



*A community of intellectually curious, independent, and compassionate
lifelong learners*

Sunstone Montessori School

COVID-19 Parent Handbook 2020

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COVID Procedures and Policies

Purpose

This document has been created to ensure that we, as a community, are taking appropriate action to protect our Sunstone community, staff, children and families from the potential outbreak of illness. Policies outlined in this handbook override existing ones from our current parent handbook where they overlap. Together we will work to continue the quality program that this community has created, while offering a safe place for work and learning for our children and staff.

Policies in this handbook are to provide direction for families and staff while on Sunstone grounds, to help control the potential of an illness outbreak in our school community and provide protection for our staff, children, and families. Each policy outlined in this document applies to all employees and community members while on Sunstone Montessori School property.

We have based these policies on guidance from both the Center for Disease Control (CDC) and the Oregon Department of Education Early Learning Division (ELD). You can view the CDC's guidance for child care [here](#) and the ELD's guidance [here](#) and [here](#). Sunstone will strive to take the strictest measures in terms of guidance from these sources for the health and safety of our community.

Due to the nature of the pandemic, changes are inevitable and Sunstone will provide clear communication in a timely manner regarding any changes to policy or protocols.

Health Procedures for Families and Staff

Prior to arriving at Sunstone each day we ask families and staff members to undergo the following protocols to maintain a healthy and safe environment.

1. General Sunstone Wellness Guidelines (listed below)
2. COVID-19 Symptom Assessment (listed below)

General Sunstone Wellness Guidelines

These are our general health and wellness policies we adhere to from the Oregon Health Department. Staff and children may NOT attend school if they have one or more of the following symptoms:

- Feeling unwell, lethargic, unable to participate in normal activities
- Fever over 100 degrees F in the last 72 hours
- Diarrhea or vomiting in the last 72 hours
- Nausea or imminent vomiting
- Persistent or severe cough
- Unusual yellow color to skin or eyes
- Skin or eye lesions or rashes that are severe, weeping, or pus-filled
- Stiff neck or headache with one or more of above symptoms
- Shortness of breath or difficulty breathing or abnormal wheezing
- Complaints of severe pain

In addition, the Health Department maintains a list of daycare-restricted diseases including chickenpox, scabies, and staph and strep infections, in which cases we must exclude the child and notify the Health Department of any outbreak.

COVID-19 Symptom Assessment

This assessment has been based on CDC symptoms of COVID-19. Prior to leaving home each staff member and family member must read and comply and answer the wellness questions below. Do not bring your child to school if you, anyone in your household, or your child have any of the symptoms outlined below.

1. Have you been diagnosed with COVID-19 in the last 2 weeks or have you taken a test and the test is pending?
2. Have you had close personal contact, as defined below, with anyone who has been diagnosed (lab or clinical with a positive test) with COVID-19?
 - Within 6 feet for prolonged period (~10 minutes)
 - In a confined space (cab, small room, shared stateroom, berthing proximity, office, etc.)
 - Had direct contact with infectious secretions (been coughed or sneezed on, etc.)

3. Are you currently experiencing any of the following symptoms or experienced them in the last 72 hours?

- Fever or chills
- Persistent Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Sore Throat
- New loss of taste or smell
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. We will update this list as new information is posted by the CDC.

If you answer YES to any of the above questions, you may not enter Sunstone. When children are dropped off at Sunstone, parents are to confirm responses to the screening questions with a staff member. Classroom staff will also ask that parents remain onsite until their child's temperature has been checked. If your child's symptoms are linked to a pre-existing condition such as asthma, allergies, etc., your child may come to school if they have a doctor's note explaining the symptoms are not related to COVID-19.

Children and staff exhibiting any of the above symptoms should isolate at home for a minimum of 10 days after onset of symptoms and 72 hours after resolution of both fever and cough, UNAIDED BY MEDICATIONS. We recommend families return home and contact your healthcare provider. If diagnosed with COVID-19, notify Sunstone and any known "close contacts" and/or be prepared to discuss the dates you were on Sunstone premises and where you may have been or who you may have come in contact with while at Sunstone.

The two main preventative measures to be modeled and used at home and at school:

- Wash hands often with soap and water.
- Cover coughs and sneezes with elbow or tissue, and follow any coughing or sneezing with hand washing.

