



**Manalapan Montessori**  
**100 Bridge Plaza Drive**  
**Manalapan, NJ 07726**  
**732-536-8181**

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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**

### **Updated Guidelines**

Manalapan Montessori has reassessed the Covid 19 and variant numbers. We are happy to say right now the numbers are in a safe threshold.

Starting Monday, April 18<sup>th</sup> the school will lift the mask mandate and make masks voluntary.

We are including these state guidelines/procedures in this letter to our families to work together to create a safe and healthy School environment. If you have any questions, please, contact [susan@manalapanmontessori.com](mailto:susan@manalapanmontessori.com).

FYI: You can find updated information and screening forms on the our website [www.ManalapanMontessori.com](http://www.ManalapanMontessori.com), under COVID-19.

### **Drop off and Pick Up**

Hours of Operation: 7:00 AM-5:00 PM on Tuesday & Friday and 7:00 AM-6:00 PM on Monday, Wednesday, and Thursday to comply with the cleaning and sanitizing 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, regulating officials or enrichment staff.**
- We want our students and staff to enter by the front entrance. We will screen you, inside the front door under the red awning.
- **Please keep social distancing or wait in your car until You see the front door area is empty.**

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

## Daily Health Screening

Everyone entering via the front door will be screened for signs of Respiratory Illness including COVID-19 or VARIANTS, 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.

- **There will be a daily symptom and temperature check with a contactless thermometer.** Any child or parent with a temperature of **100.4 and higher** or shows signs of sore throat, cough, shortness of breath chills, nausea and diarrhea will not be allowed to enter the building. If any staff or student has a temperature of **100.4 and higher**, they must stay home, be fever free for 48 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, per our CDC policy, as soon as possible.**  
**A student, sibling of a student or employee with Covid 19 must isolate and quarantine five days. After the 5rd day if the infected person tests Negative, he/ she can return with a Dr. Note.**

The quarantine guidelines include siblings because we see frequently, when one sibling is positive the other child will likely become positive.

### Quarantine time has been updated

**For Domestic Travel**-students must quarantine for 5 days but if a negative Covid-19 test is taken after the 3<sup>rd</sup> day your child can come to school.

**For International Travel**-Students traveling abroad must quarantine 5 days. We recommend a test before returning after the 5<sup>th</sup> day.

- 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, regulating officials and/or enrichment staff.
- Children deciding to wear a mask will not wear facemasks during nap, snack, lunch, and outside play.
- Everyone in the classroom will practice social distancing.
- Each child will have their own zip lock bag / pencil case with pencils, crayons, and chalk etc.
- Manalapan Montessori 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 with be cleaned and sanitized throughout the day.
- Hot lunch will be offered at this time for a fee. If you choose to send lunch, please, pack it 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.

- 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 or crib sheets in school. One sheet will be sent home, to be washed, nightly. Please send cot or crib sheets in a labeled bag that can travel back and forth.
- During camp, 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. Per our CDC policy, families must inform the school of any planned vacations.

### **Updated Staff Operating Procedures**

- Staff will be screened upon entering the school
- Temperature will be taken
- Bring multiple sets of clothing to stay in school

- Infant and Toddler Teachers will wear aprons and /or scrubs 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, shows, and waterplay with sprinklers in the playground.

**We appreciate our family's cooperation. In Partnership, we will observe and keep our young children safe, happy, and growing.**