

# Midland Montessori School

## PARENT HANDBOOK

### A Guide to Policies and Procedures



Preschool, Kindergarten

And

Elementary Education

**2020-2021**

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## Tuition and Fee Schedule

Tuition may be paid in one lump sum or payments of 10 or 12 months. Ten-month payments are June and September-May. Twelve-month payments are June – May. Payment plans are handled through FACTS Management Co. D E W A R Tuition Insurance is required for payments plans.

Tuition amounts include supply fees for the year (\$200.00 - preschool, \$275.00 - kindergarten, \$325.00 - elementary), but do not include FACTS fee or insurance fee.

CLASS	YEARLY TUITION	10 MONTH PAYMENTS	12 MONTH PAYMENTS
PRESCHOOL	\$6513.00	\$651.30	\$542.75
KINDERGARTEN	\$8879.00	\$887.90	\$739.92
ELEMENTARY	\$9893.00	\$989.30	\$824.42

A 5% discount will be given to ALL students from the same family.

**ENROLLMENT FEE** - \$230 per student

**CLASSES AVAILABLE:**

**PRESCHOOL** – 3-year-olds and 4-year-olds  
Monday-Friday

8:15am-11:15am or 12:00pm-3:00pm

**KINDERGARTEN** – 8:00am-2:45pm

**ELEMENTARY FIRST - THIRD** 8:00am – 2:50pm

**ELEMENTARY FOURTH – SIXTH** 8:00am-3:00pm

# Midland Montessori School

## Board of Directors

Shannon Weisenfels	Matt Hood	Keith Hernandez	Chuck Blumenauer
Brian Sirgo	Greg Lancto	Anthony Speer	
Marcia Walker	Jeannie Gray	Phillip Douget	

## Head of School

Donna Luke

## Faculty

### Office Administration

Emma Rodriguez

### Website

Jennifer Cochran

### Preschool

Darby Mensch- Lead  
Tandy Sanchez - Asst  
Susan Courtney - Lead  
Jennifer Cochran - Lead  
Kristin Charter - Lead  
Paola Jaramillo – Asst.

### Kindergarten

Georgia Franklin – Lead  
Amme Blumenauer – Asst.  
Natalie Whitfield – Asst.

### Lower Elementary

Christie Romero - Lead  
Chelcee Schlitching – Lead  
Kelli Davis – Asst.  
Stephanie Puertas – Asst.  
Kat Graves – Asst.  
Jenny Klatt – Reading

### Upper Elementary

Chrissie Mee - Lead and Language  
Leaf Faller – Math  
Suzanne Sirgo – Literature  
Kye Rawlins – Science  
Sarah Sirgo – Creative Writing and Asst.

### Certified Language Practitioner/Licensed Dyslexia Practitioner

Holly Rowland

## School Overview

### MISSION STATEMENT

Midland Montessori School, Inc. is a non-profit school whose mission is to provide an engaging, well-equipped Montessori community where nurture and guidance from qualified teachers lead children to self-discipline, confidence, and a love of learning.

### EDUCATIONAL PHILOSOPHY

Midland Montessori School is dedicated to the learning methods developed by Dr. Maria Montessori (1870), a pioneer in education and child development. Dr. Montessori believed that children are naturally curious and have an innate desire to learn about the world. Her method allows children to fulfill this curiosity and explore their interests by completing specific tasks that move from simple to complex. Children become creative and independent learners because they understand concepts rather than simply memorizing facts. Freedom with responsibility in the classroom is the key to instilling confidence, pride, and strength of character in the child.

The child-centered Montessori classroom is a caring community where children practice kindness, respect, and responsibility. The focus on each child as an individual makes this approach unique.

Parents are recognized as the child's first and most important teacher; therefore, they are encouraged to be actively involved in their child's education. Visits to the classroom are welcome and parents are invited to share their talents, knowledge, and interests with the students. Midland Montessori parents, teachers, and children work together as a community of learners.

### SCHOOL HISTORY

Midland Montessori School was established in 1987 by Laura Morrow when she began teaching five preschool students two days a week in a rented Sunday school classroom at Grace Presbyterian Church.

The next year, the small preschool moved to a permanent location, a house on Andrews Highway, which was converted into a child-centered Montessori environment for preschoolers.

The school remained at the Andrews Highway location until 1998 when a new building was constructed at the current Austin Street location. At this time, the school became a non-profit corporation, Midland Montessori House, Inc., and added a first grade. Movement to the new building also allowed upper elementary (4<sup>th</sup> - 6<sup>th</sup> grade) classes to be established at the Andrews Highway location the following year.

## Midland Montessori School

In 2000, a second building was completed on the Austin Street campus to accommodate the growing elementary school population. At this time, all classes were moved to the current Austin Street location and the children's house on Andrews Highway was donated for use by a church. In 2009, an additional building across the street from the main campus, The Morrow Children's House, was dedicated. This building is used for upper elementary, art, and music.

The name of the corporation was changed to Midland Montessori School in 2002 in order to better emphasize the evolution to a full elementary school. Currently, Midland Montessori School offers preschool, kindergarten, and elementary (1<sup>st</sup> – 6<sup>th</sup> grade) classes.

Midland Montessori School has approximately 200 students enrolled and boasts a low student/teacher ratio.

### SCHOOL FACILITIES AND LOCATION

Midland Montessori School is centrally located on Austin Street one block west of Midkiff Road between Andrews Highway and Cuthbert Avenue.

The campus is comprised of three buildings. The preschool and elementary buildings contain open classrooms, which are neat and orderly with many engaging materials and natural lighting. The fully enclosed playground is safe and appropriate for children, and is equipped with a covered picnic areas.

### HOURS OF OPERATION

Office	7:45 AM – 3:30 PM
Preschool (Morning)	8:15 AM - 11:15 AM
Preschool (Afternoon)	12:00 PM - 3:00 PM
Kindergarten	8:00 AM - 2:45 PM
Elementary	8:00 AM - 3:00 PM

### GOVERNING BODY

Midland Montessori School, Inc. operates as a Texas non-profit corporation. The governing body of the school is the Board of Directors. The Board sets school policy, works closely with the Director of the School, and oversees the Operational Committees, which run the school. These committees are comprised of Board members, faculty, staff, and parents.

## SCHOOL COMMUNITY

Midland Montessori School values a strong partnership among its students, teachers, and parents. This partnership, which is based on mutual respect and common goals, forms the school community. As a parent, your active participation is vitally important to the well-being of the community. We ask each family to donate a minimum of 10 hours of service per year to the school community.

## FACULTY AND STAFF

Midland Montessori School has exceptional, experienced, and qualified teachers trained in the Montessori Method. The teachers are certified through one or more of the following: American Montessori Society, North American Montessori Center, Permian Basin Montessori Training Program, Southwest Montessori Training Center, and the State of Texas.

All faculty is trained in First-Aid and CPR.

All Faculty and Staff meet the standards required by the licensing agencies listed above and are required to undergo a criminal history check/FBI Fingerprint check at the time of employment.

## LICENSING AND STANDARDS

Midland Montessori School is licensed by and operates in accordance with the laws of the State of Texas, including but not limited to standards set by the Texas Department of Family and Protective Services for Licensed Child-Care Centers, standards set by the state and local Departments of Health, and standards set by state and local building authorities.

A copy of the minimum standards for each of these licenses or certificates and copies of the most recent licensing inspection reports are available in the school office for your review. Information concerning licensing is also available at [http://www.tdfps.state.tx.us/child\\_care](http://www.tdfps.state.tx.us/child_care) and <http://www.txchildcaresearch.org>. The address and phone number of the local Child Care Licensing office may be found in Appendix II.