Protocol if a Child Gets Sick or Exhibits Symptoms While at Sunstone

If a child exhibits any COVID-like symptoms they will be taken to a designated room to be isolated until their guardian arrives to pick them up. Sunstone will immediately contact both the child's guardian to come pick up the child and the Oregon Health Authority (OHA) for next steps and guidance on preventative measures. OHA stated that next steps may vary from case to case and will be tailored for each individual case. We will follow the guidance of OHA which may include temporary closure of environments for quarantining, disinfecting, sanitizing, and/or preventative measures to maintain the health and safety of our community.

COVID-like symptoms include:

- Fever or chills
 - Persistent Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - Sore Throat
 - New loss of taste or smell
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
- A member of the admin team will remain with the child until they are picked up. The admin representation will wear a mask, use gloves and use as much social distancing as possible while providing as much comfort to the child as possible.
- The designated room will be closed for 24 hours to reduce the potential for respiratory droplets. Windows will be open during that period. If a 24-hour period is not feasible a Sunstone staff member will wait as long as possible and follow sanitation protocols as outlined by the CDC. Sunstone will ensure safe and correct application of disinfectants and keep disinfectant products away from children.

Children exhibiting COVID-19 symptoms will be asked to stay at home for a minimum of 10 days after onset of symptoms and 72 hours after resolution of both fever and cough, UNAIDED BY MEDICATIONS.

Behaviors and Health Risk Prevention

As stress and trauma increase during the time of COVID-19, Sunstone staff anticipate more challenging and dysregulated behaviors for many children. Implementing and communicating predictable routines and procedures will be very important for all of the children and adults. Taking the time to review the new procedures with your children will help them maintain a sense of psychological safety.

Due to the need for increased, strict health and safety guidelines and Sunstone's reduced number of staff, we will be implementing the following policy:

- For the safety of all those in the community, any behaviors that put the health of other children or staff at risk during this time will result in a call to guardians for immediate pick-up. This may include spitting, biting, removing masks from staff member faces or any behaviors that increase the risk to our staff or impacts the ability to maintain a safe environment for the children and our Sunstone community.
- An assessment meeting will be scheduled with the Head of School or another member of the admin team and guardians before a child may come back to school.

Drop-off & Pick-up Procedures

The CDC recommends the same parent or designated person should drop-off and pick-up the child every day. If possible, older people such as grandparents or those with serious underlying medical conditions should not pick up children, because they are more at risk for severe illness from COVID-19.

How it will work: To minimize contact with the staff and other children, drop-off will occur at designated areas outside. **All adults must wear a face covering for pick-up and drop-off. Please respect and follow social distancing while on school grounds, including on sidewalks and in parking lots.**

- The check-in and check-out process will include a wellness screening (see below).
- Classroom and admin staff will be at the designated location at 8:00am each day ready to receive children, ask the wellness check questions, and take the child's temperature.
- To communicate with your child's teacher please see the communication section of this handbook.

Drop-off

Each classroom has an assigned drop-off location (see below). We ask that families respect social distancing guidelines during drop-off. If you see 2-3 families already waiting, please give space or wait in your vehicles if possible until there is room. The classroom and admin staff will complete a wellness screening including a temperature check for each child. After the screening process you will say goodbye to the child and they will join their classroom group.

Pick-up

Children can be picked up between 3:00-4:30pm. If you arrive to pick your child up between 3:00-4:00pm, ring the bell to speak to the person at the Big White Desk; you will then be asked to stay outside on the porch or front sidewalk while you wait for your child to be brought up to the Commons. Between 4:00-4:30pm, classroom staff will take their group of children to the designated pick-up area outside. A staff member will go through a check-out wellness screening to take a final temperature upon pick-up. During pick-up, please wait at the designated, marked spots for classroom staff to send your child to you in order to maintain distancing.

Drop-off/Pick-up Locations and [Map](#)

- Huckleberry: drop-off location at classroom entrance door; pick-up location on playground
- Butterfly: drop-off and pick-up location at southeast front lawn (Dakota St. side of school)
- Maple: drop-off and pick-up location at northeast front lawn (Carolina St. side of school)
- Sunflower: drop-off and pick-up location at soccer field
- Camassia: drop-off and pick-up location at southwest corner of front lawn (corner of Corbett Ave and Dakota St.)
- Lupine: drop-off and pick-up location at northwest corner of front lawn (corner of Corbett Ave and Carolina St.)
- Sitka: drop-off and pick-up location at SunBerry Garden

Wellness Screening

In order to ensure the health and safety of our children, staff, and families, a Sunstone staff member will be administering a wellness check with each child in our program.

