

# The Sara Marie<sup>🌻</sup> School

## Reopening Plan 2020-2021

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# The Sara Marie School

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The Sara Marie School is a 501(c)(3) non-public school located in Clifton Park, New York. We are a private, independent school encouraging love for self, building character and strong community involvement, all while building a firm educational foundation. The Sara Marie School is dedicated to bringing the most highly talented team together under one roof to deliver the best in education and character building to our children.

The Sara Marie School is an Early Childhood facility serving 75 students in Nursery through 1st Grade.

Katie Gifford  
Director





# Student & Staff Health Practices

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## *Health Screening & Hygiene*

***Please see separate attachment labeled “The Sara Marie School’s COVID-19 Policies” for screening, exposure, and symptom policies***

- Students and staff’s temperature will be taken daily, morning and afternoon
- Staff will be trained on how to properly screen themselves and the students (proper use of thermometers, looking for signs and symptoms)
- Parents will complete a COVID-19 exposure screening before drop-off
- Staff will complete a COVID-19 exposure screening before entering the building
- Students and staff will wash hands with soap and water upon entering the school, after restroom use, before handling foods, and before reentering a classroom. If soap and water are unavailable, hand sanitizer using 70% alcohol will be used
- Staff will model and educate proper hand washing and sanitizing techniques with students daily
- Students and staff will remove outside footwear before entering the classrooms. They will change into rubber soled slippers or shoes for indoor use

# ***Personal Protective Equipment***

- All staff members will be required to wear cloth face masks when not engaged in instruction. The Sara Marie School will provide cloth face masks to all staff
- Staff will be trained on proper use of PPE equipment
- Students will be required to wear a mask if appropriate social distancing can not be maintained (e.g. during close-quarters play centers)
- Students will be required to wear a face mask if they are interacting with other students outside their class (pod) or in a communal area
- Scrubs and face shields will be provided to staff members when interacting with a student who is ill

## ***Management of Ill Persons***

- A student or staff member with a temperature above 99.5\* will be sent home for the day. They may not return until a negative COVID-19 test or 14 days since onset of symptoms
- A student or staff displaying any signs of COVID-19 (fever, cough, shortness of breath, sore throat, runny nose, fatigue, vomiting, diarrhea, or loss of taste or smell) will be sent home for the day and require a negative COVID-19 test. If a test is not performed, they are required to stay home for 14 days since onset of symptoms
- Symptomatic students or staff will isolate in a designated area in the building until they are picked up



# Social Distancing

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## ***Social Distancing Measures***

- All staff members will remain 6' or more apart throughout the day
- Plexiglass partitions will be placed on administrator's desks
- Classrooms will be arranged to inhibit large gatherings of students
- Arrows will be placed on the floors to direct flow of traffic
- Parents will not be allowed inside the building without prior approval, temperature check, and COVID-19 exposure screening
- Staggered drop-off/pick-up times at 3 specific locations will be created

## ***Student Pods***

- A class will consist of no more than 14 students and 2 teachers (pods)
- Within a class pod, during instructional time, students will be divided into smaller pods of no more than 7 students
- Students will remain with their class and teachers (pod) until social distancing measures are lifted
- Students will eat snack, lunch, and nap in their classroom with their pod
- During recess, student pods will rotate each day to utilize the playground or blacktop area.



# Cleaning & Disinfecting

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## ***Classroom Disinfecting***

- Staff will wipe or spray down tables, toys, and furniture after use
- A janitorial service will visit daily to vacuum, mop, and sanitize classrooms and bathrooms
- Toys will rotate week by week to ensure thorough cleaning
- Nap mats will be sent home daily for sanitizing
- Water bottles and lunch boxes will be stored in student backpacks, away from others
- Hand sanitizer, disinfectant wipes, and spray disinfectant will be kept in the classrooms for staff use

## ***School-Wide Disinfecting***

- A janitorial service will clean and disinfect the hallways, bathrooms, classrooms, and high traffic areas on a daily basis
- Bathrooms will be sprayed down between use
- All staff will be trained on proper cleaning procedures

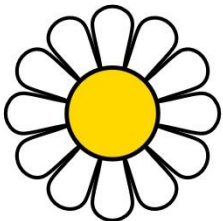


# Nutrition

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## ***School Lunches and Snacks***

- The Sara Marie School students bring lunch & snack from home every day to school. Communal snacks and lunches will be paused until further notice
- The Sara Marie School provides snacks for the after school program which will be individually wrapped to prevent cross-contamination
- The students will remain in their classrooms for lunch and snack times seated 6' apart or using barriers
- Students with food allergies will be placed at a designated part of the classroom



## **Social-Emotional Well-Being**

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- Students at The Sara Marie School will engage in a daily 20 minute virtual assembly from their classrooms each day focusing on social-emotional health
- The first quarter of school will focus on relationship building, forming trust, and identifying/coping with emotions
- The Sara Marie School will follow previously implemented Social/Emotional curriculum
- Staff will remain in close contact with parents via phone, e-mail, and texting apps to ensure each student is emotionally supported at school and home





# Facilities

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## Classrooms

**Please see attached document labeled "Social Distancing & Student Pods at The Sara Marie School"**

- Classrooms will be arranged to inhibit the students from gathering in large groups together
- Students will have designated spots to sit that allow for appropriate distancing
- Toys will rotate each day, leaving them untouched for 7 days
- Supplies will not be communal, each student will have access to their own art supplies.
- Students who nap will be placed feet to feet
- Windows will remain open for most of the day
- Classes will utilize outside space as much as possible
- Only half the class will utilize the classroom at a time
- Classrooms will each have an additional extension room (referred to as a "Garden Room") The students will switch between the two rooms during the day:

### **Nursery Room 1**

4 students in classroom (250 square feet)  
4 students in Resource Room (100 square feet)

