



Manalapan Montessori

100 Bridge Plaza Drive

Manalapan, NJ 07726

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Guidelines for Manalapan Montessori in Coordination with the New Jersey Department of Children and Families Office of Licensing New Jersey Health Department

We care about the health and safety of our students and employees. In partnership with the above state agencies, Manalapan Montessori has additional state procedures for safety during this unprecedented time. We are including these state guidelines/procedures in this letter to our families in order to work together to create a safe and healthy School environment. If you have any questions, please, contact susan@manalapanmontessori.com.

FYI: You can find updated information and screening forms on the our website www.ManalapanMontessori.com, under COVID-19.

Drop off and Pick Up

Hours of Operation: 7:00 AM-5:00 PM for the months June and July in order to comply with the new guidelines. We will revise as things change.

- **To minimize the # of people in the school, there will be no outside visitors permitted in the School during operating hours except emergency personnel or regulating officials.**
- We want our students and staff to enter by the front entrance. We will screen you, outside under the red awning.
- **Please keep social distancing of 6 feet apart or wait in your car until You see the front door is empty.**

Proceed to that entrance and a staff member will be waiting to greet you

Daily Health Screening

Everyone entering by the front door will be screened for signs of Respiratory Illness including COVID-19, by a staff member(s). Please fill out the screening form before coming to School. The screening form can be found on the website under COVID-19. There are questions to screen for possible illness. Anyone with a positive screening will be restricted from entering the school. The screening form is submitted to the DCF each day.

- Screeners will wear a masked screen, gloves and use alcohol wipes.
- **There will be a daily symptom and temperature check with a contactless thermometer.** Any child or parent with a temperature of **100 and higher** or shows signs of sore throat, cough, shortness of breath and chills will not be allowed to enter the building. If any staff or student has a temperature they must stay home, be fever free for 72 hours and have a Dr. note upon return.
- Parents will be asked to confirm the screening questions each morning. Each family will have a Pin # to include on the screening paper. **If a change of health has occurred, please, notify the school as soon as possible.**
- Your child will be escorted, by a staff member, to wash their hands and then to class.

Pick-up Procedures

- Please call the school upon arrival. The staff will escort your child outside of the Front entrance. Please allow a few minutes for us to get your child's backpack.

Updated School Operating Procedures

- A child or staff member that develops symptoms of COVID-19 or cough, shortness of breath will be removed from the class and placed in an Unused classroom with a staff member until the child is picked up. As stated on the screening form, please be prepared to have an alternate pick up person if you are unavailable.

- Our Head Teacher spends lots of time with your child. If they feel your child is under the weather, lethargic, and shows symptoms, she will call you (parent/guardian) to pick up your child. We want to be safe instead of sorry. Please respect the Teachers opinion.
- We have changed the filters in the HVAC system
- We will have windows open several times a day
- There will be no outside visitors permitted in the School during operating hours except emergency personnel or regulating officials.
- Per the Office of Licensing, Dept. of Children and Families and the CDC encourage children over 2 years old to wear a face mask. The staff will not be responsible for proper usage of children's masks, as increased contact with secretion is discouraged.
- Children will not wear facemasks during nap
- Everyone in the classroom will practice social distancing.
- Each child will have their own zip lock bag of pencils, crayons, and chalk etc.
- Manalapan Montessori staff will use a timer to make sure extra hand washing is done on a regular basis. We will concentrate on proper hand washing, as well.
- Playground equipment, class materials, and toys will be cleaned and then sanitized after each class use.
- Frequently touched surfaces will be cleaned and sanitized throughout the day.
- Hot lunch will **not** be provided at this time. Please send lunch in an unbreakable container that your child can eat out of. Please send warm lunch in a thermos and cold lunch with an ice pack. (Infant bottles and food will continue to be refrigerated) The lunch box will be sent home daily. Bottles will be sent home daily. You will not be charged for lunch

- Children should have multiple changes of clothing in their cubby. Soiled clothing will be sent home daily.
- Please make sure your child has two cot sheets in school. One sheet will be sent home, to be washed, nightly. Please send cot sheets in a labeled bag that can travel back and forth.
- Please send a bathing suit, towel, and **spray** sunscreen
- Car seats will not be stored in the building
- No pillows and stuffed toys are permitted at this time.
- Paper plates, plastic forks, spoons, and cups will be used
- Infants can use their own sippy cup that fits in their lunch box.

- Tuition will be due on the first of the month
- If a child is out sick due to illness, refunds will not be issued
- We will not offer vacation pro-rating at this time.

Updated Staff Operating Procedures

- Staff will be screened upon entering the school
- Temperature will be taken
- Staff will be required to wear facemasks while at the center
- Bring multiple sets of clothing to stay in school

- Infant and Toddler Teachers will wear aprons that can be removed if they contain bodily secretions. Staff will bring multiple sets of clothing as well.
- Staff will be trained in additional State cleaning and sanitizing guidelines.
- Staff will create lessons promoting safe health practices, learning and fun!
- There will be a summer program including Montessori lessons, arts and crafts, virtual and outdoor shows, and waterplay with sprinklers in the playground.

We look forward to seeing everyone and working with our parents .

Thank you for your cooperation.