Every morning at drop-off and again in the afternoon at pick-up a staff member will sign each child in/out. For the health and safety of all, childcare providers are required to keep detailed records for the purpose of tracking if someone is diagnosed with COVID-19.

The procedures for signing in/out are listed below:

- One guardian will escort each child or children to the sign in area for their classroom.
- A staff member will conduct a COVID-19 Symptom Assessment which will have questions for both the child and their guardian. The staff member will also take each child's temperature.
- The form will also include the name of the person dropping off and picking up.

Please remember our goal is to keep everyone healthy! Thank you for being patient as we all learn this new process.

Daily Preparedness Checklist

During the drop-off/sign-in procedure, a Sunstone staff will ensure the child has all the necessary items for each day. We will ask the child's guardian if they have:

- Morning and afternoon snacks
- Lunch
- A clean, full and sanitized water bottle

Attendance

Email: attendance@sunstonemontessori.org and your child's Lead Teacher

Phone: 503-768-3847

If your child will be absent, tardy, or needs an early pick-up, please email attendance and your child's Lead Teacher, or call the front desk. The front desk will deliver the attendance information to your child's Classroom and any other necessary staff member. Consistent attendance and on-time arrival are vital to the success of your child's experience at Sunstone. The school will contact you in the morning if your child is absent and we have not heard from you by 9:00am.

Illnesses

Email: attendance@sunstonemontessori.org

Phone: 503-768-3847

If your child is ill, please email attendance or call the front desk so that we can take preventative measures in the classroom and alert other families of contagious conditions. If your child is absent due to any COVID related symptoms or exposure as outlined in this handbook, please email attendance immediately so that we can work quickly with the Oregon Health Authority (OHA) to take preventative measures to maintain the safety of our community.

Extended Absences

Email: attendance@sunstonemontessori.org and your child's Lead Teacher

Phone: 503-768-3847

In cases of extended absences, please let the front desk and your child's Lead Teacher know the timing and duration of the absence as soon as possible.

Late Arrival/Early Pick-ups

Late Arrival from 8:30-9:00am – All Classrooms:

Children who arrive late typically have a hard time transitioning into the flow of the classroom and engaging with materials. A late arrival is also disruptive to the other children in the classroom community. Your child will thrive with a consistent on-time schedule in which they are able to start their day with the rest of their classmates.

- **All Classrooms:** If you arrive between 8:30-9:00am you can bring your child to the main building front doors. Please ring the doorbell and the front desk will greet the child at the front door, and complete the wellness screening as outlined in this handbook. Their assigned classroom admin staff member will escort them to their classroom.

Late Arrival for Appointments - All Classrooms:

- If your child requires an appointment, please contact your child's Lead Teacher well in advance to coordinate a schedule that best supports your child and the rest of the classroom community.

Late Arrival for Support Services - All Classrooms

- If your child has regular appointments for support services (such as occupational therapy or speech), please contact your child's Lead Teacher to coordinate a schedule that best supports your child and the rest of the classroom community.

Toddler and Children's House Late Arrivals after 9:00am

- **Huckleberry:** If you need to drop your child off after 9:00am, please wait until noon or the following day. If dropping off at noon, please notify attendance as soon as possible, and Huckleberry staff will meet you at the SunBerry Garden gate (next to Carolina St.) at noon.
- **Sunflower, Maple, Butterfly:** If you need to drop your child off after 9:00am, please wait until the window of time from 12:30-1:00pm (provided your child is here until 3:00pm). Please notify attendance as soon as possible, and bring your child to the front door between 12:30-1:00pm. Staff will greet the child at the front door, and complete the wellness screening as outlined in this handbook. Their assigned classroom admin staff member will escort them to their classroom.

Toddler and Children's House Early Pick-Ups

- **Afternoon Appointments/Early Pick-ups:** If your child has an afternoon appointment or needs to be picked up before 3:00pm for any reason, she/he is welcome to come for the morning work cycle and be dismissed at 12:00pm (Toddler) or 1:00pm (Children's House). Please contact attendance as soon as possible. You can pick up your child at the front door.

Elementary Late Arrivals after 9:00am and Early Pick-ups

- **Late Arrival:** If you arrive after 8:30am you can bring your child to the front doors. Please ring the doorbell and the front desk will greet the child at the front door, and complete the wellness screening as outlined in this handbook. Their assigned classroom admin staff member will escort them to their classroom. If you expect to be later than 9:00am, please notify attendance, attendance@sunstonemontessori.org.
- **Early Pick-up:** If you need to pick-up your child before 3:00pm, please contact attendance as soon as possible, attendance@sunstonemontessori.org. You can pick your child up at the front door.

