



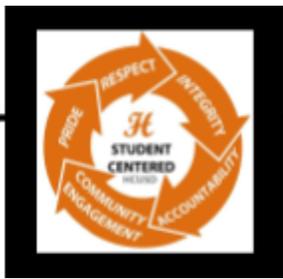
## Coffeen Early Childhood Center

# Reopening Plan

## 2020-2021 School Year

The 2020-2021 school year will present unique challenges as we continue to provide a rigorous education for children while at the same time doing everything in our power to ensure their mental and physical health.

This plan is an overview of the instructional and health/safety guidelines that will be implemented during the 2020-2021 school year consistent with guidance from the Illinois Department of Public Health (IDPH) and the Illinois State Board of Education (ISBE). Additional information about COVID-19 issues impacting schools can be located on both the [ISBE](#) and [IDPH](#) websites.



# Instructional Plan

To give our staff additional time for training and other preparations unique to the current situation, we are moving the first day of student attendance to **Wednesday, August 26th**.

As a district, we have developed a model that gives students and families a choice between in-person instruction and remote learning. Having both options will ease the transition between in-person and remote learning should mandatory closures begin. With this said, the educational experience is greatly enhanced by the face-to-face relationships that accompany in-person instruction. Our district's preferred instructional delivery is in-person with students and staff building these relationships in a safe, supportive environment.

## In Person Instruction

- ❑ In-person instruction will occur Monday through Friday for a.m. from 8:20 am to 10:30 am and pm from 11:15-1:15. Full day class times will be 8:20 am to 1:15 pm.
- ❑ Instruction and attendance will closely mirror past practices with the addition of many health and safety protocols.

## Remote Learning

- ❑ The remote learning option will be very similar to the program we ran this spring with more attention to individualized instruction.
- ❑ Remote learning will occur Monday through Friday. Students should be available for video conferencing with teachers from 1:45pm to 3:45pm each day. (time may vary)
- ❑ Students will be tasked with independent and hands-on learning activities.
- ❑ Daily participation, parent communication, and attendance is required.
- ❑ Any who sign up for remote learning and then do not participate in earnest will be referred to our parent coordinators.

## Selection of Program

As part of the registration process, you will be asked to select in-person instruction or remote learning. During the course of the year, program selection may be changed according to individual circumstances.

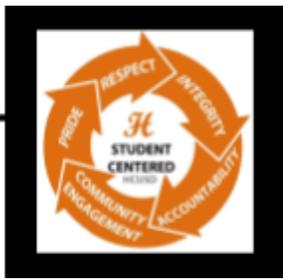
Remote Learning Social story [https://drive.google.com/file/d/1Eb1kXw08mR2QtcsC-pj4BOhtOt0\\_-rm/view](https://drive.google.com/file/d/1Eb1kXw08mR2QtcsC-pj4BOhtOt0_-rm/view)

## Arrival

Students may not be dropped off earlier than 7:45am for am class and 11:15am for pm class to ensure safe and effective procedures and supervision. Before exiting the vehicle, students should be masked. Parents are asked to remain in vehicles. The student's temperature will be taken by a staff member. At Coffeen Early Childhood Center, all staff and students dropped off should enter the building through the main doors.

## Dismissal

Parents should stay in their vehicles and students will be delivered to them in the circle drive.



## Transportation

We will provide transportation for up to 50 students on regular buses with social distancing maintained to the greatest extent possible. All riders, drivers, and staff members must wear face masks on the bus. A staff member will conduct symptom and temperature checks for each child prior to boarding the bus. It is recommended that a parent wait at the bus stop with the child so that students who do not pass the symptom check can return home. The District is asking anyone who has alternative transportation (parent, sibling, relative, neighbor) to consider using those methods. We appreciate your help and support, as fewer children on buses will not only help prevent the spread of COVID-19 but also result in shorter commute times and fewer routes.

Riding the bus social story <https://drive.google.com/file/d/1B9uMHOJrSKdGwXzpbammeLRGvb-dNGoX/view>

## Food

Lunch will be provided to full day students only. Snacks will be provided with social distancing within the classroom. No sharing of food/drink items will be allowed. No food or other gift exchanges will be allowed for birthdays, etc. All of these restrictions are designed to limit the use of shared items to help reduce the transmission of COVID-19.

## School Supplies

School supply lists will be posted with registration materials. Our staff will encourage less sharing/more individual use of school supplies.