## NON-DISCRIMINATION POLICY

Midland Montessori School does not discriminate on the basis of gender, race, color, religion, or national and ethnic origin in the administration of its educational policies, admissions policies, and other school-administered programs or in the employment of faculty and administrative staff.

## Administration Operational Policies and Procedures

Administration of the school's policies and procedures are carried out by the Director of the School, faculty, staff, and Board of Directors. If you need to speak with someone concerning an issue at the school, please contact the Director of the School.

The school relies on the input of the parents. If you see a maintenance issue or repair that needs to be attended to, want to make a suggestion, or have a problem that needs to be resolved; do not hesitate to contact the Director of the School, or President of the Board of Directors.

Parents may contact the Director or the President of the Board of Directors to set up an appointment to review and discuss any concerns or questions about the policies and procedures of the school.

A copy of the school's Parent Handbook is available on the school website or in the school office. Parents must initial on the school contract indicating that they have reviewed a copy.

### BREASTFEEDING

We will provide a private area in our school office will be available for breastfeeding mothers to nurse.

### NOTIFICATIONS TO PARENTS

**ALL NOTIFICATIONS WILL BE SENT VIA EMAIL AND TEXT FOR THE 2020-2021 SCHOOL YEAR.**

All written confidential notifications to parents will either be emailed, mailed or delivered directly by hand from a teacher to a parent at school.

Notices concerning class activities may be sent home with the child, posted on the classroom door, emailed, on our school Facebook page, and/or texted out to parents.

### NOTIFICATIONS TO TEACHERS

**ALL NOTIFICATION FROM PARENT TO TEACHER NEEDS TO EMAILED FOR THE 2020-2021 SCHOOL YEAR.**

All confidential written notifications to teachers from parents need to be delivered directly by hand from a parent to the office or emailed directly to the teacher. Notifications may not be delivered by the child.

### ADMINISTRATIVE POLICIES

The office will be staffed every school day from 7:45AM until 3:30PM. Please try to conduct any administrative business with the school during that time. You may contact the school via phone 432- 699-1665 or email: [admissions@midlandmontessorischool.org](mailto:admissions@midlandmontessorischool.org)

**Please notify the school office immediately of any change of address, phone number, or emergency contacts.**

## STUDENT RECORDS

All student records are confidential and all persons having access to children's records or files may not discuss or disclose personal information regarding the children or their families.

Records will be kept on file for five years after a student has left the Midland Montessori School.

Parents have the right to access, inspect, and review any and all records while in the presence of a school official. Please make an appointment to do so. These files must remain in the school, but copies of records may be released to parents or to persons authorized by the parents in writing.

Student Records may consist of, but are not limited to Application information, Enrollment forms, Health and Emergency Information, Attendance Records, Progress Reports, Standardized Test Scores, Conference Summaries, Vision/Hearing screening records, assessments, Parental Authorization for various School Activities, and any Illness/Incident Reports.

## GANG FREE ZONE

A gang free zone is designated within 1000 feet of the school property.  
See Appendix IV

# Admission / Registration

## ADMISSION POLICIES

Midland Montessori School offers morning and afternoon 5-day/week half-day preschool classes for children ages 3 to 5, and kindergarten and elementary school (1<sup>st</sup> – 6<sup>th</sup> grade) classes for children ages 5 to 12.

The school requires that children be toilet-trained and able to use the restroom independently prior to entrance.

Children must be at least five years of age by September 1st of the school year to enroll in Kindergarten.

Admissions and placement priority is granted to current students and to siblings of past or present students in accordance with the admissions deadlines set by the Board of Directors. At the end of this priority admissions period, available spaces are filled on the basis of application date and prior Montessori experience.

## ADMISSION/ REGISTRATION PROCESS

### REGISTRATION PROCESS FOR THE 2020-2021 SCHOOL YEAR WILL CONSIST OF VIRTUAL TOUR – OBSERVATION - CHILD INTERVIEW.

New students must complete steps 1-6. Returning students must complete only step 6.

1. **Observation**

Parents are required to tour and observe the classrooms of interest before making application for their child. The Montessori classroom is a unique environment and the best way to get to know the school and learn about the Montessori educational philosophy is to tour the school and observe the children as they work.

2. **Admissions**

After touring the school, a “Getting to Know You” form will be given to parent to fill out with prospective student information. Upon returning completed form, an interview time will be scheduled. Interviews are with prospective student/teacher in the classroom.

3. **Student Interview / Student Visit**

Preschool children will have a scheduled interview with one of our preschool teachers. Interviews are about 15 minutes and are done in the classroom with prospective student and teacher.

Candidates for Kindergarten will be assessed as they work one on one with a teacher through a two-day school visit. At this time, we do not accept any children new to above first grade who have not been in a Montessori school.

4. **Admission/ Placement**

Parents will be notified by email and/or writing of their child’s admission after the interview.

Children may be offered admission into a particular class in accordance with the priority rules given in the above stated Admission Policy.

#### Preschool

Admission will be granted to either a morning or afternoon class.

Parents have the opportunity on the application form to request AM or PM classes. Requests cannot always be honored, however, because of limited space and the need for age and gender-balanced classrooms

#### Elementary

Admission to elementary school is on a grade level basis.

The child will be accepted to a certain grade level based on the teacher’s assessment of the student during the student visit and during the parent interview. The child’s placement rests ultimately with the Director of the School.

5. **Denial of Admission**

If after the complete application process, the teacher and Director of the School do not believe that Midland Montessori School is the optimum environment, your child will not be granted admission to the school. We realize that every child is unique and has specific needs. In some cases, we may not be able to address the needs of your child. In this case, we will try to recommend some educational alternatives

6. **Acceptance of Placement and Registration**

Parent will be notified of acceptance and placement in a timely manner by a phone call or email from the Head of School. The next step in registration is for parent to come by the school office to pick up a tuition agreement contract. Upon completion of the contract, signed, notarized, and a \$230 enrollment fee will secure the child's spot. **Please note: A child's spot will not be held without the contract/registration fee. The Tuition Agreement Contract is a full-year binding contract.**

In order to complete registration of your child at Midland Montessori School, you must complete an online enrollment process and set up an account through RenWeb. A health form signed by a physician and shot record will be required. Instructions to set up online enrollment will be sent to you upon receipt of your tuition contract.

## TUITION POLICY

### TUITION SCHEDULE

The tuition and fee schedule for the current academic year may be found at the front of this Handbook. The tuition and fee schedule for the next academic year will be published in February.

A tuition discount of 5% is given to all siblings.

There is no discount for lump sum payments at this time.

### TUITION PAYMENT

Tuition may be paid in full or divided into a 10- or 12-month payment plan.

All tuition is debited from a checking account through FACTS. You may choose the 5<sup>th</sup> or 20<sup>th</sup> of the month to pay tuition.

## Curriculum

### PRESCHOOL AND KINDERGARTEN PROGRAM

The three-year old, four-year old, and Kindergarten classrooms are thoughtfully prepared educational environments where children are free to grow and learn under the observation and guidance of the teacher. The classrooms contain a selection of carefully designed “works” from which a child may choose. As the children manipulate these works, they teach themselves through their senses, primarily the sense of touch. In addition to the Montessori curriculum of Sensorial materials, Practical Life, and Language and Math, the children work in the areas of science, geography, history, art, music, Spanish, and movement.

Children who complete the full three-year Preschool and Kindergarten program will have the skills necessary for a successful elementary education.