Sanitation

Sunstone will be following these [Cleaning and Sanitation Guidelines](#) as outlined by the ELD.

Visitor Protocol

For the health and safety of our staff, families and community during the COVID-19 outbreak, Sunstone will limit visitor entry into the building.

Given the current pandemic we have implemented the following restrictions to our building. If you wish to schedule a time to speak with a Sunstone staff member, please see our communication section.

Only these individuals may enter Sunstone Montessori's building:

- Staff members
- Children enrolled in our summer program
- Developmental/Educational personnel providing services to children (must be set up with Program Director, Francesca Lowes)
- Maintenance Personnel
- State licensing/Regulators/Inspectors
- Emergency medical personnel

All other individuals are subject to approval by our Head of School, Cathy Newman, before entry is permitted.

All authorized visitors must follow the procedures outlined below:

- Proceed directly to the labeled check-in station in the Commons.
- Use provided hand sanitizer to sanitize your hands.
- Take your temperature.
- Sign in on provided clipboard, recording your name, date, time-in and temperature and phone number (for contact tracing).
- Answer Sunstone's COVID-19 Wellness Checklist Questions in the presence of a staff member.
- Sanitize the thermometer & pen.

Visiting Guidelines:

- All visitors will only be let in by a staff member. They will be asked to follow the above procedures upon entering the building.
- The staff member who answers the door must be sure to follow the 6-foot social distancing protocol from the Oregon Health Authority.

Face Coverings

We have based this policy on guidance from both the Center for Disease Control (CDC) and the Oregon Department of Education Early Learning Division (ELD). You can view the CDC's guidance on face coverings [here](#) and the ELD's guidance [here](#). Sunstone will strive to take the strictest measures in terms of guidance from these sources for the health and safety of our community.

Expectations for Face Coverings at Sunstone For Adults:

All adults, staff members, family members and visitors are required to wear a face mask when entering Sunstone Montessori.

- Parents are required to wear face masks for pick-up and drop-off.
- All staff members will wear a face mask at all times while inside Sunstone buildings. Staff members may remove their face masks when outside.
- Staff members have each been provided dual-layer copper fiber masks.
- Staff members are encouraged to take breaks outside or at a socially distanced space away from colleagues and children to remove their masks when needed.

Expectations for Face Coverings at Sunstone For Children:

- We acknowledge guidance varies on the topic of children and the ability to wear a face covering effectively. Sunstone recommends families provide children with masks if possible and that you encourage face coverings to be worn at drop-off/ pick-up and while in the classroom.
- At this time, Sunstone is unable to provide masks for children. Children can wear masks if they or their families prefer and families provide the masks, provided the child is:
 - At least 2 years old
 - Able to remove the face covering themselves without assistance,
 - Able to avoid touching the face covering, and
 - Are able to replace face covering when visibly soiled and each day.
- If a child refuses to wear a mask, Sunstone staff will not insist and will let the child decide what is most comfortable for them.
- Each classroom will set up a designated space for each child to place their masks while eating, prior to going outside or when taking a break. Your child's classroom teacher will communicate these protocols with you.
- Children will be asked to remove their mask during outside play and naptime for their safety.
- Classroom staff will give grace and courtesy lessons around the usage of masks, the reasons for wearing them and how to effectively take them on and off.

Key Points to Keep in Mind When Wearing a Face Mask:

Cloth face coverings should:

- Fit snugly but comfortably against the side of the face
- Cover the nose and mouth of the wearer
- Be secured with ties or ear loops

- Include multiple layers of fabric
- Allow for breathing without restriction
- Be able to be laundered and machine dried without damage or change to shape.

When Wearing Your Face Mask:

- Wearers should wash hands before putting on their mask and after taking off their mask.
- Wearers should avoid touching the outside of the mask. Apply and take off mask only by touching straps or ear loops. If you do, wash your hands with soap and water. If that is not available then use an alcohol based sanitizer.
- Wash your hands (use the 20 seconds wash cycle) before you remove the face covering from the bag, or use an alcohol based hand sanitizer. Remove the mask from the storage bag.
- Cover your mouth and nose with the mask and make sure there are no gaps between your face and the mask. Tie the mask or use the elastic loops for your ears.
- Replace the mask with a clean one if it becomes damp.