## Recess/Outdoor Activities

Students will be allowed to remove their masks when outdoors while maintaining social distancing. Playground equipment will be sanitized between each use.

## Enforcement of Expectations

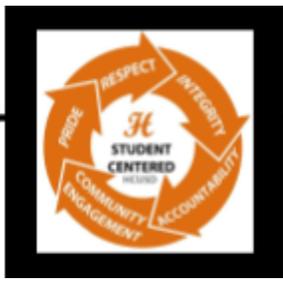
The COVID-19 pandemic is requiring a focus on others over self which can be, especially for young children, a difficult developmental concept to master. Please discuss the concept of ensuring the safety of others/self with your child prior to the start of the school year. Refusal to comply with safety regulations such as washing hands and wearing a mask or intentionally compromising the safety of others will not be tolerated. Social stories and support will be provided to families.

## Personal Items

Each student should bring a book bag/backpack to school, but additional personal items such as toys, stuffed animals, etc., are discouraged.

## Water Fountains

The district is adding water fountains with bottle stations at all buildings this summer. Only the bottle filling stations will be operational. Students are encouraged to keep a personal water bottle in their cubbie; please ensure that your child's name is prominently displayed on the water bottle.



# Health and Safety Protocols

## Face Masks

While at school and on the bus, students age 2 and older and adults must wear face masks except under specific exceptions. Masks should fully cover the mouth and nose, and fit snugly against the sides of the face. Reusable masks should be washed and dried after each use. Health experts recommend the use of face masks to prevent the spread of COVID-19. We recognize that this issue has become politicized and controversial. We need your help. Please talk with your child about this new expectation of wearing a face mask at school.

There will be times throughout the day where removing masks is permitted (e.g. snack, recess) while social distancing is maintained. Teachers may provide instruction or frequent breaks outdoors so that students have relief from masks.

Please provide a mask for your child to wear. We will also be distributing washable masks to each student and employee when they are available. Disposable masks will also be available on every bus and at the entrance to every building. There might be some very rare situations that will preclude a student or staff member from wearing a mask. In these cases, other precautions will be put into place to keep students and staff safe.

Mask social story [https://drive.google.com/file/d/1R1lSbfZ8TRchbHCiK\\_4svK7WLH62lSIH/view](https://drive.google.com/file/d/1R1lSbfZ8TRchbHCiK_4svK7WLH62lSIH/view)

Mask etiquette story [https://drive.google.com/file/d/1yrXDB4uF\\_jWH6vrD2m0xN8GWgbSJWQmR/view](https://drive.google.com/file/d/1yrXDB4uF_jWH6vrD2m0xN8GWgbSJWQmR/view)

## Hand Washing/Sanitizing

Students will be provided with multiple opportunities to wash hands and use hand sanitizer while at school. Sanitizing stations will be available throughout all school buildings. Families will be supported with resources to teach proper handwashing.

## Symptom Checks

Everyone will be screened prior to entering a bus or building and monitored for symptoms throughout the day. Anyone exhibiting symptoms associated with COVID-19 will immediately be quarantined and assessed by the school nurse, and parents will be notified.

## Cleaning and Fresh Air Supply

The School District has implemented extensive daily cleaning protocols for our school buildings and buses. Student work areas and shared equipment will be sanitized throughout the day between users. Each building will be deep cleaned and sanitized nightly. In addition, our HVAC systems have been adjusted to provide the maximum amount of fresh air to be blended with conditioned air and circulated in our buildings.

## Social Distancing

The joint ISBE and IDPH guidance recognizes that 6-foot physical social distancing between individuals is recommended, but that this will not be feasible at all times. We have taken steps to reconfigure some of our classrooms, lunchrooms and other shared spaces with social distancing in mind. Each building is taking steps to choreograph student movement with the goal of maintaining social distancing.

## Contact Tracing, Quarantine, and Exclusions

School personnel will be working closely with the Montgomery County Health Department. In the eventuality of a suspected exposure to COVID-19, the district will supply the health department with information such as seating charts and student/staff schedules.. The health department will then conduct contract tracing and make decisions regarding those who need to quarantine and/or be excluded.



## School Closures

In the event that a short-term closure to clean and disinfect the school or a long-term school closure is required or mandated, all students will transition to remote learning. This will be communicated as soon as possible after state and local health officials make this determination.

