

**Little Hands Montessori**  
**Covid-19 Plans**  
2021-2022



**Table of Contents**

**Message from the Director, Lee Sanchez.....pg 2**

**In Person Plan**



**Face Covering Policy.....pg 3**



**Health Checks and Requirements.....pg 3**



**Hand Washing and Sanitizer Policy.....pg 4**



**Sanitizing and Food Precautions.....pg 4**



**Arrival and Departure Policy.....pg 5**

**Phase 3 Plan**



**Extended School Closure Policy.....pg 6**

## Message from the director

Dear families,

We live in extraordinary times. The COVID-19 pandemic has affected and continues to affect multiple aspects of our lives. Little Hands Montessori continues to closely follow the CDC guidelines as illustrated through LAURA, our state licensing agency. The use of masks decreased in Michigan this summer but the CDC once again recommends universal mask wearing as we begin the school year this year as a result of the surge of the Delta variant. Additionally, a mask mandate has been placed on our county.

We will begin the school year masked, all students and staff (all staff is fully vaccinated) and will continue to follow our CDC licensing guidelines. This does mean that there could be changes throughout the year. Please note that you will be informed before any Covid-19 plan change and any change will be gradual and safe.

We will return to the original plan, as outlined in the Family Handbook, only when it is safe to do so; that may not be this school year. We will continue to follow this plan or an edited version of it this school year until otherwise noted.

Our mission is to thrive as a warm bilingual environment that fosters children's natural development; sustains children for 3 years; prepares them for first grade; forms a love of learning; and lays a foundation for life. Little Hands Montessori should be a place where your children are able to follow their natural development, in a space that is prepared and intentional. Consistency and repetition is key for the educational development of children under the age of 6. Our consistency will be our Monday through Friday schedule with the children. Know that they are loved by our staff and peers and that we are excited to see them!

Grace and peace,

Lee Sanchez

**Little Hands Montessori**

**269-967-5024**

[littlehandsrichland@gmail.com](mailto:littlehandsrichland@gmail.com)

## In Person Plan

### Face Coverings

- At this time at Little Hands Montessori, masks or face shields are to be worn indoors by all individuals (students, employees, visitors/volunteers, etc.), unless the child is younger than 2 years of age.
  - Note: All adults are required to wear a facemask. Shields may only be worn by staff for pronunciation/language instruction at a distance.
- Homemade masks are available for children and for adult visitors if they have forgotten one. However, we ask that parents send in a mask that fits their child well to stay at school if ever needed as a replacement. Additionally, parents should send their child to school with a fresh, clean mask from home each day.
- Face masks will be removed while drinking, eating (3-6 feet or more away from others), outdoors, or for self care if breathing troubles or headaches occur as a result of wearing one. LHM staff will monitor the children carefully for any signs of distress, or unnecessary or unsafe discomfort.
- Facemasks will not be requested to be worn outside by children, staff or parents.

### Temperature Checks/ Health Requirements

- **Wellness checks:** Upon arrival, children, staff and any individual entering will receive a brief wellness check:
  - Their temperature will be taken at the door with a laser no-touch thermometer and they will be asked a few questions about if they feel well. If their temperature is 100 degrees Fahrenheit or more, if they exhibit symptoms listed below, or if they feel unwell, they will be sent home.
  - After bidding farewell, children will then proceed indoors to have a face covering check, and will wash their hands before entering the room.
- **Revised Illness policy until further notice:** At the ONSET of new symptoms, a runny nose that requires nose blowing, other cold like symptoms, nausea, sore throat, vomiting, diarrhea, fever of 100 degrees or more etc., children are to stay home 72 hours (3 days). If symptoms have improved, they may return as soon as 72 hours after onset.
  - Alternatively, recovered children could return sooner if:
    - Children have received a negative Covid-19 or Delta variant test.or
    - Children have visited and received a green light from their pediatrician.
  - The director reserves the right to decide on a case by case basis whether or not a child will be allowed at school, including the possibility of requiring a

doctor's note. Please call the school and ask for Lee with any questions or concerns when your child is sick or showing symptoms.

- Please keep your children home if they seem tired, ill, or not themselves.
- Report symptoms and any diagnosed illnesses.

*---Covid-19 steps: Contact us via telephone if your child has been exposed. If a case in our school community becomes known, the health department and families will be notified immediately. We will follow the current CDC and the health department instructions.---*

- Children that come down with any of the above named symptoms at school will be sent home. Parents will be called or texted immediately; if they are not reachable, emergency contacts will be called. While waiting to be picked up, the child will be quarantined in a predetermined section of the hallway with a staff member. The student and a staff member will continue to wear a mask.
- Staff and volunteers that come down with any of the above named symptoms will be quarantined until able to drive home or be picked up. A volunteer will be called in or the program will temporarily change to accommodate their absence.
- All children are required to have an updated health record on file prior to attending school. Little Hands Montessori requires and follows all Michigan laws according to vaccinations. School attendance will not be permitted until these requirements are met. A reminder of needed health documents will be sent out at least three weeks prior to your child's start date.