To remove the mask:

1. Remove it from behind (do not touch the front of the mask)
2. Fold the mask onto itself and place it in a bag for “dirty” masks to take home to wash.
3. Wash your hands with soap and water after removing your mask. If soap and water are not available then use an alcohol-based sanitizer.

When Eating:

You will need to remove your mask to eat. Take off the mask as noted above, place it in a designated space for each child or staff member, and wash your hands. Enjoy your break/lunch. When you’re done eating, wash your hands, then put a face covering back on. Wash your hands again prior to returning to work.

Cloth face coverings do not replace regular handwashing practices.

Washing Your Face Mask:

We advise families to reference the CDC recommendations for washing cloth face masks. Staff members will be able to add their face masks to the classroom laundry that will be washed at school.

Social Distancing

We have based this policy on guidance from both the Center for Disease Control (CDC) on [social distancing](#) and the Oregon Department of Education Early Learning Division (ELD) guidance [here](#). Sunstone will strive to take the strictest measures in terms of guidance from these sources for the health and safety of our community.

Young children are unlikely to maintain 6-foot social distancing. Therefore, as child care workers, Sunstone staff are considered high-contact persons. We urge our families to follow all guidelines for the health and safety of our staff, the children and our community.

For Families and staff:

All families and staff are asked to wear a face covering and maintain a 6-foot distance from other adults not in your household or in your classroom environment while on Sunstone grounds.

In the Classroom:

- Only 10 children per classroom will be allowed per ELD guidance.
- Classrooms will include the same group of children each day and the staff will remain with the same group whenever possible.
- Children will remain with their classroom grouping at all times while at Sunstone and groups will not mix.
- Children will either have individual tables or work rugs, or be spaced out at larger tables and workspaces while they work and eat.
- Outdoor activities will be staggered to enable one classroom group at a time and Sunstone staff will sanitize playground equipment between classroom groups.
- Nappers will be spaced six feet apart and/or in a head-toe-position.
- Children's belongings will be kept in a personal bag/backpack and/or in their own designated cubbies, and will be spaced so they are not touching.
- Families will be asked to provide all meals, utensils, water bottles and napkins for each child. See our food/nutrition/personal items section.

Other Ways in Which Sunstone will Ensure Social Distancing:

- Drop-off and pick-up will occur outside at designated check-in stations with a staff member.
- Only essential visitors will be permitted in the school building and classroom environments.
- Communal staff spaces will have a one person limit at a time. Face coverings will be required and sanitizing after use will be required.
- Communal spaces will be cleaned and disinfected as outlined in our sanitation section.

Personal Protective Equipment (PPE)

Sunstone will provide the following PPE for staff members:

- 5 cloth face masks for each staff member
 - Staff members must avoid touching the cloth face covering.
 - It is essential to continue frequent and consistent hand hygiene.
 - The face covering must be changed each day, and also whenever soiled.
- Protective gloves for cleaning.
- Disinfecting products: i.e. Bleach or EPA-registered disinfectant. During this time it is important to use our approved cleaners that have efficacy against multiple diseases. Sunstone will provide the different solutions clearly labeled with ratios and uses. It is each classroom's duty to fill them each day according to the written guidelines.
- Hand sanitizer will be provided. The preferred and most effective practice is proper handwashing but hand sanitizer will be provided for those times when hand washing is not feasible.

Prevention for High Contact Staff

Due to the nature of working with young children classroom staff are considered to be high contact employees. Interactions between classroom staff and the children are likely to include distances of less than six (6) feet in order to support the mental wellbeing of the children in Sunstone care. “Social distancing” of at least six (6) feet should be observed when possible amongst adult staff members and families.

Compliance with social distancing guidelines is mandatory for all adults. Social distancing applies to all adults on Sunstone Montessori School property at all times.

Requirements:

In order to reduce the potential spread of contagions within the community, Sunstone Montessori School is instituting the following requirements.

- Whenever possible avoid passing information via paper or other items - i.e., use email or phone calls to ask questions or share notes.
- Interaction times should be reduced between staff members.
- Physical items should be passed to a child and not to a staff member. For example, a child should carry their own backpack or personal items to avoid contact between adults. Go between items can be placed in the child’s bag or backpack such as notes for the teacher, paperwork, etc.
- High contact employees shall wash or sanitize their hands no less than once per hour.
- Areas of high traffic shall be cleaned frequently and on intervals required by the Oregon Health Authority’s most current recommendations.

High contact employees shall limit, when possible, movement outside of their classroom/working environments while on Sunstone grounds; when such movement is necessary, strict “social distancing” is required.

