

Raintree Montessori School

Operating Plan Summer 2020

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OVERVIEW

After considerable planning and deliberation, Raintree Montessori School has decided to reopen our campuses on June 1, 2020, for our toddler and primary students as well as for Camp Raintree students. Reopening the Raintree campus entails some increased risk of contracting the COVID-19 virus for all concerned because attending school involves daily human contact among children and staff, who will then be in contact with others in their own homes. Our decision to reopen our campuses recognizes that (1) for Raintree families and staff, that risk is balanced against the educational, social, economic and other costs of remaining closed, (2) our school must reopen with many new health and safety protocols to do everything we can to responsibly mitigate that risk to the extent possible, and (3) each family and staff member must decide how to balance those risks, and whether to return to campus.

Because of the Coronavirus/Covid-19 pandemic, we are all living through some trying times. Please be assured that we at Raintree take the safety and health of our students, including your child, and our staff very seriously. In our preparations we have been in close contact with our local health department surveyors to brainstorm best practice procedures that take into account our unique program and our large campus. From their guidance as well as from recommendations from the CDC and KDHE, we have been preparing the physical environments (classrooms and common areas), modifying our daily routines to encourage more open space, researching and purchasing the best cleaning materials for our environments, and collaborating with and training staff on best practices with respect to minimizing exposure to Covid-19.

It certainly has felt like riding a roller coaster. The planning process has been a challenge to say the least, and we certainly know we are not alone! All businesses are trying to determine what they can do and when, and then are finding creative solutions to move forward. And as working parents, we know you are trying to determine your options with regard to returning to work.

This document explains the policies and procedures we are employing to mitigate COVID-19 related risks at school. This approach is built around intensive new health monitoring and screening procedures, as well as new classroom/school day procedures designed to reduce the number of contacts during the school day and limit the group size and interactions to a reasonable extent. Nevertheless, we believe reopening with these new protocols represents an important first step in responsibly living with this virus, while continuing to have a rich and fun-filled summer experience.

In sum, Raintree has concluded that reopening our campuses under these conditions is in the best interest of the community and that each Raintree family will make its own decision about the balance of risk, and what is best for their children. The information in this document will provide clarity around the practices and procedures Raintree has established to minimize exposure to our community but in no way warrants that COVID-19 or other communicable disease infection will not occur through participation in our programs.

Thank you,
The Raintree Administration

SUMMER HOURS

June 1, 2020 - July 31, 2020

Toddler/Primary Communities

Program Hours: 8:00 AM - 4:00 PM

Arrival: 8:00-8:45 AM

Departure: 3:30-4:00

Camp Raintree

Program Hours: 7:30 AM - 4:30 PM

Arrival: 7:30-8:00 AM, 9:00-9:30 AM

Departure: 4:00-4:30 PM

These modified hours will alleviate congestion in the parking lot and will allow proper time for sanitation.

PARENT CONTACT/COMMUNICATION

Toddler and Primary

Each guide has a school email address for parent communications. Guides will respond to emails within 24 hours during the week. Guides do not respond to phone messages during the day. Time-sensitive contact with guides can be facilitated by calling the main office 785.843.6800 and/or emailing kelli@raintreemontessori.org or nikki@raintreemontessori.org

Camp

Clay Kimmi, camp director, can be reached at clay@raintreemontessori.org or on the camp line, 785.764.0172.

Observations and Summer Events

Due to restrictions in place to mitigate the spread of COVID-19, regular parent observations are suspended. The camp events such as the triathlon and the talent show will not be open to parent spectators this summer.

