



Lower School 2020-2021 Back to School Policies and Procedures

As we prepare to return to on campus learning, policies and procedures have been updated to provide the best and safest educational experience for our students and faculty/staff during these unprecedented circumstances. Recognizing that conditions have changed throughout these past four months and are likely to change even after school opens, we will continue to be nimble and adjust as conditions evolve.

Please take time to review these mitigation measures with your family so we can all do our part to keep our community safe.

ECC Daily Routine

Arrival:

- Adults and children must remain in their cars until their teacher comes for them. We require that every person arriving, both adults and children in PreK 3 and older, wear a **face mask**.
- All students will have their temperatures taken upon arrival in the carline
 - Any student with a temperature above 100.4° will be sent home. They will not be permitted to return to school until they have been fever-free, without taking fever reducing medication, for 72 hours.
- All PreK 3 – Kindergarten students will be required to wear a **face mask** when entering and while in the school building.
- North and South building entrances will be used to accommodate social distancing guidelines
- Students will go directly to their classrooms and wash their hands upon entering their classroom

Classroom:

- All faculty and staff will wear face masks.
- All PreK 3 – Kindergarten students will be required to wear a **face mask** at all times when inside. (In accordance with current CDC guidelines, gaitors/buffs are no longer acceptable face coverings; face shields may be worn with a **face mask**, but not alone). Face masks with breathing valves are also not allowed.
 - CDS will provide one face mask for each student. Students will need to wear a clean face mask to school each day.

- Students will have safe face mask breaks during the day.
- Face masks will not need to be worn when outdoors provided students are able to maintain social distancing of at least 6 feet apart.
- Students will have assigned seating and individual supplies and materials
- Exploratorium classes (big room) will be held in the classrooms
- Scheduled surface cleaning and hand washing will be performed before and after school as well as in between transitions/activities throughout the day

Specials:

- Specials teachers will travel to students' classrooms
- Specials teachers will wash their hands upon entering and leaving a classroom

Snack, Lunch & Recess:

- Snack, lunch, and recess will be held outside (weather permitting)
- Hand washing will occur before and after these parts of the day
- Classes will have staggered snack, lunch, and recess times to accommodate social distancing policies
- Students may remove their face mask in order to participate in these activities. Face masks will either be stored in a case or attached with a lanyard.
- Classes will be assigned a designated area each day on the playground during recess
- Flik will offer homemade, from scratch lunches for ECC students on Mondays, Wednesday, and Fridays. Lunches will need to be pre-ordered and paid for using Nutrislice, a digital ordering solution.

Naptime:

- Students will have assigned cots
- Cots will be sanitized before and after each use
- Students will not be required to wear face masks during naptime
- Cots will be arranged head to foot
- Rest blankets will be stored separately and will be sent home weekly to be laundered.

Dismissal:

- Students will be dismissed from the classroom
- North and South building exits will be used to accommodate social distancing guidelines
- Parents are required to wear a face mask, remain in their vehicle, and drive through the carline for dismissal.

Bus:

- Parents must check student's temperature prior to boarding the bus
- Students will be required to wear face masks on the bus
- Students will have assigned seating (one student per bench) to accommodate social distance guidelines
- Weather permitting, windows will be kept open

ELEMENTARY
Typical Day as an Elementary Student

Arrival

- 7:45 am arrival with a face mask on correctly
- Temperature will be checked prior to entry to the building
- Driver should wait until child is cleared for entry
 - Any student with a temperature above 100.4° will be sent home. They will not be permitted to return to school until they have been fever-free, without fever-reducing medication, for 72 hours.
- Child will go directly to his/her classroom through the fire doors, which will be propped open. The classroom teacher will be at the entrance to welcome the children and remind them to wash their hands. Child will wash hands upon entering the classroom.