Common COVID-19 Related FAQs

Q1. Each member in the households of all staff and children are required to complete the Sunstone COVID-19 Wellness Assessment before they leave home each morning. If someone in the household answers yes to any of the questions is my child/staff member required to stay home?

- A. Yes, except if these symptoms are linked to a pre-existing condition such as asthma, allergies, etc. Your child may come to school if they have a doctor’s note explaining the symptoms are not related to COVID-19. Otherwise, the child or staff member would enter into a 72 hour self-monitoring period.
- Quarantine at home for 72 hours.
 - Report your symptoms to school each day using the 72 hour reporting form.
 - Monitor and record your temperature twice daily and track symptoms daily for 72 hours.

You can find a symptom tracker from the CDC [here](#).

Q2. What should I do if my child is sick?

- A. 1. If your child has any symptoms outlined in the General Wellness Assessment or COVID-19 Symptom Assessment they may not come to school and they will need to remain home for 10 days after the onset of symptoms and 72 hours after resolution of symptoms.
2. If anyone in your home is experiencing symptoms similar to COVID-19 we encourage you to contact your Primary Care Professional.

Q3. If there is a confirmed case of COVID-19 at Sunstone, what happens?

- A. If a case of COVID-19 is suspected or confirmed at Sunstone for any adult or child that entered the school, we have adopted the following guidelines based on CDC guidance:
- If a child exhibits COVID-like symptoms they will be taken to Trillium to be isolated until parents or guardians can be called and the child is picked up. A member of the admin team will remain with the child until they are picked up. The admin representation will wear a mask, use gloves and maintain distance while providing as much comfort to the child as possible. Trillium will be closed for 24 hours to reduce the potential for respiratory droplets. Windows will be open during that period. If a 24-hour period is not feasible then wait as long as possible and follow sanitation protocols as outlined by the CDC. Ensure safe and correct application of disinfectants and keep disinfectant products away from children.
 - The Head of School or another member of the admin team will contact local health authorities, staff and families immediately of a possible or confirmed case of COVID-19 while maintaining confidentiality as required by the Americans with Disabilities Act (ADA).
 - The Head of School or another member of the admin team will inform staff members and families if they have been exposed to a person with COVID-19 and require them to stay home for 14 days and self-monitor for symptoms. Staff will be required to complete a daily health screening.
 - Sick children and staff members may not to return until they have met [OHA & ELD criteria](#) to discontinue home isolation.
 - We will comply with guidance from the local health authorities on when the classroom environment can reopen. Staff will wait 24 hours before cleaning and disinfecting the classroom. Proper cleaning practices will be followed for cleaning.
 - If a number of staff are ill and there is not enough personnel to provide care the Head of School will evaluate whether a classroom will close or the school will close and the timeframe. **Sunstone also may need to close the facility if there is poor air quality from things such as smoke from summer fire.*

Q4. If a parent or a person in a child's or staff's household is diagnosed or tests positive for COVID-19 (from OHA/ELD's resources)

- A. 1. Children and staff are asked to stay home if they have been exposed to someone who has had a *presumptive case of COVID-19. The exposed individual and staff/children in the household are requested to enter into a *quarantine period for a minimum of 14 days after their last date of exposure to a known case.

2. Children or staff who have a family member at home with symptoms of COVID-19 who have not been tested need to be monitored for symptoms carefully. The ill family or household member should be strongly encouraged to seek testing.

*Definitions: “Presumptive case of COVID-19”: when you have been exposed to someone with a positive coronavirus test AND you have symptoms of cough, fever, or shortness of breath.

“Quarantine”: when you stay away from other people for a period of time when you may become sick with an infection, even if you have no symptoms.

Q5. What do I do if I think my child is sick with Multisystem Inflammatory Syndrome in Children (MIS-C) associated with COVID-19?

A. Please refer to guidance from the CDC [here](#).

Q6. What if a child/staff member had taken a COVID-19 test and the results were negative?

A. Children or staff members would continue to self-monitor and can return after 72 hours when they are symptom free and unaided by medications. See our General Wellness Guidelines.

Q7. What other safety practices is Sunstone engaging in?