PHYSICAL DISTANCING STRATEGIES AND GROUPINGS

Toddler and Primary

Raintree does not expect that young children will distance themselves from other children or adults while at school. Young children learn by engaging with their environment, which includes the other people in it. They require and thrive in environments where they feel nurtured and supported. Our staff are sensitive to this and will balance hygiene with the mental health and well-being of our students. Again we are fortunate to have large classrooms in which to work

and play. That said, we will employ the following strategies for limiting the spread of COVID-19 in our communities:

- Communities will consist of stable groups. Stable means that the same children and their consistent caregiver(s) are in the same group each day. Having stable groups further mitigates exposure of new germs.
- Initially and throughout the summer months, these groups will be lower in size.
- Children shall not change from one group to another during the day.
- Groups shall not mix with each other. This includes the outdoors spaces. Classes will be alternating areas of our campus where they will play during that time.
- The guide and assistant will remain with a single group each day. In the case of illness, a designated substitute for the group will assist with caregiving.
- Each child will have a designated work table and floor space so that children can be spaced as far from each other as possible while engaged in activities at school.
- The physical distance between children will be increased in daily work locations, group gatherings, meals, and snacks.
- As weather permits, the children will be spending as much time as possible in the out-of-doors gardening, working on the decks/patio, playing in different areas of the campus, and swimming.
- At nap time, children's naptime cots or rest time rugs will be spaced out as much as possible, with alternating head to toe arrangements to reduce the distance between children.

Camp Raintree

The Camp Raintree staff will be educating the campers on the need to physically distance from each other during the day. That said, we recognize that no matter the measures taken, children will find it difficult to continually be mindful of their distance from their fellow campers. In light of this, we will employ the following strategies for limiting the spread of COVID-19 in our communities:

- Camp groups will be stable groups and smaller in numbers from past summers. Stable means that the same children and their consistent caregiver(s) are in the same group each day. Having stable groups further mitigates exposure of new germs.
- Initially and throughout the summer months, these groups will be lower in size.
- Children shall not change from one group to another during the day.
- Groups shall not mix with each other. This includes the pool and outdoors play spaces. Classes will be alternating areas of our campus where they will play in that time.
- Camp counselors will remain with a single group each day. In the case of illness, a designated substitute for the group will assist with caregiving.
- The large camp rooms allow for physical distancing between children.

- Lunch will be eaten outside on the patios and decks.
- As weather permits, the children will be spending as much time as possible in the out-of-doors gardening, working on the decks/patio, playing in different areas of the campus, and swimming.
- Campers will be asked to wear facial coverings when inside the camp rooms and at drop-off and pick-up. (Effective 6/22/2020)

HEALTH AND HYGIENE PROTOCOLS

Many have said that we are all in this together, and this is just as true here at Raintree as it is anywhere else. There are important roles for all of us to play to protect our community, our families, and ourselves. We expect our families to be informed with updates regarding Covid-19 and following best practice on how to reduce risk of exposure. Information from the CDC can be found at:

[CDC - Caring for Children](#)

[CDC - Household Checklist](#)

Arrival

Staff and students will be screened daily before admittance for signs and symptoms of illness. This will include taking temperatures of staff and children upon arrival and at mid-day. (These will be recorded per KDHE.) Parents will also answer the following questions each morning. At this time questions will include:

- Have you traveled within the last 14 days?
- Is anyone in the household showing signs of illness such as a fever greater than 100.4 degrees (F), a cough, shortness of breath, a sudden loss of taste or smell, headache, sore throat, general aches and pains, fatigue, weakness, extreme exhaustion
- Have you been asked to quarantine because of exposure to Covid-19?
- Have you been taking care of anyone who has been diagnosed with Covid-19?

Another KDHE/CDC guideline is to limit the number of people in our common areas. At this time we ask that parents be masked and walk their child to the patio or deck of their summer classroom where they will be greeted by their teacher who will record the child's temperature and ask the parent the questions above. Between the hours of 8-8:45, the main gates will be propped open and we ask you to maintain social distance as you navigate the walkways. Parents/guardians who are self-quarantining due to close contact with a COVID-19 individual should NOT drop-off or pick-up.