Children must be at least five years of age by September 1st of the school year to enroll in Kindergarten.

### ELEMENTARY PROGRAM

The Elementary program offers education for six through twelve-year-old children in classrooms where students of different ages and abilities work side by side. Each classroom is an active environment. Children receive lessons from the teacher, then go on to work individually, in pairs or in groups. Activity takes place at desks, tables, or on mats on the floor. The classrooms are rich in Montessori educational materials (many of which are extensions of those used in the Preschool and Kindergarten classrooms) and research resources that support the students’ growing interest in their expanding world.

The curriculum includes language, mathematics, studies of the earth, the universe, plants and animals, geography, history, human needs, invention, art, and music. The Montessori reading and language program incorporates the use of multi-sensory materials and is enhanced with Alphabetic Phonics, SRA, and children’s classic literature.

Academic excellence is achieved in the Elementary program through an emphasis on mastery of skills and concepts, rather than on grades. Students are encouraged to ask questions, research subjects, and draw their own conclusions. Multiple methods for learning and the time needed for success are provided because all children do not learn in the same way or at the same pace.

Children who complete the Elementary program are well prepared, enthusiastic and ready to embrace and appreciate a lifetime love of learning.

## Visiting the School

**PLEASE NOTE: WE WILL NOT HAVE PARENT OBSERVATIONS DURING THE 2020-2021 SCHOOL YEAR.**

Midland Montessori School has an open-door policy. We recognize the role of the parent as the child's most important teacher, and all parents are welcome to observe our classrooms at any time. We also welcome and encourage visits to the school from prospective families and the community during our open house in January. All visitors must sign in and out in the school office.

We open up our classrooms for parent observations during the month of October. We want all parents to observe our classrooms to get a picture of your child's environment. This is very beneficial before our Parent/Teacher conferences in November.

When you come to observe a class, please adhere to the following guidelines during your visit: sit quietly and observe; try not to make your presence felt; do not initiate conversation; and do not handle the materials. We recommend these guidelines to minimize interference in the children's environment.

## Volunteering

**PLEASE NOTE: WE WILL NOT HAVE VOLUNTEERS IN OUR CLASSROOMS DURING THE 2020-2021 SCHOOL YEAR.**

Opportunities for volunteering include being a room mother or father, working on the book fair, sharing your time in the classroom, making materials at home, teacher appreciation lunches, and much more. The volunteer spirit is what makes Midland Montessori School a success.

## Student Evaluations / Conferences Progress Reports

**PLEASE NOTE: CONFERENCE FOR THE 2020-2021 SCHOOL YEAR MAY BE VIRTUAL.**

Two Parent Conferences take place during the school year. There is no School for children on conference days.

Teachers and or parents may request additional conferences if needed.

Progress reports will be distributed in January and May.

## STANDARDIZED TESTING

Terra Nova Standardized testing will take place in grades fourth-sixth in the second semester.

## CONFERENCES

Teachers cannot conference with you during class time or during drop off / pick up your child. Please call the office or email student's teacher to set up a conference.

At your request, a teacher conference can be set up at any time in the school year. You and the teacher may choose to conference on the phone or by email. If a conference is needed the office will schedule a time that is convenient for teacher and parent.

## School Policies

### ATTENDANCE POLICY

We value our time with the students. A student must be in attendance for 90% of the school year in order to be placed or promoted to the next grade level. Three tardies will be considered one absence. Special circumstances (COVID-19) that cause extended absences must be approved by the Head of School and Board of Directors.

### ACADEMIC CALENDAR AND HOLIDAYS

Midland Montessori School's academic year consists of approximately 160 days. We follow the MISD calendar throughout the school year with the following exceptions: school begins in September rather than August, we have a full week of vacation at Thanksgiving, and students do not attend school on parent/teacher conference days. Dates of holidays and conference days are given on the calendar included in this Handbook. A copy of the school calendar is also available in the school office.

### SNOW DAYS AND WEATHER

Please listen to the radio and television and check your email and texts for information on delays or cancellations due to weather. In case the school is delayed in the morning, do not bring your child to school until the stated start time. Teachers may be delayed as well and will not be at school to watch your child. **All morning preschool classes will be cancelled in the case of a delayed opening due to weather.**

### CLOTHING

The following rules apply to **ALL** students:

**PLEASE NOTE: FOR THE 2020-2021 SCHOOL YEAR FACE COVERINGS (MASKS OR FACE SHIELD) FOR GRADES K-6 ARE MANDATORY, PRESCHOOL FACE COVERINGS ARE RECOMMENDED.**

Children should wear durable play clothes to school. Girls who wear skirts or dresses must wear shorts underneath. Tennis shoes worn with socks are required for the playground. The following shoes are **not acceptable**: cowboy boots, dress shoes, sandals, crocs, flip-flops, or wheelies.

**Please label all jackets with child's name.**

Hats are allowed on the playground, but must be taken off in the classroom. Please apply sunscreen to your child in the morning.

## Midland Montessori School

We will play outside every day except in very bad weather. Please see that your child comes to School with appropriate clothing for the weather.

### Preschool

Please remember that your child must be able to undo and refasten his/her own clothing when using the bathroom. Elastic waistbands allow independence for young children. **Belts should not be worn** as they are difficult and time consuming for the children to buckle and unbuckle. Velcro fastened shoes are suggested so that children can put their own shoes on. Often, children must take their shoes off to remove playground sand.

### Kindergarten and Elementary

Students should wear neat, comfortable clothing appropriate for learning. Shorts and skirts should be fingertip length. Shirts must be long enough to cover a child's mid-section.

No tank tops, halter, or spaghetti straps will be allowed. Teachers will use their discretion concerning inappropriate logos on shirts. No extreme haircuts/hair color is allowed.

If your child is not dressed appropriately as outlined in this Handbook, a phone call will be made to a parent to bring the appropriate clothing for the child.

## PERSONAL POSSESSIONS

Please do not allow your child to bring toys or belongings from home to school. They will be taken up by the teacher and may not be returned. Toys stowed in pockets become distractions during the school day. If he or she has something special to show the class, please talk with the teacher before sending it to school.

## PARTY INVITATIONS

We will not allow party invitations to be handed out on school property. We ask that you please mail your invitations. Student addresses are available through Parents Renweb.

## SOLICITATIONS

Any student, parent, teacher, or individual wishing to solicit for an organization other than the school may do so only after normal school hours. **Please do not solicit from any teacher, student, or parent before or during school.** Flyers or sign-up sheets may be placed on bulletin boards after securing permission through the office.

## ATTENDANCE

Regular attendance is expected in all grade levels unless a child is ill or cannot participate in daily activities. Many classroom activities cannot be made up. If a child is **frequently late or leaves early**, the teacher will request a **conference with the child and parents**. Kindergarten and Elementary attendance will be reported as part of a student's progress report. A child must be in attendance 90% of the school year in order to be promoted or placed in the next grade level.

Attendance will be taken each school day in each classroom. Teachers will note the time of each student's arrival and departure. Three tardies equal one absence.

## Midland Montessori School

In the event of late arrival, parents must bring their child to school through the school office. Parents are asked to say goodbye to their child in the school office. A staff member will escort the child to the appropriate classroom.

If you must pick your child up early, please contact the office beforehand.

This attendance policy is for the safety of your child during emergency situations. Teachers and staff must know who is on campus so that all children can be accounted for in the event of an emergency.