- Children and staff will not share items used close to your face such as eye glasses, masks, food, cups and other utensils.
- Staff are following proper cleaning and sanitizing guidelines from the ELD.
- Sunstone is following arrival and departure guidelines as outlined by the CDC and ELD.
- All staff will wash hands frequently (or use hand sanitizer if soap and water are not available).
- Adults will maintain social distancing practices as outlined above.
- Classrooms will open windows for increased air flow and all classrooms have an industrial air purifiers
- We will secure doors/gates in the open position during high traffic times.
- Adults will wear face covering PPE while inside Sunstone facilities.
- Staff will regularly sanitize high contact surfaces.
- Staff agree to engage in safe practices at home as well as at work.

Q8. What is Sunstone doing to take care of employees during this time?

- Sunstone has continued to pay all employees and maintain full benefits while the facility has been closed.
- We applied and received the Payroll Protection Plan to protect our working employees.
- We have created flexible work opportunities for staff that can be done on site or from home.
- We have provided PPE for employees and continue to advocate for our staff through local and state agencies, and to shop locally to gather needed supplies.
- We continue to advocate at the local, state and Federal level for our staff and all individuals who work with children to be recognized and acknowledged for the importance of their dedication and work.

Program Information

Dates:

Start Date: Monday, July 6

End Date:

- Elementary: August 20
- Toddler and Children's House: August 21.

Our school year is slated to start on September 8th. We want to provide care for our families during the summer for as long as possible prior to the start of the school year. We will need to leave time to enable staff to reset classrooms for the fall.

Days:

We recognize that reopening after several months of being at home is going to be an adjustment for the children, families and our staff. You may choose to stay home extra days during our summer program; however, we are unable to offer discounted tuition pricing for reduced days.

Please note that we have structured our program to allow the children to spend as much time outside as possible, according to the recommendations of the CDC. As such, if there is poor air quality from things such as smoke from wildfires, which would prevent or severely limit outside playtime, Sunstone may need to close the facility.

Hours:

8:00 AM-4:30 PM

We will not be offering before and after care hours for the summer.

Parent Agreements:

- Liability Agreement Form
 - You agree to assume sole and complete responsibility for all COVID-19 risks, known or unknown, that relate to or arise from student's participation in school activities. Parents are aware of all of the risks associated with COVID-19 and understand that injuries could arise from anyone's actions, inaction, or negligence, through no fault of student, school, or anyone else.
- Family COVID-19 Health & Safety Agreement
 - You are agreeing to minimize contact for your child as much as possible to maintain the health and safety of our Sunstone children, staff, and community.
 - You will agree to obtain a doctor's note if your child has a pre-existing condition related to COVID-19 symptoms in order to attend Sunstone.
- Enrollment Policies
 - Spaces are limited and priority for the summer program will be given on a first-come first-served basis, prioritizing families of essential workers.

Staffing/Ratios

In accordance with ELD and CDC guidance, we are required to limit the classroom size to 10 children in each classroom. Children cannot switch between groups.

We will maintain three staff members in the toddler classroom, two staff members in each of the primary (3-6 aged) classrooms and two staff members in the elementary classrooms. Staff members in each classroom will be as consistent as possible, with support from the admin team or substitutes as needed in case of illness.

Outdoor Environment

Each classroom will have an outdoor extension of their classroom for regular use as weather permits. Each classroom will be encouraged to spend as much time as possible outside each day. Shared outdoor equipment will be sanitized between classroom groups. For sanitation reasons, the sandboxes will be closed. Two outdoor handwashing stations will be available for use.

Food/Nutrition/Personal Items

Each day, please send your child with a backpack/reusable tote bag with their morning and afternoon snacks, a complete lunch, and a full, clean, sanitized water bottle. These items will be sent home each day to be washed/sanitized. Some bags, lunch boxes, and water bottles are easier to clean than others; please keep this in mind when choosing which belongings to send with your child.

Sunstone will communicate classroom food allergies before the first day of the summer program. Please be sure to read all labels when packing your child's snack and lunch to adhere to the classroom's allergy list.

Morning/Afternoon Snacks

Please send your child with a clearly labeled morning snack and afternoon snack each day. Your child's snacks should include at least two food groups (grain, fruit/vegetable, and protein). Some ideas include, but are not limited to: crackers, pretzels, popcorn, cheese cubes, string cheese, or cottage cheese, sunbutter, pumpkin seeds, beans (garbanzo beans work well!) **Please label morning and afternoon snacks and pack them separate from your child's lunch to avoid confusion.**

Lunch

This meal should be hearty and balanced: a protein for sustained energy, a carbohydrate for quick energy, and some vegetables or fresh fruit. One item from each category is enough, and 1-3 containers are typically manageable for a child. Help your child succeed at lunchtime by packing appropriate portions in containers and a lunch box that they can open and close independently. Please remember that we are a Green School and strongly encourage reusable containers whenever possible.