To lessen congestion in the morning, we are staggering arrival times. Camp Raintree will have two arrival times: 7:30 and 9:00. The toddler and primary families may arrive between 8:00-8:45. Should your child have a morning appointment or for another reason need to arrive after 8:45, please call the office when you arrive and one of our office staff will greet you and

your child outside the front doors. Our office staff will administer the health screening and escort your child to their classroom.

Please try to schedule appointments at the beginning of the day or the end of the day so that your child/camper only has one transition to make during the day.

- For toddler/primary, if arriving after 8:30 or picking up before 3:30, please call 785-843-6800.
- For campers, if arriving outside of 7:30-8:00 or 9:00-9:30 or picking up before 4:15, please call 785.764.0172.

Who will be excluded from Raintree based on the health screenings?

We will follow the guidelines below:

Individuals with history of COVID-19 exposure (including travel within the last 14 days in a state or country identified as a hot spot for COVID-19)

Individuals who have a fever or other signs of illness:

- a fever greater than 100.4 degrees (F)
- cough
- shortness of breath
- sudden loss of smell or taste
- other signs of illness (headache, sore throat, general aches/pains, fatigue/weakness/ extreme exhaustion)
- Children who are sick, with the typical reasons kids get sick (vomiting, rash, diarrhea, pink eye etc.) should be excluded as per our normal illness policy.

Current information about when individuals with symptoms consistent with COVID-19 should stay home is available on the COVID-19 Resource Microsite and on the CDC website at <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>.

Here is the link (as the locations will change): <https://www.coronavirus.kdheks.gov/175/Travel-Exposure-Related-Isolation-Quaran>

Here is the specific table regarding the above locations and specific dates of travel: <https://www.coronavirus.kdheks.gov/DocumentCenter/View/135/Travel-Related-Quarantine-Table-PDF—5-12-20>What if my child has an appointment during the day?

What do I do if my child is absent?

Call 785-843-6800 and select the attendance line to leave a message.

Departure

Toddler and Primary

We will walk the children to the designated spots for each classroom community in the parking lots at 3:45 for parents to pick-up. We ask that you pick up your child between 3:45-4:00. If you have children in both the toddler/primary AND camp communities and want to pick them up at the same time, send an email to Clay at clay@raintreemontessori.org. Send your younger child's name and classroom and your camper's name and camp group color. Pick up time would be 3:45-4:00.

Procedures:

- Parents must wear a face mask during assisted departure.
- Please pull up and park at the designated arrival/departure location for your community.
- Wait in your car and your child will be walked to you and helped inside the car.
- Once your child is in the car, finalize buckling your child in their car seat.
- Toddler parents have marked parking spaces on the east side of the north lot. We ask those parents to walk to their child's patios to pick up their children.

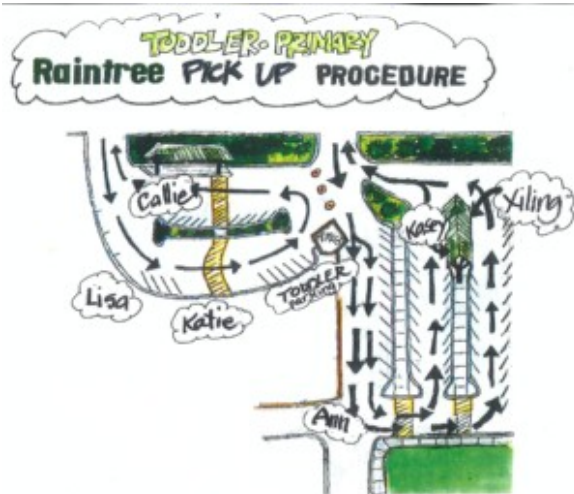
Early Departure - Early departure must be scheduled in advance with the guide and the main office. Please follow this procedure:

- ▶ Contact the Main Office and indicate the exact time of your child's early departure.
- ▶ Office Staff will notify the classroom community to make arrangements for assisting the child with departure at the pre-arranged early departure time.