Classroom

- All students will be required to wear a **face mask** at all times when inside. (In accordance with current CDC guidelines, gaitors/buffs are no longer acceptable face coverings; face shields may be worn with a **face mask**, but not alone). Face masks with breathing valves are also not allowed.
 - CDS will provide one face mask for each student. Students will need to wear a clean face mask to school each day.
 - Students will have safe face mask breaks during the day.
 - Face masks will not need to be worn when outdoors provided students are able to maintain social distancing of at least 6 feet apart.
- Desks will be spaced apart facing the front of the room
- Regularly scheduled handwashing
- Regularly scheduled cleaning of desks
- Individual materials (crayons, pencils, workbooks, etc.)
- Individual manipulatives
- Assigned seats

Specials

- Specials teachers will travel to the students' classroom
- Specials teachers will wear masks and wash their hands upon entering the classroom
- Students will wear their PE uniforms to school on the days they have PE. They will not change into their regular uniforms on those days.

Lunch

- Flik will offer homemade, from scratch lunches. Lunches will be individually packaged.
 - Lunches will need to be pre-ordered and paid for using Nutrislice, a digital ordering solution.
- Boxed lunch will be delivered to the students who pre-ordered lunch online
- Weather permitting, lunch will be outdoors with social distancing of three students per table
- Facial covering safely stored, with the student, when he/she is eating (on provided lanyard or in a storage bag)

Recess

- Distanced recess games will be suggested
- Hand washing prior to and after recess
- Scheduled and assigned areas for recess with peers from same class

Dismissal

- Dismissal will be from the classroom
- Use the fire doors to prevent congregation
- Student will be released once car is in view and child can enter the car without waiting outside

Bus

- Parents must check student's temperature prior to boarding the bus
 - Children's temperatures will be checked at school before they can enter their classroom; if their temperature is 100.4° or higher parents will be contacted to come pick up their child.
- Students will be required to wear face masks on the bus
- Sanitizer will be available on the bus
- Social distancing on the bus with one child per bench
- Weather permitting, windows will be kept open

Patriot Nation Commitment to our Community

In order to prevent the spread of the COVID-19 and reduce the potential risk of exposure to everyone within our community, we expect all faculty/staff, parents, and students to join with the school's administration in committing to fostering a Community of Care. We are in a unique situation as a community of staff, students and families. As such, we have a shared responsibility for each other's health and safety throughout this unprecedented time. This will require making a commitment to practice social distancing and other good personal hygiene and safety precautions in our daily lives, in and outside of school.

This shared responsibility is imperative if we want to be able to provide and maintain a safe and healthy environment for on-campus learning for all of our students and faculty/staff. We must ALL do our part to prevent the spread of the virus.

PARENT RESPONSIBILITIES

To help prevent the spread of COVID-19, our parents have a responsibility to take the following precautions:

- We are trusting your honesty and integrity, hoping that you will be cautious and take every precaution to protect your own family, as well as, the students and staff at Carrollwood Day School.
- Take your child's temperature before he or she leaves for school
- Keep your child home if he or she is sick
- If you have a confirmed case of COVID-19 in your immediate family or cohort group, please notify our school nurse. Mrs. Silvers' email is Nurse@carrollwooddayschool.org
- Please avoid high risk area travel. If you do travel, you may need to self quarantine.
- Provide your student with a clean **face mask** daily and please send an extra **face mask** to school with your student.
- Please help your student practice the proper placement of the mask and hand washing protocol.

STUDENT RESPONSIBILITIES

To help prevent the spread of COVID-19, our students have a responsibility to take the following precautions:

- Always wear a **face mask** when you are indoors on campus. Your mouth and nose must be covered.
- When outdoors, practice appropriate social distancing.
- Wash and or sanitize your hands often.

- Try not to touch your face.
- If you feel sick, tell an adult.
- Please don't share food nor materials.
- Cough or sneeze into your elbow.
- When someone wears a face covering outdoors, recognize that it is their choice and respect their right to do so.
- Remember to wear your **face mask** as soon as you enter the building in the morning. At dismissal you must social distance until you get into your car.
- All students must wear a **face mask** on the CDS school buses.