## ARRIVING TO SCHOOL

### NEW ARRIVAL AND DISMISSAL PROCEDURES FOR THE 2020-2021 SCHOOL YEAR.

#### Preschool

- Parent will complete a daily health screening through an App every school day by 7:00 am for morning preschool students. Afternoon preschool students will need to be submitted by 11:00am.
- Parents are asked to wait on social distancing marker on sidewalk or inside the playground. Teacher will be at classroom door to take temperature (*Must be below 100.0 to enter classroom.*)
- Parent may not enter classroom.

Some young children will have difficulty separating from parents at class time. When you bring your child to school, please tell the child goodbye and that you will be back when class is over. Please be firm and do not linger or follow your child inside. We will take good care of your child! If the child continues to be upset and cannot be consoled, we will call the parent.

#### Kindergarten and Elementary

- Parent will complete a daily health screening through an App every school day by 7:00am.
- Carpool line will be open at 7:40am. Children are to remain the in car for a teacher to take temperature. (*Must be below 100.0 to enter classroom.*)
- Teacher will not unbuckle child from car seat.
- Please be sure your child is not eating their breakfast, has their shoes on, is unbuckled and is waiting for their temperature check.

## SNACKS

### Preschool

For the 2020-2021 school year, **no** snack will be served to preschool students.

### Elementary

For the 2020-2021 school year, parent will be charged two \$25 snack fees (Fees will be debited through your FACTS incidental account on September 14 and January 11)  
School will purchase items to be distributed as a morning snack.

## LUNCH FOR KINDER-ELEMENTARY

**PLEASE NOTE: FOR THE 2020 -2021 SCHOOL YEAR, TEACHERS WILL NOT OPEN ITEMS IN LUNCHBOXES. PLEASE BE SURE YOUR CHILD IS ABLE TO OPEN EVERYTHING IN THEIR LUNCHBOX BY THEMSELVES.**

Students eat outside everyday unless the weather is unfavorable. If weather is unfavorable, we will eat in the classrooms.

During warm weather, please include a re-freezable ice pack or a frozen water bottle in your child's lunch box to keep food from spoiling. Please write your child's name on their lunch box.

Please do not send food that must be refrigerated or heated. Children *will not* have access to the kitchen or an opportunity to heat their food and may not ask teachers to do so. We also request that you not send food in glass containers for safety reasons.

Fresh fruits and vegetables are healthy alternatives to candies and cookies. **Please do not include gum, candy, sweet or caffeinated soda, or sugary desserts in your child's lunch.**

In the event that a child forgets his/her lunch, the teachers will supply peanut butter or cheese and crackers along with a nutritious snack. **Please DO NOT bring the forgotten lunch** to school, as this is a great opportunity to teach responsibility for the child.

## FAMILY PICNIC DAYS

### **NO FAMILY PICNICS WILL BE HELD FOR THE 2020-2021 SCHOOL YEAR**

A Family Picnic Day is an all-school picnic hosted by the Parents' Association where hot dogs, BBQ, etc. are sold to parents and children. The proceeds are used to purchase materials for the school. There are three Family Picnic Days throughout the school year.

## DISMISSAL FROM SCHOOL

Preschool parents will wait to pick children up outside on social distance markers at the designated dismissal times.

Kindergarten-Upper Elementary students will be picked up in a carpool line. Carpool lines begin at 2:45pm for Kindergarten, 2:50pm for Lower Elementary, and 3:00pm for Upper Elementary. Car tags will be given to parents to display during the carpool line. Tags must be clearly displayed on windshield.

Students will be only be released to a parent or someone designated by the parent in writing. If the teacher does not recognize the person picking up a child, the person driver's license will be checked for verification with the written note.

**Please be on time.** Parents who are more than five minutes late will be debited a late pick up fee of \$2.00 per minute through your FACTS Incidental accounts.

## Conduct and Discipline

### RULES OF CONDUCT FOR THE CLASSROOM

- We are expected to return work to its place on the shelf.
- We respect each other's workspace.
- We walk and talk quietly in the classroom.
- We respect and handle the materials with care.
- We are **respectful, kind** and **considerate** to our classmates and teachers.
- We accept personal responsibility for the care of our school.
- We complete assignments as requested by the teacher.
- We take responsibility for our actions.

### DISCIPLINE

We do not anticipate any discipline problems, but would like for you to know how discipline is handled if it becomes necessary. Midland Montessori School's discipline policy adheres to the Discipline Policy set forth by the State of Texas. A copy of this Policy may be found in Appendix III.

### Preschool

If a child becomes disruptive, or is unkind or inconsiderate to others; we will remove the child from the situation by inviting him or her to work in another part of the classroom. Usually, we will help the child start on a work of his own. If the behavior continues, the child will be invited to sit in a “thinking chair” until the child can think of something constructive that he or she would like to do. If the child cannot think of anything, the teacher will help redirect him or her. Verbal reminders are often necessary the first few months of school until the child adjusts to the environment. Most children will have a bad day occasionally. We will let you know if your child is having trouble adjusting. We are committed to giving the children positive reinforcement and guidance as often as possible.

If a child is biting, hitting, kicking, or generally compromising the safety of another child, the teacher will have a conference with the child and the parent. If the behavior continues, the teacher will call the parent to pick up the child from school. After the third offense, the child will be asked to stay home for a period to be determined by the school director.

### Kindergarten and Elementary

A student is disruptive if he or she is unkind or inconsiderate to others in the class. If a student becomes disruptive, we will move the child to another area or classroom. He/she will be expected to continue his/her work there. Any disciplinary action will include parent notification of the problem and the disciplinary action. A perfectly good student can have a bad day occasionally. We will keep you informed of any problems your child is having adjusting to the environment.

If a child is taken to the office to speak to the Head of School, you will be notified.

If the disruptive behavior continues, or if a student is hitting or physically harming another student in any way, a parent will be called to take the student out of class. A student who is continually disruptive, abusive to others, or unable to contribute in a positive manner may be asked to leave the school and be placed in another educational facility.

Recess may be reduced if a child has not used his/her class time wisely.

## Health

### **PLEASE REFER TO COVID-19 MITIGATION PLAN FOR ADDITIONAL HEALTH INFO FOR THE 2020-2021 SCHOOL YEAR**

Please make sure your child is well rested and has eaten breakfast before coming to school.

#### **IMMUNIZATIONS**

The State of Texas requires that students attending preschool and elementary school have a current immunization record on file at the school. Parents must acquire a copy from their physician or have their physician complete the supplied form and submit it by the first day their child attends school. A copy of the state immunization requirements may be found in Appendix I, in the school office, and at [www.ImmunizeTexas.com](http://www.ImmunizeTexas.com).

**Exception:** No record of immunization is required if the school is provided with one of the following documents:

1. Affidavit stating that immunization exemption is granted for “reasons of conscience” including religious belief.
2. A certificate signed by a physician that the immunizations may be detrimental to the student’s health;
3. Medical evidence of the students existing immunity as a result of previously contracting the disease.

#### **ILLNESS**

### **PLEASE REFER TO COVID-19 ILLNESS AND DIAGNOSIS INFORMATION**

Please do not send your child to school if he or she is not feeling well or may be contagious. If your child is unable to attend school, please notify the school office by 9:00AM. Please leave a message if you call before 7:30AM.

The following are reasons to keep your child at home:

- Stomachache
- Vomiting or Diarrhea within the last 24 hours
- Cold or flu symptoms, e.g., sore throat, persistent cough, or sneezing
- Greenish-colored discharge from the nose
- Undiagnosed Rash
- Contagious, communicable disease, COVID-19 symptoms
- Head lice

## Midland Montessori School

Please inform the school if your child has been diagnosed with any communicable illness, including but not limited to COVID-19, chickenpox, conjunctivitis (Pink eye), diarrhea disease or infection, head lice, hepatitis A, impetigo, flu, measles, bacterial meningitis, mononucleosis, mumps, pertussis, rubella, ringworm of the scalp, scabies, strep throat/scarlet fever, or tuberculosis.