## Student Illness

Please let us know when your child is ill. We simply cannot protect the health of our students and staff without your help. We are obligated by law to keep this information confidential. We are required to track both staff and student illnesses to inform local health officials and initiate contact tracing, if necessary. Both ISBE and IDPH have issued the following list of COVID-19 symptoms that must be reported to school and that require exclusion from school: fever of 100.4, cough, shortness of breath or difficulty breathing, chills, fatigue, muscle and body aches, headache, sore throat, new loss of taste or smell, congestion or runny nose, nausea, vomiting, or diarrhea.

School personnel will communicate with you directly regarding the necessary school exclusion period and return to school protocols.

During absences due to illness, your child will be allowed to make up all missed work and assignments. The missed school days will be marked 'excused' and your child may participate in the remote learning platform if deemed appropriate.

What is Coronavirus? Story <https://drive.google.com/file/d/1LO8BLrkC0VEws8w1-dknotwjyHF7QCo/view>

## Close Contact at Home

One of the most complex and daunting aspects of COVID-19 for schools is the contagious nature of the virus. For this reason, we ask that you let us know if your child has had close contact with a family member or friend who is either exhibiting symptoms of or has been diagnosed with COVID-19. Examples include siblings, parents, grandparents, other relatives, babysitters, etc whether they reside in your home or not. We are asking for this information because it tends to be one of the first questions that local health officials ask us for purposes of contact tracing. This additional information will help us stay ahead of our reporting obligations and also help us better serve your child, who will potentially need additional social-emotional support.

## Visitors

Due to the pandemic, visitors to our school buildings will be limited to essential business. All visitors will be screened and may be denied entry.

## Close Contact at School

Either local health officials or school personnel will notify you if your child comes in close contact at school with a student or staff member who has contracted COVID-19. We will provide this information to you without specifying names or any other personally identifiable information. We understand that this may be frustrating, but school districts are bound by strict confidentiality laws. You may receive this notification directly from the local health authorities and not school personnel due to coordination of efforts and contact tracing requirements.



# Additional Considerations

## Extracurricular Activities

Extracurricular activities will be limited to protect against the spread and transmission of COVID-19. Parent nights, orientation, home visits, and conferences will be held virtually at this time.

## Center Time

Centers will be spread out within the room with limited students allowed in each center. Toys will be sanitized between each use. Specific items not allowed during center time are water or touch table, playdough, stuffed animals, dress up clothes, and soft items. Student supplies will be kept separately in cubbies.

## Social Emotional Resources

The COVID-19 pandemic has impacted the mental health of all of our stakeholders - teachers, staff, community members, students and their families. School personnel are trained to monitor and address the mental and emotional wellbeing of students and staff members. Individual and small group counseling will be available for students at school. Please contact your building administration for more information.

## Family Assistance

We recognize that this is a complex and difficult time for many of our families. If your family requires extra assistance in relation to any basic need such as food, clothing, school supplies, etc., please contact the director or parent educators who will work with you to locate assistance. Please do not hesitate to ask for help - we are here to help you through this difficult time.

We are 'prepared for the unexpected' and will stay in close contact with you as the situation develops. In the meantime, we are excited to welcome your children back to school!

Please know that you have our thanks and gratitude. The end of last school year was especially difficult for parents who were required to oversee remote learning from your homes. We recognize your efforts and we are prepared to meet your child's needs. We cannot predict exactly what lies ahead of us, but know that we are committed to you and your child. We will get through this together.



# How to Help Your Child Adapt to Wearing a Mask



## Explain WHY

Use easy-to-understand language and positive phrasing.



For example, 'Many people are sick right now. Wearing a mask will protect you from germs.'

## Take a Picture

Ask family members or friends to take pictures of themselves wearing masks.

You can even arrange a virtual get together so everyone can show off their masks.



## Practice Makes Perfect

Shape the behavior by breaking it down into smaller steps. Then practice & reinforce each step.

1. Holding the mask.
2. Putting it against his or her face.
3. Securing the elastic.



## Let's Pretend

Integrate masks into your favorite pretend play schemes.

Encourage your child to dress up as a doctor, nurse, or veterinarian.



## Get Creative

Allow your child to decorate their mask using crayons or markers.

If you are planning to make a DIY cloth mask, allow him/her to pick the fabric color or pattern.



## Start with Familiar Clothing

Choose clothing that your child already wears and turn it into a mask.

Some ideas include a scarf, balaclava or bandana.



## Stuffed Animals & Dolls Need Masks Too

Put a mask on your child's favorite stuffed animal or doll as a reminder that we are all in this together!