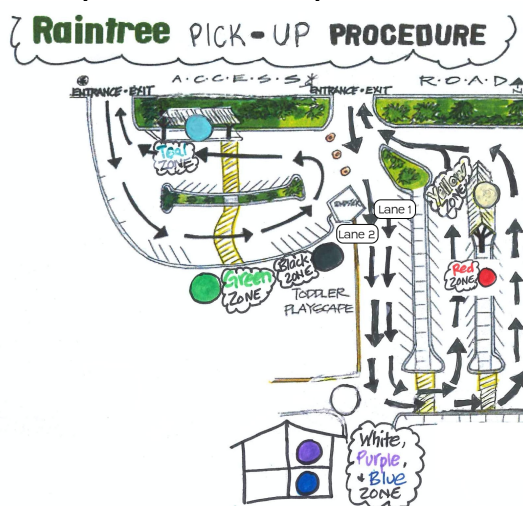
Camp

Camp staff will walk their camp group to their designated pick-up spot around the parking lot at 4:15. Children are to be picked-up between 4:15-4:30. If you need to pick up your child before 4:15, please contact Clay on the camp phone so that we can have your child ready when you arrive.

Toddler and Primary Pick-up Procedure



Camp Raintree Pick-up Procedure



Washing hands can keep you healthy and prevent the spread of infections from one person to the next. Children and staff will be washing their hands at a minimum between activities, before and after eating, after using the toilet or helping a child use the toilet, after coming in contact with bodily fluids, and after swimming and outside time. Don't worry! Our staff are experts when it comes to making hand washing fun!

Follow Five Steps to Wash Your Hands the Right Way

(<https://www.cdc.gov/handwashing/when-how-handwashing.html>)

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or air dry them.

Use Hand Sanitizer for Adults When You Can't Use Soap and Water

Washing hands with soap and water is the best way to get rid of germs in most situations. If soap and water are not readily available, you can use an alcohol-based hand sanitizer that contains at least 60% alcohol. Sanitizers can quickly reduce the number of germs on hands in many situations.

How to use hand sanitizer

1. Apply the gel product to the palm of one hand (read the label to learn the correct amount).
2. Rub your hands together.
3. Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.

Face Coverings (Updated 6/15/2020)

Camp Raintree

As we continue to follow the research around how the Coronavirus is spread, we have made the decision to create a culture of mask-wearing for the older children. It seems quite likely that wearing a mask is a health recommendation that will be with us for some time and the sooner we simply make it part of our normal routine, the easier it will be.

As you know our camp staff wear masks while inside as well as at arrival and departure. We ask that parents wear masks when outside of their vehicles. Our plan is to require masks for all Raintree children of elementary age and older while inside the Raintree buildings as well as when waiting at drop-off and pick-up. Children and staff will not be required to wear masks while eating or playing outside.

Camp Raintree will implement this on June 22nd. In the meantime we will be assembling outside clips, labeled with children's names outside each of the camp rooms for children to hang their masks when they go out to play, to swim, and when they go outside to eat. The masks will be spaced apart and have the added benefit of airing out. The sunlight and heat will be helpful as well.

The following are some thoughts on how to encourage and explain the need for masks:

- Older children play a crucial role in promoting the fashion of wearing a mask.
- Involve your child in picking out cloth masks or making them together. Pick out fun fabrics!
- Talk about:
 - The current situation of Covid-19, how the virus spreads (through the air)
 - Where the virus likes to live (humid and warm place, the mouth and the nose)
 - What happens if the virus goes into your body (sick, fever, have to stay home and can't enjoying Camp Raintree with friends)
 - How to prevent the virus from entering your body (wear a mask)
 - Acknowledge uncomfortableness due to wearing a mask all day long
 - Learn to endure uncomfortableness and sometimes sacrifice yourself a little to protect yourself and people you love from sickness

We ask that your child wears a mask, labeled with your child's name, when they arrive at camp on Monday, June 22nd (or sooner). It may also be a good idea that they have extra masks in their backpack. (Raintree will have some extra disposable masks should a child forget theirs, but they are adult-sized!) We expect your child to wear their mask home each day to be washed.