The school is required to notify other parents and report these illnesses to the appropriate Health Department.

A notice will be posted on the classroom door within 24 hours of the school learning that a student or teacher has any of the above listed communicable diseases or an outbreak of lice or other infestation in the child's group.

### Illness at School

Children with any of the above ailments must be segregated from other children. Children who become ill while at school will be taken to the office isolation room and given appropriate attention and supervision. The parent or a person designated by the parent will be contacted to pick up the child. Parent must pick up their child within an hour the parent was notified. **Please be sure that all phone contact numbers are kept up to date in the office and on your Parents' Ren Web account. If a child is sent home ill from school, the office will provide you with a form that states when your child may return to class.**

## RETURNING TO SCHOOL AFTER AN ILLNESS

### SEE COVID -19 RETURN TO SCHOOL POLICY

Children should be fever free without medication, vomiting, or diarrhea for 72 hours before returning to school. Children with strep throat may return to school 24 hours after beginning antibiotic treatment and their fever has subsided. Children may not attend school if their illness will prevent them from participating in daily activities when they return, including outdoor play, or if they will require special attention from the teachers, which might distract from their regular duties.

Readmission criteria for other communicable diseases may be found in Appendix I.

## MEDICATION

**We do not dispense medication** to children at school. The only exception may be in the case of an ant bite or itching, when we will use an anti-itch cream. Ice, Neosporin, and band-aids are the standard treatment for bumps, scrapes, and bruises.

Parents may dispense medication to their own child at school with permission from the teacher.

## ALLERGIES

If your child has a food allergy, please note the allergy on Parent Ren Web. Teachers will be informed of any students in their class with severe allergies.

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### Preschool

If your child has an allergy to dust or pollen that is exacerbated by the wind or weather and you do not want them outside, you may choose to pick the child up early before recess or keep him/her home for the day.

### Kindergarten and Elementary School

If your child has an allergy to dust or pollen that is exacerbated by the wind or weather and you do not want them outside, please check with the teacher to see if your child may remain indoors during recess.

## VISION, HEARING, AND SPEECH SCREENING

All returning and new students age 4 or older will be screened for possible vision or hearing problems within the first semester of enrollment or within 120 calendar days of enrollment, whichever is longest. Parents may provide evidence of screening conducted within one year prior to enrollment in lieu of screening at Midland Montessori School.

A licensed or certified screener or a health-care professional will conduct the vision and hearing screening. Any child not passing the screening will first be re-screened. If the child does not pass the re-screening, the parents will be notified in writing and encouraged to seek medical care for the problem detected in the vision and hearing screening. Parents will be asked to sign the referral form as verification that they were notified of the problem. Vision and hearing records, including screening results and referrals, will be kept in each student's file.

Speech screening is not required at this time and is not performed at the school. Teachers may make recommendations to parents to have their child screened if they believe that there may be a problem.

Speech and hearing screening services are available at local public schools and from area speech pathologists.

## ACCIDENT AND INJURY

All teachers in each building are certified in CPR and First Aid.

Minor accidents requiring no medical attention will be reported in a note sent home with the child. A copy of the note will be placed in the child's file.

In the event that a student is injured and requires medical attention, we will call the physician identified in the child's record along with the child's parent or someone designated by the parent on the emergency contact list. A staff member will remain with the child and we will follow the physician's instructions until the parent arrives.

In the case of an emergency that requires immediate attention by a physician, emergency medical services will be contacted or the child will be taken to the nearest emergency room (Midland Memorial Hospital). A parent or someone designated by the parent on the emergency contact list will be called, as will the physician listed on the enrollment form. The child will be given first-aid treatment or CPR as needed. A school representative will accompany the child and stay with him/her until a parent or emergency contact has arrived.

## Midland Montessori School

An Incident/Illness report will be filed with Family Protective and Regulatory Services within 48 hours after the occurrence of any accident or emergency requiring medical attention by a health-care professional. A copy of the report, signed and dated by both the Director of the School and at least one parent/guardian, will be placed in the child's file. A copy of the report will also be given to the parents.

A blank copy of an Incident/Illness report can be viewed in the school office.

## Student Safety / School Emergencies / Fire / Weather Drills

Fire Drills will be conducted monthly.

Severe weather drills/lock downs will be conducted four times a year.

Please see Appendix III.

### SCHOOL SECURITY

The office door will remain locked during school hours.

The school gates will be latched at all times during the school day for your children's safety.

Midland Montessori School does not allow the possession or use of tobacco, alcohol, controlled substances, firearms, or weapons on the premises, in transportation vehicles, or on field trips.

### SUPERVISION

The director or someone designated to be in charge in the director's absence will be on campus at all times. If the director is absent, a notice will be placed in a prominent place stating who is in charge.

All employees and any volunteers who will be with students on a frequent basis, such as room mothers and field trip drivers or chaperones, must pass a criminal history check. (Criminal history request forms may be filled out in the office.)

#### In the Classroom

Each classroom is directed by a Montessori certified teacher. Student/teacher ratios are far below the state standards. Teachers will observe children at all times.

Midland Montessori School

On the playground

**FOR THE 2020-2021 SCHOOL YEAR, THE PLAYGROUND WILL BE CLOSED TO PARENTS AND STUDENTS BEFORE AND AFTER SCHOOL.**

There must be no unattended children on the playground at any time.

Children in Preschool will not be allowed to play outside of the fenced playground area. Children in the K - 6th grades will be allowed to play outside the fenced playground area provided that there is one teacher for every 20 students in this area.

On Field Trips

**THERE WILL BE NO FIELD TRIPS SCHEDULED FOR THE 2020-2021 SCHOOL YEAR.**

The school will follow all state licensing guidelines for supervision on field trips.

All teachers and volunteers who drive on field trips must have background check and take a state approved transportation safety course.

Student/chaperone ratios will typically be less than and usually not more than the classroom student/teacher ratios.

Students will be required to wear tags displaying the school name and telephone number and will be encouraged to wear school logo t-shirts to make themselves easily identifiable to the teachers.

The teachers will also wear clothing that makes them easily identifiable.

## STUDENT RELEASE

No child will be allowed to leave the grounds unless released to a parent or a person designated by the parent in writing or unless written permission has been given to go on a field trip.

You must inform the school in writing of the person authorized to pick up your child if it is someone other than you or a person designated on your child's enrollment form.

We will verify the identity of any person authorized to pick up a child, but not known by the staff by asking to see a valid driver's license.

## PARKING LOT SAFETY

Please lock your car even if you are going in the school for only a short time.

**Children must not be left unattended in a car for any reason.** Please take all young children and babies to the classroom door with you.

**NO CELL PHONE USAGE WHILE DRIVING INTO THE PARKING LOTS.**

## TEACHER/STUDENT VEHICLE SAFETY

Teachers will be driving children and acting as chaperones during field trips.

Drivers must hold a current valid driver's license and insurance. Each vehicle must have an up-to-date inspection sticker that verifies that the state-mandated requirements for safety

## Midland Montessori School

have been met. Drivers must also have a background check and have taken a transportation safety course.

Drivers must follow all laws and recommendations relating to seat belts, front seat passengers, and airbags. Children must remain in a seat with a seatbelt on until the driver tells them they can remove the seatbelt.