### **Nursery Room 2**

6 students in classroom (264 square feet)  
6 students in Library room (200 square feet)

### **Pre-K Room 3**

7 students in classroom (347 square feet)  
7 students in partitioned Assembly room (412 square feet)

### **Pre-K Room 4**

7 students in classroom (336 square feet)  
7 students in partitioned Assembly room (412 square feet)

### **Kindergarten Room 5**

7 students in classroom (302 square feet)  
7 students in partitioned Cafeteria (232 square feet)

### **Kindergarten /1st Grade Room 5**

6 students in classroom (264 square feet)  
6 students in partitioned Cafeteria (232 square feet)

# ***Whole School***

- Use of communal areas will be designated to one class at a time.
- Use of playground equipment will rotate by class. No two classes (pods) will utilize the playground at the same time during school hours
- Filtration and ventilation will meet minimum requirement



# Specials

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- Physical Education will be reassessed in the fall- students will remain 12' apart outside
- Specials such as art, music, and technology will be taught within the classroom by the teachers and teacher assistants



# Emergency Drills

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## *Fire Drills*

- Each classroom/"Garden Room" will follow their designated fire exit plan
- Staff will ensure masks are within reach and secured when students are less than 6' apart
- Students in one class will remain in their pods/hives and will stay 6' from other classes when meeting at their designated safe spot outside
- Students will wash hands after returning from a fire drill

## *Lockdown Drills*

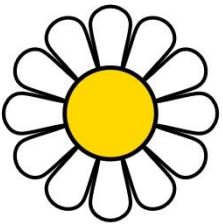
- Students will wear masks during lockdown drills
- Students will wash hands after the drill has been lifted



# Transportation

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- The Sara Marie School uses Shenendehowa Central School District's transportation system. Shenendehowa Transportation serves students within their district.
- The Sara Marie School will work closely with Shenendehowa Transportation to ensure our students are following their protocol
- Parents/guardians will be asked to screen their child for fever/signs of COVID-19 prior to entering the bus
- Students entering and exiting the bus will be required to wear a mask
- For students arriving by car, arrival times will be staggered (7:50-8:00AM for Kindergarten/1<sup>st</sup>, and 8:00-8:15AM for Nursery/Pre-Kindergarten)
- Students will enter the building at 3 separate designated entrances



# Fiscal

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- The Sara Marie School is a 501(c)(3) organization
- TAX ID NUMBER: 46-1054742
- The Sara Marie School is fully funded by tuition and donations



# Attendance

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- Attendance will be taken daily
- Parents are required to call, e-mail, or text administration and/or the classroom teacher when their child will be absent
- If a student is absent for 14 days or longer, the classroom teacher will provide individualized instruction for remote learning
- The Director will be in charge of contact tracing



# Progress Reports & Report Cards

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- Students will be assessed formally and informally 3 times a year and receive a Progress Report (Nursery & Pre-Kindergarten) or Report Card (Kindergarten & 1<sup>st</sup> Grade)
- Grading and assessments will be reevaluated in the event of remote learning



# School Schedules

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The Sara Marie School is prepared to instruct students using 3 models of teaching: in-class, remote, and hybrid.

## ***In-Class***

- The Sara Marie School is planned for daily, on-site instruction
- Students will remain with their pod throughout the day and utilize space inside their classrooms as well as designated outside areas
- Daily specials outside the classroom including art, Physical Education and music will be postponed until deemed safe

## ***Remote***

- If The Sara Marie School is required to deliver remote instruction, lessons will be sent home daily via e-mail, texting, or pick-up kits
- Teachers will utilize online technology to send recorded or live lessons 5 days a week.
- Live lessons will be in whole and small groups
- If school remains “in-class”, but a family opts for remote learning, lessons will be shared on a case by case basis

## ***Hybrid***

- If The Sara Marie School is required to deliver a hybrid model of instruction, a decision will be made to implement A/B days or A weeks/B weeks. Students learning from home will receive work to complete at home as well as tuning into live and recorded lessons



# Technology

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The Sara Marie School will ensure students and staff have access to the technology needed in the event the building is closed for an extended period of time.



# Special Education & ESL Students

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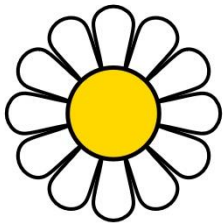
- The Sara Marie School serves students throughout New York's Capital Region. Many of these students receive specialized services through their county and resident school district. The Sara Marie School will maintain a strong professional partnership with these providers and assist them in reaching out to students
- Any area the service provider uses in the building will be cleaned and disinfected after use. Service providers will not be allowed inside the classrooms
- Facial coverings and/or appropriate social-distancing will be required by service providers.
- All service providers will be required to complete a COVID-19 exposure questionnaire and temperature screening at sign-in
- The Sara Marie School will continue to provide differentiated instruction through in-class, remote, or hybrid instruction



# Before School Program

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- A before care program (Breakfast Club) runs from 7:15AM-8:00AM
- Breakfast Club will utilize the cafeteria and assembly rooms
- Students will remain at tables 6' apart while completing an independent activity (e.g. coloring, table toys, or an educational movie)
- Students will be seated by pods



# After School Program

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- An after school program (Busy Bees) runs from 3:00PM-6:00PM
- Busy Bees will utilize the assembly room, cafeteria, and two classrooms upstairs to ensure students in each grade are appropriately social distancing
  - Assembly Room-** Pre-K, split up by class
  - Cafeteria-** Kindergarten, split up by class
  - Library Room-** 1<sup>st</sup> Grade+, appropriately social distanced
  - Nursery Classroom-** Nursery Classes, appropriately social distanced
- All supplies will be rotated by day & week
- Students will have their own crayons, markers, and pencils