Lunches will be eaten picnic-style, and may be eaten outside, so please pack food that is easy to manage in any setting. **Microwaves will not be available** so please do not send food that requires heating. Lunches should be packed in an insulated lunch box with a cold pack; they will be stored in a designated spot on a shelf or in the child's cubby until lunchtime. Children will re-pack all leftover food/food waste, so you will know what and how much they ate.

Remember to include any necessary utensils and a napkin!

Some suggestions for food to pack include:

- Protein: beans, meat, fish, poultry, tofu, or cheese cut into bite-sized pieces
- Veggies: baby carrots, mini bell-peppers, cherry tomatoes, cucumber slices, broccoli/cauliflower florets, steamed green beans, zucchini sticks, cabbage leaves, kale, salad greens, snap peas, snow peas, mushrooms, olives, avocado chunks, beets, radishes, celery
- Carbohydrates: small bagels, breadsticks, whole-grain crackers, mashed or steamed potatoes, a slice of bread
- Fresh Fruit: clementines, a small bunch of grapes, berries, sections of apples/oranges/pears/kiwis

We ask that you please keep sugary treats for home. If sugar is listed in the first three ingredients please don't send in your child's lunch box.

Water Bottle

We will not have water glasses in the classroom, so your child will need to bring a water bottle each day. The water bottle can be refilled at school as needed. Please make sure your child is able to open and drink from their water bottle independently. The water bottle will be sent home each day to be cleaned, sanitized, and refilled for the next day.

Clothing

Since outdoor water play may be a component of our summer activities, all summer program participants should bring at least one full change of clothing (shirt, underwear, pants/shorts, and socks) to be kept at school. Children new to Children's House (3-4 year olds) should bring at least two full changes of clothing. Elementary children may keep extra clothing in their backpack or cubby; Children's House children have bins available for storing clothing. If your child has wet or soiled clothing, it will be sent home at the end of the day. Please make sure to send a replacement set back to school the following day.

Toddler families should consult with Virginia, the Huckleberry Guide, for guidelines on types and amounts of clothing to be kept at school.

Other clothing items that all children need:

- A sun hat
- A pair of indoor shoes (Crocs or other rubber-soled shoes) to be kept at school for the duration of summer program

Sunscreen

Children should arrive at Sunstone each day with sunscreen already applied. Sunstone will provide sunscreen for all children for reapplication throughout the day.

Elementary children will be supervised in reapplying their own sunscreen throughout the day according to label instructions. Children in our Toddler and Children's House programs will have sunscreen reapplied throughout the day by staff members at regular intervals.

Please see the accompanying sunscreen form to authorize use of our approved sunscreen. If, due to an allergy or skin condition, your child requires a different sunscreen, please provide a completed medication authorization form for your child's personal sunscreen.

Nap Supplies

All children under 4 are required to have a "rest period" each day. Nappers will be set up to rest each afternoon in a quiet, darkened area of the classroom with a staff member supporting them. Sunstone provides individual resting mats for each napper, and asks that families of nappers send the following items no later than the first day of summer program:

- A small fitted sheet (crib sized is perfect)
- A lightweight blanket
- If needed for comfort, a small lovey or stuffed animal

These items will be sent home to be washed weekly (or whenever wet/soiled).

Other

In the interest of minimizing the spread of germs, we request that all non-essential items be left at home. Please do not send your child to the summer program with toys, games, books, or other personal items unless these items have been approved by your child's Lead Teacher.

Communication

Although in person communication will be limited to the periods during drop-off and pick-up each day, you can communicate with your child's Lead Teacher, or any member of the Administrative team, via email as needed. You will receive periodic email updates and/or reminders from your child's Lead Teacher and may email them directly with any questions.

Resources

Additional information and guidance for COVID-19 can be found through these links from the CDC:

- [Children and COVID-19](#)
- [Talking with children about Coronavirus Disease 2019](#)
- Information about COVID-19 and:
 - [Pregnancy and breastfeeding](#)
 - [Stress and coping](#)

Agreements and Forms

Emergency Contact Form

Liability Waiver

Family COVID-19 Health & Safety Agreement

Medication Form

Allergy Action Plan Form

Sunscreen Use Form

Thank you to Harmony Montessori School for generously providing the template for this handbook.

**This handbook is subject to change based on guidance including, but not limited, to the Early Learning Division and Oregon Health Authority.*