Children must not ride in the front seat of a car without parent permission.

Children will load and unload at the curbside or in a protected parking area or driveway. A child may not cross a street unless accompanied by an adult any time before entering or after leaving a vehicle.

Children will never be left unattended in a vehicle.

## ANIMALS ON THE SCHOOL GROUNDS

Some classrooms include small animals as a part of the Montessori environment. Parents will be notified in writing of any animals present in their child's classroom.

Children and teachers will wash their hands after feeding, cleaning up for, or handling an animal.

Children will not be allowed to handle any chickens, ducks, reptiles or amphibians or any animal that appears ill.

**Children and or parents may not bring pets to school.**

## PEST CONTROL

Pest control treatment will take place after operating hours and no students will be present during the treatment. Chemicals which leave harmful residues will not be used in areas where children would have access to the residue.

Notification will be posted on the classroom door 48 hours before and after a pest control treatment.

## SCHOOL EMERGENCY

In the event of a school-wide emergency, children will be evacuated to an appropriate site on the school grounds or transported to the off-site emergency location (Crossway Church 1000 Upland in accordance with the procedures set forth in the emergency evacuation plan. In an event the street block must be evacuated the children will be transported to Golf Course Road. Church of Christ, 3500 W. Golf Course Road. A copy of this plan is available in the school office for your review. School personnel will remain with the children at all times. Once the safety of the students is secure, parents or someone listed on the emergency contact list will be notified immediately so that they may come pick up their child.

## CHILD ABUSE / NEGLECT

Midland Montessori School staff is required by law to report any suspected child abuse or

Midland Montessori School

neglect to the Texas Child Abuse Hotline.

If you suspect child abuse or neglect at any time, you may report it to the Texas Child Abuse Hotline at 1-800-252-5400.

Drivers must follow all laws and recommendations relating to seat belts, front seat passengers, and airbags. Children must remain in a seat with a seatbelt on until the driver tells them they can remove the seatbelt.

Children must not ride in the front seat of a car without parent permission.

Children will load and unload at the curbside or in a protected parking area or driveway. A child may not cross a street unless accompanied by an adult any time before entering or after leaving a vehicle.

Children will never be left unattended in a vehicle.

## Special Events and Programs

**WE WILL NOT HAVE SPECIAL EVENTS OR PROGRAMS FOR THE 2020-2021 SCHOOL YEAR.**

### FIELD TRIPS FOR ELEMENTARY ONLY

**NO FIELD TRIPS WILL BE SCHEDULED FOR THE 2020-2021 SCHOOL YEAR.**

Field trips offer enrichment opportunities beyond the classroom setting in grades first-sixth. Field trips may be scheduled as part of extended studies or they may be community service-related. Field trips will be taken to attend musical events and to visit museums of art, science, and history in the area. Field trips provide an excellent opportunity to practice the Grace and Courtesy skills that children work on as part of the Montessori curriculum.

Parents will be notified in writing at least 48 hours before a field trip is to occur. Notification will include when and where the field trip will take place, when the students are expected to return to the school, and how the students will be transported. This notification may be sent home with your child and also posted on or by the child's classroom door. The school will follow all state licensing guidelines for safety and supervision on field trips.

Please fill out a permission slip for each trip. The blanket permission form that the parent signs on the enrollment form is used only when the permission slip for the current trip has not been returned and the teacher has received permission over the phone from a parent.

If you do not grant permission for your child to attend a field trip, please send a note stating that you will pick up the child prior to the scheduled departure time. Please sign your child out of his/her classroom.

**Preschool and Kindergarten will not be taking field trips.**

## SPECIAL EVENTS

**NO SPECIAL EVENTS WILL BE SCHEDULED FOR THE 2020-2021 SCHOOL YEAR.**

Students may be dismissed early on occasion for special events or before a holiday. Parents will be notified in writing at least 48 hours in advance.

Each year, special activities are planned to celebrate the holidays. Please consider volunteering in your child's classroom if you would like to help with these plans.

## PARENT ONLY EVENTS

**NO PARENT EVENTS WILL BE SCHEDULED FOR THE 2020-2021 SCHOOL YEAR.**

Orientation will be held for all new and returning parents at the beginning of the school year.

Preschool teachers will conduct individual student orientations with each new Preschool student immediately before school starts.

Parent Education Nights will be scheduled during the school year to inform parents and visitors about the curriculum and demonstrate the use of the Montessori materials.

## PARENT'S ASSOCIATION

**PARENT'S ASSOCIATION WILL REACH OUT TO PARENTS FOR TEACHER LUNCHEONS, WISH LISTS, ETC. FOR THE 2020-2021 SCHOOL YEAR.**

The Parents' Association will have meetings throughout the school year to plan activities and to educate parents about the school. The Parents' Association appoints Room Parents to plan parties, organize helpers for teacher meetings, and support the teachers. The Parents' Association also hosts several all-school functions throughout the year. Volunteering in the Parents' Association is a wonderful way for parents to become involved at the school and a great way to make new friends!

## Appendix I

Readmission criteria for common illnesses are as follows:

**COVID-19 – ALL CRITERIA MUST BE MET BEFORE RETURNING TO SCHOOL:**

**Fever free for 72 hours without fever reducing medication, 10 calendar days must have passed since onset of illness, and symptoms have improved (cough, breathing, etc.)**

**Chickenpox**- seven days after onset of rash; immunocompromised individuals should not return until all blisters have crusted over.

**Lice**-- after medicated shampoo or lotion treatment has been given and school deems appropriate to return

**Impetigo**-- after treatment has begun

**Mononucleosis**-- when a physician decides or after fever subsides

**Strep/scarlet fever**-- 24 hours after antibiotic treatment has begun and fever subsides

## Appendix II

**Texas Department of Family and Protective Services**

516 Air Park Road, Bldg. B  
Midland, Texas 79705  
432-684-3210  
432-684-3295 Fax

**Texas Department of Health Immunization Division**

[www.ImmunizeTexas.com](http://www.ImmunizeTexas.com)

**Texas Child Abuse Hotline**

1-800-252-5400

## Appendix III

### Discipline and Guidance Policy for Midland Montessori School

- Discipline must be:
  1. Individualized and consistent for each child:
  2. Appropriate to the child's understanding; and
  3. Directed toward teaching the child acceptable behavior and self-control.
- A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:
  1. Using praise and encouragement of good behavior instead of focusing only on unacceptable behavior;
  2. Reminding a child of behavior expectations daily by using clear, positive statements;
  3. Redirecting behavior using positive statements; and
  4. Using brief supervised separation or time out from the group, when appropriate for the child's age and development.
- There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:
  1. Corporal punishment or threats of corporal punishment;
  2. Punishment associated with food, naps, or toilet training;
  3. Pinching, shaking, or biting a child;
  4. Hitting a child with a hand or instrument;
  5. Putting anything in or on a child's mouth;
  6. Humiliating, ridiculing, rejecting, or yelling at a child;
  7. Subjecting a child to harsh, abusive, or profane language;
  8. Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
  9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

## Appendix V

### Emergency Drills and Procedures

Fire	Fire/Evacuation	Fire/Gas Leak	Severe Weather
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#### Lock Down

**Designated Areas**  
**Designated Areas**

**All Saints Anglican**  
**1000 Upland Ave.**

**Fannin Terrace**  
**2800 Mogford**

**Designated Areas**

**Fire Alarm**  
**Code PINK**

**Fire Alarm**

**Fire Alarm**

**Code BLUE**

**Walkie Talkie**

**Walkie/Talkie**

**Walkie /Talkie**

**Walkie/Talkie**

#### Students:

- Stop what you are doing
- Stop what you are doing
- Exit classroom quickly
- Listen for directions
- Listen for directions
- Move away from doors
- Meet at designated area and windows
- Once outside, remain quiet
- Maintain silence and calm

- Stop what you are doing
- Exit Classroom quickly
- Listen for directions
- Walk to designated area
- Once outside, remain quiet and calm.