Helpful information:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
<https://www.pnas.org/content/early/2020/06/10/2009637117>

Toddler and Primary Communities (Updated 6/26/2020)

Primary children will be required to wear a mask at Raintree while they are inside and at drop-off and pick-up. Our primary staff will also wear masks while inside, as well as drop-off and pick-up as they do now. Children and staff will not be required to wear masks while eating or playing outside. On Monday, June 29th all primary children will be encouraged to wear masks and on Wednesday, July 1st, all primary children will be required to wear/bring a mask to school.

Understand that this will be a work-in-progress and practice is key. As you know, Grace and Courtesy is how we give lessons on living and working peacefully in a community. Learning what we can do to help each other stay safe and healthy during this time can be taught beautifully in a Montessori community. As our county is strongly encouraging mask-wearing in

public, having children practice in their classroom communities, can only help them understand the importance and the how-to of wearing a face covering.

We ask that parents wear masks when outside of their vehicles.

For details and resources visit:

<https://raintree.hubbli.com/wp-content/uploads/sites/115/2020/06/Mask-Policy-6252020.pdf>

CLEANING AND DISINFECTING

To ensure our common environments are clean and sanitized, we will:

- Staff will routinely clean, sanitize, and disinfect surfaces that are frequently touched, i.e. door handles, countertops, sink handles, bathrooms, etc.

Classroom and Materials

- Materials that cannot be cleaned and sanitized will not be used.
- Materials will be cleaned and sanitized between each use by the students, when applicable, and repeated by the adults.
- Sanitizing materials, equipment, and classroom furniture will be done with aqueous ozone.
- Materials that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions will be set aside until they are cleaned by hand by a person wearing gloves. These materials will be sanitized prior to use by the next person.
- Machine washable cloth materials will be used by one individual at a time and will be laundered before being used by another child.
- Children's books, like other paper-based materials such as mail or envelopes, are not considered high risk for transmission and do not need additional cleaning or disinfection procedures.
- Bathrooms will be cleaned and disinfected regularly throughout the day, at a minimum bathrooms should be cleaned and disinfected three times per day.

What is aqueous ozone that is being used to clean throughout the day?

The patented SAO dispenser infuses cold tap water with ozone to create safe, high-performing stabilized aqueous ozone (SAO).

<https://www.tersano.com/> (Updated 5/29/2020)

Specifications:

- Tersano_lotusPRO_HowItWorks
- PathogenSummarySheet
- lotus-ozone.pdf norovirus

Benefits of SAO:

- Eliminates germs, odors, stains, mold, and mildew.
- Quickly kills viruses and bacteria including E.coli, Salmonella, MRSA and more. *
- Safe and effective with no toxins, carcinogens, or chemical residue.
- Converts safely back to tap water and oxygen.

**Kills 99.999% of Escherichia Coli and Staphylococcus Aureus within a 60-second contact time.*

Clean and Disinfect Bedding

Each child's bedding is kept separate and stored in individually labeled bins. Cots and mats are labeled for each child. Bedding is cleaned at least weekly.

SIGNS OF ILLNESS

We will notify parents if a child becomes ill during the day. We ask that you pick up your child within the hour. CDC is requiring that a child sent home with symptoms may not return to their school until they are fever-free for 72 hours without the use of fever-reducing medications to ensure no other symptoms appear.

Possible COVID-19 exposure will be communicated to public health officials and they will instruct us with next steps.

What will be done should an individual with COVID-19 have been at Raintree?

Raintree will follow the following guidelines:

- Immediately notify the local health department and your local licensing surveyor if someone who is infected (child, staff or resident of family child care home) has been in the facility. The local health department will help determine a course of action for the facility.
- Follow the instructions of local public health officials to determine when children and staff who are well/not sick but are sharing a home with someone with a case of COVID-19 should return to the facility.
- Work with local public health officials to communicate about a possible COVID19 exposure. Communication to parents of children in care and to staff members should align with the facility's emergency preparedness plan. When communicating information, it is critical to maintain the confidentiality of any ill child or staff member.
- Understand that the length (duration), criteria, and public health objective of child care facility closures may be re-assessed and changed as the situation evolves. Licensees should follow the advice of KDHE and local public health officials.

