

# **Alphonsus Academy and Center for the Arts School Operating Plan 2020-2021**

## **Introduction**

As we prepare to return to school this fall, the health and safety of our staff and students is our top priority. Covid-19 has impacted the lives of the entire AACA community. While we are excited to welcome students and staff back to the building, we understand that many members of our special community may be cautious and fearful. The purpose of the following document is to outline the protocols and procedures put in place to ensure the safety of everyone in our school community.

School will look different, just as every other aspect of our lives has looked different since March. However, we are committed to still offering the best and safest possible school and work environment.

This is a fluid document. As Covid changes and the state and city response to Covid changes, how the Archdiocese and AACA respond to those changes might alter this plan. AACA will be in constant communication about any changes to the plan. This plan was created following the guidelines outlined in the Archdiocese Reopening Plan. If you have any questions, comments, or concerns, please do not hesitate to reach out to school administration.

## **Training Webinars**

We will offer three separate optional training webinars and Q and A sessions for parents next week to learn the plan and ask any questions you may have. They are split up by grade levels in an effort to include teachers and cater questions to specific age ranges, but anyone is welcome to come to any day, and if you have more than one student at AACA, you do not need to attend more than one webinar. Most of the information will be repeated each meeting.

### PreK-Kindergarten

Topic: PreK-Kindergarten Parent Training and Q and A

Time: Aug 3, 2020 03:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/97439187391?pwd=TXpsNGVKMUZGc3paWGpyWjZCNTVJUT09>

Meeting ID: 974 3918 7391

Passcode: srj8qN

### 1<sup>st</sup>-4<sup>th</sup> Grade

Topic: 1st-4th Parent Training and Q and A

Time: Aug 4, 2020 03:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/98078165597?pwd=RmtrZlhWL3Z5b1p1N3ZOU2FTMkd1Zz09>

Meeting ID: 980 7816 5597

Passcode: ap97Et

### 5<sup>th</sup>-8<sup>th</sup> Grade

Topic: 5th-8th Parent Training Q and A

Time: Aug 5, 2020 03:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/92248146224?pwd=d3ptbWV0ci9KNmFKRmdlOVFWb3FUdz09>

Meeting ID: 922 4814 6224

Passcode: Gwqd81

## **Cohort Model**

AACA will operate using the cohort model. In this model, students are grouped by homeroom. These groups are static, keeping the same group of students together throughout the entire day. Students in PreK-3<sup>rd</sup> grade will remain with the same teacher, and if applicable, with the same assistant throughout the day. Students in grades 4-8 will remain in the same classroom with departmentalized teachers coming to them. Arts and Spanish teachers will also push into rooms. PE will be held outside, weather permitting. With the addition of an outdoor stage and other additions to our garden area, arts classes will also be held outside when able.

The cohort strategy maintains a safe environment by eliminating interaction between cohorts. It also allows a single class to be quarantined in the event of an infection, allowing the rest of the school to continue in-person learning. Homeroom teachers and assistants are considered part of the students' cohort and will quarantine with the class. Even when using the cohort model, we are requiring that students socially distance as much as possible and wear masks. This will be detailed later in the plan.

## **E-Learning vs. In Person Learning**

In response to parent surveys, AACA will be offering a choice of full-time in-person learning or full-time e-learning. **Families must commit to either in-person or e-learning for the first trimester by Friday, August 7<sup>th</sup>.** A commitment form will be sent out next week. Because e-learning and in-person learning will be happening simultaneously, e-learning will not be identical to the e-learning AACA offered this past spring. However, we are still committed to making e-learning as rigorous and engaging as in person learning.

While we need to wait for family commitments and final numbers as well as final determination regarding live-streaming from the Archdiocese before determining final e-learning schedules, we can promise that either way your family decides to go, your needs will be met. In addition, the Archdiocese is still offering e-learning through Catapult, if you are interested in that venue.