- Stop what you are doing
- Exit Classroom quickly
- Listen for directions
- Enter car as directed from the teacher
- Once in car, remain quiet and calm

- Stop what you are doing
- Listen for directions
- Duck and cover
- Remain in position
- Maintain silence

#### Teachers:

- Check restrooms and hallways designated
- Exit classroom quickly position
- Meet at designated area position
- Take roll immediately safe locations
- Radio in position
- Wait for release

- Check restrooms and hallways -All doors locked
- Exit classroom quickly
- Walk to All Saints (take key)
- Take roll immediately.
- Notify staff immediately if child is missing

- Check restrooms and hallways.
- Exit classroom quickly
- Place children in cars, take roll, drive to Fannin Terrace
- Parents will be notified and pick up from this location

- Place students in areas in duck and cover
- Radio office that all are in
- Wait for release

# Midland Montessori School COVID-19 Mitigation Plan 2020-2021



## **Table of Contents**

- Purpose
- Notices
- Enhanced Operational Daily Procedures
- Interventions for Individuals Confirmed, Suspected, or Exposed to COVID-19
- Class Safety and Social Distancing
- Hygiene Protocols
- Classroom Procedures
- Cleaning/Disinfecting
- Snack and Lunch Time
- Material Protocols

***PURPOSE***

- The purpose of this document is to guide the Midland Montessori School community in a responsible return to school, protecting the health and wellness of students, faculty, and staff in an effort to keep our campus open and support general public health.

***NOTICES/SIGNAGE***

- Midland Montessori School (MMS) will adhere to guidelines from the CDC, Governor Abbott's Task Force, the Texas Education Agency (TEA), Texas Health and Human Services (THHS), and Midland Health Department.
- MMS will maintain a hard copy of this COVID-19 Mitigation Plan in the front office, along with sanitization logs, health screening logs, and attendance information.
- MMS will post entryway signage stating that any person with symptoms consistent with COVID-19 may not enter the premises.
- MMS will post other signs and notices as needed to reinforce any policies contained within the COVID-19 Mitigation Plan.
- MMS will periodically or as needed make revisions and update parents about new State or school-sanctioned guidelines.
- MMS Director will oversee training of staff regarding this COVID-19 Mitigation Plan and each staff member will be provided a copy of this plan prior to their return.
- MMS Director will oversee communication of health guidelines to all children and staff in an age-appropriate manner.
- MMS Director will be the point of contact for questions regarding the COVID-19 Mitigation Plan by email: [director@midlandmontessorischool.org](mailto:director@midlandmontessorischool.org) or phone: 432-699-1665.

***ENHANCED OPERATIONAL DAILY PROCEDURES***

**Procedures for Kindergarten-Elementary**

- Students may arrive between 7:40am-8:00am. Students will exit the vehicle curb-side with the seat belt unbuckled to maintain social distancing.
  - *Carpool staff will not get children out of car seats.*
- Students are to wear a cloth face mask or face shield before staff approaches the car. Carpool staff also will be wearing a face covering.
- Staff member will proceed with general health screening including a temperature check and visual/verbal health check while student is still in the vehicle.
- Upon clearance, student will exit car and students will apply hand sanitizer upon entering campus playground area.
- Students will enter school campus through gate door by office.

### **Arrival procedures for Preschool**

- Students arrive at 8:15am.
- Parent will park and escort student to designated classroom door. Social distancing markers will be placed on the sidewalk and playground for waiting. ONE parent may escort student. (Parent must wear face covering.)
- Parent and student will enter through preschool gate door and use hand sanitizer station before waiting at a social distancing marker to proceed to classroom door.
- Before entering through classroom door, teacher will proceed with health screening including temperature check and visual/verbal health check.
- Student only will enter classroom.
- ***It is highly recommended for preschool student to wear a face covering if they feel comfortable doing so.***
- Parent will exit playground area through office gate door to facilitate traffic flow.

### **Handwashing**

- Teachers will supervise handwashing for all children focusing on the following steps:
  - Run hands under water to get them wet.
  - Place hands under the touchless soap dispenser to apply soap.
  - Rub hands together for 20 seconds.
  - Rinse hands thoroughly.
  - Use of paper towels from touchless dispensers to dry hands.
  - Dispose of paper towel in waste basket near sink.
- Touchless faucets and soap dispensers will be utilized throughout the buildings.
- Teachers will share appropriate songs that mark the 20 second hand washing requirement for children to sing while washing hands.
- Signs with the steps to proper hand washing will be displayed throughout the building and by all handwashing sinks.

### **Late Arrivals and Early Pick-ups**

- All parties are required to wear face coverings during the process of late arrivals or early pick-ups.
- If arriving or departing outside of the designated scheduled time windows, park and walk up to the office entrance. Use the call button to alert the office staff. (For early dismissal, please let the teacher or office know of an intended pick up time.)
- Wait on the porch while office staff facilitates the late arrival or pick-up for your child.
- Parents and non-essential visitors will not be allowed to enter the building, unless in the case of an emergency.

### **Health Screening**

- Daily health screenings will be facilitated through an App for the following individuals before entering the facility:
  - ❖ School staff
  - ❖ Persons with legal authority to enter, including law enforcement officers, and Department of Family and Protective Services staff
  - ❖ Professionals providing services to children

## Midland Montessori School

- ❖ Children enrolled at the school
- ❖ Parents who have children enrolled and present at the school. ***Parents will only enter the school when necessary.***
- MMS will conduct health screenings for staff and students upon arrival to school and as needed throughout the day. Included in the health screening are temperature checks done upon arrival, before lunch, and at dismissal. We will send home any employee or child who has any new or worsening signs or symptoms of possible COVID-19. Screening will include checking face covering, temperature check with touchless thermometer, and asking about the following symptoms from the Health Questionnaire.
  - A measured temperature reading at or above 100.0 degrees Fahrenheit
  - Cough
  - Shortness of breath
  - Difficulty breathing
  - Chills
  - Shaking or exaggerated shivering
  - Significant muscle pain or ache
  - Headache
  - Sore throat
  - Loss of taste or smell
  - Diarrhea
  - Known close contact with a person who is lab-confirmed to have COVID-19
  - Suspected of having or has COVID-19 symptoms

### ***INTERVENTIONS FOR INDIVIDUALS CONFIRMED, SUSPECTED, OR EXPOSED TO COVID-19*** ***All determinations below will be made in consultation with Midland Health Department.***

- Staff and students may not come to school if they have COVID-19 symptoms, are diagnosed with COVID-19, are waiting test results, or have been exposed to someone with symptoms.
- The Midland Health Department and the Texas Department of Health and Human Services will be notified immediately if a student or staff member has tested positive for COVID-19 (or have come into close contact with someone who has tested positive.)
- In the case of an individual who was diagnosed with COVID-19, the individual may return to school when all four of the following criteria are met:
  - at least three days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications);
  - the individual has improvement in symptoms (e.g., cough, shortness of breath) without the aid of medication;
  - and at least ten days have passed since symptoms first appeared.
- Should a child develop symptoms identified in the Health Questionnaire, particularly a fever greater than 100.0° F, parents will be notified for pick up their child within the hour, and the child will be quarantined in the designated office isolation room until a parent arrives. We will not administer fever-reducing medicine. PLEASE NOTE: WE WILL CALL PARENTS LISTED ON CONTACT NUMBERS FIRST. IF WE ARE UNABLE TO REACH A PARENT, WE WILL CONTINUE TO CALL OTHER NUMBERS LISTED ON CONTACT LIST. PLEASE BE SURE THAT EVERYONE ON THE CONTACT LIST WILL BE AVAILABLE TO PICK UP A SICK CHILD.