## **Hand Washing/ Hand Sanitizer**

- Multiple hand washing stations will be available. Children and staff will be required to wash their hands at least 20 seconds, as outlined by the CDC, frequently. This will happen at least upon entry, mask adjustment, after bathroom use, before and after eating, after blowing their nose, and after touching their face.
- Hand Sanitizer that contains at least 60% alcohol will be available in the room as a secondary precaution. Parents must give permission for their child to use provided sanitizer, and all sanitizer use will be monitored by an adult. **We will use less hand sanitizer this year, as we will have 2 additional hand washing stations.**
  - Using sanitizer provided by LHM is encouraged over personal sanitizers. This will help keep accidental sharing, losing, or spills in the classroom. The use of personal sanitizer will require a formal medication sheet filled out properly by the parents.

## **Sanitizing and Food Precautions**

Our incredible housekeeper, Sandy, will clean and sanitize throughout the day at Little Hands Montessori according to CDC recommendations and requirements. She is full time this year; we are very excited! Germicidal bleach and white vinegar will be two key products used. Staff will have easy access to cleaning supplies so that if something needs to be

sanitized immediately, there will be no delay. Staff will continuously monitor to make sure areas are clean and sanitized.

All food consumption will be monitored closely by staff. Snack and lunch will continue to take place at distanced, individual tables that will be sanitized by staff immediately after use.

## **Arrival and Departure Plan**

### **Arrival:**

- All children should arrive between 8:00am and 8:10am (no later than 8:15am).

A parent or guardian should walk their child to the door. Their child will receive a wellness check, in their presence, at the door. Once cleared the child will enter the school with a staff member after bidding their parent farewell. (Please come with a one or two hug plan so that the next family can have a timely drop off as well. Understand that families may be waiting to approach the door).

Masks will not be requested outdoors by any party. Please respect each other's space as desired outside at pick up and drop off.

### **Departure:**

- Children may be picked up between 12:50pm and 1pm.

Note: Arrival and departure is not permitted after 8:15am or before 12:45pm unless prior arrangements have been made or in the event of an emergency. A late drop off must be arranged prior to 8am, as staff and children are engaged and supervised elsewhere once the morning begins. In the event of an unscheduled late arrival, please contact us via text/call to arrange an 11am entry. At 1:05pm a rate of \$5 per 5 minutes will be charged for late pickup and attendance may be suspended temporarily if late pick up occurs greater than 3 times.

\*Visiting for observation or for a birthday (a walk around the sun) is permitted and can be scheduled with Beata or Lee\*

## Extended Closer Plan

Little Hands Montessori will close to in-person classes during this pandemic only when required (if at all). We only closed 4 days last year during the pandemic, so I am hopeful! This closer plan will come into action for enrolled students if the school ever needs to close unexpectedly (excluding weather related reasons). It is a modest, doable plan, as was requested by the majority of many of you who kindly completed our survey in 2020, "What did you enjoy this Stay at Home season?" I found that most young children did not enjoy long Zoom meetings, yet most families shared that missing out on social interactions was difficult for their children. Safety does trump education in such a phase, but Little Hands Montessori is happy to support any needs as best as we can during these difficult times. More details of this plan will arise when the circumstances require.

### Extended School Closer Plan

- a. **Seesaw** is a platform that we use even before this phase. We post photos here, and during a closure, we might be able to set it up for families to post photos too! We could do one fun activity a week, such as having families do scavenger hunts at home and post their finds to compare with each other! (optional)
- b. **Zoom:** 10-15 minutes of songs or activities lead by a LHM staff member 4 mornings a week (optional)
- c. **YouTube Video:** 1 short video a week will be created and shared.
- d. **Office hours: 7am-8am/1pm-2pm** We will continue to have the same office hours as we will have during the school year (times in which we are not teaching that families may call or receive a returned call). During a closure, families may call anytime during these hours! Support for anything from daily structure, educational tasks, or social-emotional advice could be requested then and I will use those times to prepare any such requests. *Consider it a homeschool or general support hotline!*
- e. **Small outdoor gatherings: (optional)** If schools are still closed, but options to gather outside remain possible, a small outdoor gathering could become a once a week option for Little Hands Montessori. The school has a lot of land on the property, including a large lawn and multiple walking trails. Activities such as hikes and nature hunts are options. If this becomes a possibility, more information will be shared.
- f. **Tuition and Staff:** It is our every hope to continue paying our staff through such a closure if one were to happen. At our size, that is only possible through the continuation of tuition. All staff members will be involved in executing the closure plan in one way or another.
  - If a school closure takes place for an extended period of time (greater than 6 weeks), we will look into what further options might become available to us to support staff and families.
  - Please note that the school is currently only able to discount families up to 1 month off of tuition if needed in extenuating circumstances.
  - Families may withdraw their child (from class and online participation) at any time and receive a prorated return on tuition. Future re-enrollment, however, is conditional on our mission statement (the child's age, length of time absent and the director's discretion).

Rest assured, stay safe and see you soon!

Lee Sanchez  
Little Hands Montessori