## **AACA E-Learning (subject to change)**

- E-Learning at AACA will consist of the following:
  - Synchronous Instruction
    - Live, staff-taught instruction
  - Asynchronous Instruction

- Content and assignments posted on online platform
  - Office Hours
    - AACA staff available for one-on-one support
  - Online Communication
    - AACA staff available to answer questions and offer support via email
- Lessons and activities will be designed to support priority standards in all content areas and improve student learning.

Possible Example (Preschool)

½ Day Programs

Preschool In Person Typical Day	Minutes	Preschool eLearning Typical Day	Minutes
Morning Meeting	30-45	Morning Meeting-synchronous	30-45
Specials Class-Art, Music, Drama, PE Each once a week-teacher comes to classroom	20-30	Specials Class-Art, Music, Drama, PE Each once a week-family accesses video via Seesaw	20-30
Center Time	60	Play & Complete Seesaw Activities	60
Recess-large motor activities	20-30	Large Motor Activities, Outdoor Play, Walks	20-30
Closing Meeting-Science, Games	10-15	Closing Meeting--Science, Games	10-15
Dismissal		1:1 & small group check ins with staff Possible small group meet ups to socialize--synchronous	15-20

Full Day Programs

Preschool In Person Typical Day	Minutes	Preschool eLearning Typical Day	Minutes
Morning Meeting	30-45	Morning Meeting-synchronous	30-45
Specials Class-Art, Music, Drama, PE Each once a week-teacher comes to classroom	20-30	Specials Class-Art, Music, Drama, PE Each once a week-family accesses video via Seesaw	20-30
Center Time	60	Play & Complete Seesaw Activities	
Recess-large motor activities	20-30	Large Motor Activities, Outdoor Play, Walks	

Prep for Lunch	10-15	1:1 & small group check ins with staff Small Group or individual mini lessons Possible small group meet ups to socialize	Daily, 15-20 minutes
Lunch	30		
Rest Time	120		
Table Toys	20-30		
Closing Meeting	15-20	Join Class Closing Meeting	
Dismissal			

### Learning Platforms

AACA will use two main platforms for communication and learning this fall. Grades PreK-3 will be using SeeSaw and Grades 4th-8<sup>th</sup> will be using Canvas. We will also be using Zoom as our main video conferencing tool.

### Cleaning, Sanitization, and Safety Protocols

AACA is committed to ensuring a safe and clean environment for our students and staff. The following cleaning and sanitizing will happen before school, after school, and during the day.

Before School	During the Day	After School
-Before school care room cleaned and sanitized.	-Bathrooms cleaned and sanitized.  -Cafeteria space and tables sanitized between cohorts. -Drinking fountains cleaned and sanitized  -Railings, handles, and doorknobs cleaned and sanitized  -Classroom materials, lab equipment, and shared devices will be cleaned and sanitized between users.	-All classrooms will be cleaned; all classroom surfaces will be cleaned and disinfected.  -Cafeteria will be cleaned and sanitized  -Classrooms used for afterschool will be cleaned and disinfected  -All Bathrooms will be cleaned and disinfected.  -All offices and additional rooms will be cleaned and disinfected.

	(AACA will make every effort to not share materials)	
	-Desks and tables will be cleaned and sanitized	-Drinking fountains will be cleaned and disinfected. (Will only be used for water bottle filling.)
	-Recess, playground, and PE equipment will be cleaned and sanitized between cohorts. Most recess equipment will be used one time a day and sanitized before the next day.	-All surfaces throughout the building will be disinfected. -Playground equipment will be disinfected.

## Safety Protocols:

### Masks:

Every person in the building must always wear a mask. The only exception to this is when students or staff are eating or are outside **and** maintaining six feet of social distance. Students and staff may wear face shields **only if they are also wearing a mask**. Face shields alone are not permitted. Masks will be placed in students' individual labeled paper bags during recess, PE, snack, and lunch.

