive COVID-19, or Direct Exposure Case at MAC

- Notifications will be made first to parents of students in that affected classroom and to others who are known to have come into contact with the individual. (Please note: every situation is different and MAC is committed to transparency and will notify anyone who may be affected).

Current Quarantine Time

Please refer to [this Quarantine and Isolation Policy](#) for the most up-to-date policy.

FUTURE CLOSINGS

While we are hoping that MAC and all of its classrooms will remain open continuously, we are also planning for potential future closures. Some factors that would impact our ability to remain open include public health orders, a return to a stay-at-home protocol, and guidance from our nurses.

The MAC community can expect that:

- Remote learning will begin within 24-72 hours depending on the day of closure;
- Employment adjustments may be considered for closures longer than two weeks;
- No adjustments will be made to tuition for closures less than two weeks, but may be considered for closures that continue beyond two weeks;
- Calendar adjustments will be considered only for closures of longer than two weeks;
- If there is a prolonged closure, the Board of Trustees, advised by the COVID-19 Task Force, will evaluate various options based on circumstances, such as tuition relief and employment adjustments.

ECE Program Closure (Nido, Toddler and Primary classrooms)

- If an ECE classroom experiences a closure or culmination of closures resulting in the classroom being closed more than seven school days total, MAC will credit 60% of the

students daily tuition beginning on day eight. While we would love to credit 100%, MAC does not have the reserves to do so, however, we want to share the burden as much as possible with each of you.

- The day a classroom closes and families are asked to pick up their student is considered the first day of the period for this calculation. Please note, the day AFTER the closure is announced is still considered the first day of quarantine from school.
- The 60% credit would apply to school day tuition and before and after school charges (if applicable), fees would be excluded.
- If the closure takes place before or after a non-COVID related schoolwide closure (holidays, inservice days, snow days, etc), these closure days are not included in the total count of days used to calculate the credit.
- If parents choose to keep children home longer than the classroom closure, MAC will not apply a daily credit to those days.
- This policy will remain in effect through the remainder of the current school year.
- All classrooms will provide online learning to the extent possible in each community.

Elementary Program Closure

- Because the Elementary team is able to provide robust, online learning for the students, credits will not be applied in the event of a closure in the Elementary classrooms.

MAC reserves the right to alter the terms and conditions of this policy at any time or in response to changing circumstances so that we can ensure the health and safety of our community and safeguard our school for years to come.

Remote Learning Expectations by Community

Nido

- Lead teacher will email families within 24 hours to do a check in. Lead teacher will be available to do one on one zooms and to send activity ideas for children to do.
- Teachers will post on Instagram if the closure is prolonged for any reason.

Toddler

- Lead Teacher will email families within 24 hours to include information on when remote learning can begin and will provide a schedule and zoom links.
- Depending on the day of closure, it could be 24-72 hours until remote learning begins.
- Parents can expect daily zooms with the entire classroom and request an additional one on one zoom with the teacher.
- Teachers will post on Instagram if the closure is prolonged for any reason.

Primary

- Lead Teacher will email families within 24 hours to include information on when remote learning can begin and will provide a schedule and zoom links.
- Depending on the day of closure, it could be 24-72 hours until remote learning begins.
- Parents can expect daily zooms with the entire classroom and an additional daily zoom with IK children.
- Teachers will post on Instagram if the closure is prolonged for any reason.

Elementary

- Lead Teacher will email families within 24 hours to include information on when remote learning can begin and will provide a schedule and zoom links.
- Depending on the day of closure, it could be 24-72 hours until remote learning begins.
- Parents can expect daily zoom meetings with the entire class, small group support for all children and interactive activities to do offline.