### ***CLASSROOM SAFETY AND SOCIAL DISTANCING***

- Students and staff will maintain social distancing in designated workspaces.
- To minimize sharing of classroom materials, students will be provided personal supply boxes, individual sets of Montessori materials when feasible, and an assigned work mat.
- Staff in each classroom will have access to sanitizing supplies such as hand sanitizer, CDC approved disinfectant cleaner, paper towels, gloves, etc.
- Physical guides, such as tape on floors and sidewalk, and signs on walls will be used to ensure that staff and children remain at least six feet apart.
- Social distancing parameters will be acknowledged in outdoor space and indoor classroom environments with an understanding of limitations on social distancing in younger children.
- Outdoor spaces will be used for lessons whenever weather permits.
- Visitors, including parents and delivery personnel, are not permitted to enter the facility to prevent cross contamination.
- MMS will closely manage the inventory of classroom materials to minimize sharing to every extent possible.

### ***HYGIENE PROTOCOLS***

- **Face Coverings (Masks and Face Shields)**
  - MMS considers face coverings (masks or face shields) to be an intervention approach towards preventing the spread of COVID-19. MMS staff will teach and reinforce the use of face coverings. Face coverings will be essential in times when physical distancing is difficult. MMS will reinforce keeping our hands away from our faces and washing our hands well and frequently.
  - Masks worn by students and staff must meet the following CDC criteria:
    - Must fit snugly and comfortably around the face
    - Must be secured with ties or ear loops
    - Must include multiple layers of fabric
    - Must allow for breathing without restriction
  - Masks and face shields will be removed during lunch/snack time and when outdoors after ensuring appropriate social distancing.
  - Students will wear their face coverings (masks/shields) in the bathroom.
  - Coughs and sneezes will be covered with cloth face coverings.
    - Tissues used for coughs and sneezes should be thrown in the trash and hands washed immediately with soap and water for at least twenty seconds.
  - Families should wash and sanitize face coverings on a regular basis.
- **Hand Sanitizing and Hand Washing**
  - All sinks will be equipped with touchless soap dispensers and touchless faucets.
  - Staff will wash their hands frequently throughout the day using soap and water. Student and staff hand washing will occur at the following times:
    - Upon arrival at school
    - After restroom use

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- Before/after eating
- Before and after lessons
- After outdoor activities

- Hand washing will utilize soap and water for no less than 20 seconds.
- A hand washing log will be kept for each classroom.
- Hand sanitizer (60 percent alcohol) will be allowed for children with staff supervision.
- MMS will maintain an adequate supply of hand soap, hand sanitizer with at least 60 percent alcohol, and paper towels for each designated environment.
- Designated staff will monitor the inventory of these products to maintain adequate levels.

### ***CLASSROOM PROCEDURES***

#### ● Restrooms

- Restrooms will feature touchless faucets and touchless soap dispensers.
- Students will use designated restrooms in their area.

#### ● Workspaces

- Workspaces will be assigned and clearly marked for social distancing as much as possible.
- Individual materials and belongings will be stored in assigned cubbies
- Movement of students throughout campus will be coordinated to maintain social distancing.
- Tabletop plexiglass barriers will be used at teaching tables.

### ***CLEANING/DISINFECTING***

- Daily cleaning and disinfecting will be conducted in compliance with CDC and local public health protocols by staff and nightly cleaning staff.
- MMS will maintain an adequate supply of CDC approved cleaning and disinfecting products.
  - Designated staff will monitor the inventory of these products to maintain adequate levels.
- Staff will frequently disinfect touched surfaces throughout the day. This includes tables, doorknobs, light switches, countertops, handles, sinks, faucets, shared supplies / materials, etc.
  - Sanitization checklists will be kept in each classroom and staff members will initial after each sanitization.
  - Use of shared supplies/materials will be minimized.
- Table and chairs will be disinfected after each lesson.
- The office isolation room will be sanitized per CDC guidelines following any usage.
- When a student or staff member tests positive for COVID-19, we will perform CDC recommended cleaning/disinfecting. Based on guidance from the health department and TTHS, MMS may close the school or an individual classroom for 72 hours to allow for natural deactivation of the virus, followed by comprehensive disinfection of all non-porous common surfaces prior to students' return.

### **SNACK AND LUNCH TIME FOR KINDER-ELEMENTARY**

- Preschool students will not be served a snack during the three-hour class time.
- MMS will purchase individually wrapped snacks for full day kindergarten-elementary students.
- Staff and students will hand wash before and after snack.
- Staff will distribute snack to students.
- Lunch: Kinder-Elementary students may bring a lunchbox. Student must be able to open all items in their lunchbox. Teachers **will not** open containers.
- MMS will utilize our outdoor eating spaces with appropriate social distancing, weather permitting.

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Tables will be disinfected by staff before and after usage.

### **MATERIALS/OBJECTS**

- Students will wash their hands **before and after** using shared materials.
- After the last use of a material in a given day, it will be set aside for **end-of-day** cleaning and sanitizing.
- Staff will clean and sanitize any materials that end up in a child's mouth.
- If lesson materials need to be used multiple times during the day, the materials will be cleaned and sanitized between uses.
- To minimize sharing of classroom materials, students will have personal supply boxes, individual sets of Montessori materials when feasible, and use assigned work mats.

## Illness and COVID-19 Diagnosis Information

**If your child has fever, defined as 100.0 degrees F or higher and/or any combination of the symptoms below, the protocol is they must stay home.**

- Cough
- Shortness of breath
- Difficulty breathing
- Chills
- Exaggerated shaking or shivering
- Significant Muscle Pain or Ache
- Diarrhea
- Headache
- Sore Throat
- Loss of taste or smell
- Known contact with COVID-19 illness

**In the event your child has tested positive or exhibits symptoms for COVID-19, in order to return to school:**

- A child must be fever-free for 72 hours without fever reducing medications
- 10 calendar days must have passed since onset of illness
- Symptoms have improved (cough, breathing, etc.)

**In the event a child exhibits COVID-19 symptoms while at school:**

- The child will be separated from other children
- Families will be notified
- The child must be picked up within the hour.
- Children may return to campus once the above criteria for returning to school are met.

**What if another student or teacher in my child's class test positive for COVID-19?**

- If someone has tested positive, communication with families will be sent out as soon as possible, relaying that a student/staff member that was on campus has tested positive. No other identifying information will be given out to protect identity. The Health Department will be notified and contact tracing will begin. Deep cleaning and sanitizing will begin immediately. Further information regarding other necessary precautions, which include quarantining, will be followed as requested by health officials.
- If we are notified of a positive case within three days of the individual being on campus, we will close the classroom that the individual was in for 14 days. During these 14 days, the class will move to remote learning, and the classroom will be sanitized. Once student/staff member have been asymptomatic during the 14-day quarantine, they may return to school.
- If we are notified of a positive case more than three days after the individual was on campus, we will contact the health department and follow the guidance given at that time.