Vulnerable / High-Risk Groups

Based on currently available information and clinical expertise, older adults and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19. To protect those at higher risk, it's important that everyone practices healthy hygiene behaviors.

Monitoring Absenteeism

Raintree Montessori School administrative staff will monitor absenteeism among children. Any unusual patterns will be considered when evaluating the need for temporary or long-term building or campus closure. Decisions about extending closure will be made in consultation with the Lawrence Douglas County Health Department.

FOOD PREPARATION AND SERVING

At this time staff will plate the lunches for the children while wearing a mask and gloves. Staff will ensure children wash hands prior to and immediately after eating. We will have the children spread out to eat while still allowing for conversation. When it is nice we may enjoy eating outside.

Food serving and preparation equipment, including those items used in individual practical life lessons for children, must be washed and then sanitized in the campus sanitizing dishwasher between uses.

POOLS

We look forward to enjoying our pools this summer and of course, will be following the guidance of our local health department. Regardless of the State's mass gathering size with regard to the current Re-opening Phase, we will continue to only have one stable group swim at a time.

SUMMER TUITION

Toddler and Primary

The 2019-2020 Tuition and Fees schedule will go back into effect for the remaining summer months but because of the shortened hours, we are modifying the tuition payments as follows:

Toddler - \$1017

Primary All Day - \$875

Primary Half-Day - \$637

For those opting to take the summer off but plan to return in August, a reservation fee will be billed to your account. This fee will reserve your child's toddler/primary space for the fall and

you will not be held to any tuition payments for June or July. The summer reservation fee is normally a \$500 flat payment for the entire session but this year it has been reduced to separate payments of \$150 for each month. Kindergartners entering our elementary program in the fall are exempt of the reservation fee.

In the event that Raintree must close your child's classroom longer than three days due to Covid-19, refunds for the time missed will be at least 50% of the prorated amount charged. This percentage will be dependent on length of closure. Per normal Raintree policy, no refunds will be issued for individual absences.

Camp Raintree

Because of the shortened hours, we are modifying the tuition as follows:

All Day

Full Summer: \$1800

June or July: \$952

Afternoon Session

Full Summer: \$1118

June or July: \$568

Morning Session and Lunch

No modifications in price

In the event that Raintree must close camp or a portion of camp longer than three days due to Covid-19, refunds for the time missed will be at least 50% of the prorated amount charged. This percentage will be dependent on length of closure. Per normal Raintree policy, no refunds will be issued for individual absences.

GENERAL PREPAREDNESS AND PLANNING

Raintree Montessori School has and will continue to collaborate, share information, and review plans with local health officials to help protect the whole school community. School plans are designed to complement other community mitigation strategies to protect high-risk populations and the healthcare system, and minimize disruption to teaching and learning.

This document was compiled using the COVID-19 guidelines and recommendations for schools and childcare programs published by the CDC, Kansas Department of Health and Environment, and the Lawrence Douglas County Health Department. Raintree operating procedures meet or exceed the minimum standards of care and will be updated as new information or additional guidelines are made available.

[CDC Guidance for Child Care Programs that Remain Open](#)

[CDC Guidance for Schools and Child Care](#)

[CDC Considerations for Schools](#)

ACKNOWLEDGEMENT OF RISK

By your child's attendance in our summer programs, including Camp Raintree, we assume you have read, understand, and will abide by the Raintree 2020 Summer Handbook (addendum to our Policies and Procedures). You also acknowledge that despite all Raintree's efforts to prevent any exposure to Covid-19 to Raintree's students and staff, they, of course, cannot guarantee that your child will not be exposed, whether at Raintree or elsewhere.