Families should provide masks for their children. We will have extra disposable masks on hand for emergencies but will not be able to provide masks to all students on a daily basis. Masks must cover the nose, mouth, and chin. Students may wear masks with designs and logos as long as they are appropriate.

If students are wearing reusable masks, they must be cleaned daily. We suggest having three masks per child at home. If students are wearing disposable masks, they must have a new mask each day. Students may wear gators as long as they are three layers. See through masks are also permitted, but if you choose to use one, we suggest you research ones that do not fog up. Please make sure each student brings an extra mask with them each day. Gaiters are only permitted if there are 3 layers, which most are not. Masks with vents are not permitted.

### Social Distancing:

Even while wearing masks, students and staff must remain socially distant. Students must be at least three feet separated from one another, but in most cases will be six feet away from each other. If students are seated at tables, there will be fewer students at each table to ensure social distancing. Desks will be placed three to six feet apart. Plexiglass will be between students at tables that are only 5 feet in length. If tables are less than 5 feet in length, only one student will be seated per table.

### Signage:

Developmentally appropriate signage will be displayed throughout the building reminding students of safety protocols. Tape will appear in hallways, classrooms, and stairwells ensuring students navigate the hallway the correct way.

### Schedule:

The schedule was created to include bathroom breaks and transition times and routes, to ensure social distancing.

### Hygiene:

Hand sanitizer will be available in every classroom, every office, at every entrance and exit to the building, as well as exits and entrances to the cafeteria and afterschool spaces. Students will engage in handwashing multiple times a day. Students are asked to come to school in freshly washed clothing daily.

Classroom doors and windows will remain open to allow clean air flow. If it is an extremely hot day, the AC will remain on, doors will remain open, but windows may be shut.

### **Illness Protocol**

**If your child, a member of your family, or a person that comes in close contact with your child on a regular basis tests positive for Covid-19, please inform the principal and assistant principal immediately by emailing [gmcallister@aaca.school](mailto:gmcallister@aaca.school) and [mgunsaulus@aaca.school](mailto:mgunsaulus@aaca.school) or calling the school.**

### Arrival

Each arrival location will have two staff members conducting entry point procedures. Cohorts will have the same staff member conducting procedures each day.

1. The staff member will take the temperature of each student prior to admission to the school building. If a student's temperature is over 100.4 degrees Fahrenheit, the student will be sent home.
2. The staff member will provide a pump of hand sanitizer to each student.
3. The staff member will conduct a symptom check of each student prior to admission to the school building. Every student will be asked: "Do you feel sick in any way? Do you have a cough or fever?" If the student answers yes to either of these questions, the student will be sent home. If it is the beginning of a new school week, students will also be asked if they were out of town.
4. The staff member will check that the student's mask follows guidelines and is put on properly. If the mask does not meet guidelines, the student will be given a mask at school and will be asked to come with a mask that meets guidelines the following day.

### If a student exhibits symptoms while at school:

1. If a student has a temperature above 100.4 degrees Fahrenheit or if the student exhibits Covid-19 Symptoms while at school, the following procedures will be followed:

- a. The student will be immediately separated from others, but within a line of sight of an AACA staff member. Staff members will ensure that they are sensitive to student emotions and will separate student from class in a way that will not draw attention or embarrass the student.
  - b. The student's parents will be immediately contacted so the student may be taken home.
  - c. Due to current conditions related to COVID-19, AACA requests a total of **five emergency contacts**. Two may be immediate caregivers (e.g., parents). The remainder must all be local contacts. AACA staff will attempt to call parents first. If no contact is made after 10 minutes, AACA staff will continue calling emergency contacts until they are identified to pick up the student. The **Emergency Contact Form** is attached [here](#).
2. The student should see a doctor to assess symptoms and/or administer a COVID-19 test.
3. Parents are encouraged to follow the **CDC "If You Are Sick"** guidelines for caring for oneself and others. The guidelines are at: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html>

#### When can my student return to school?

1. If the student has a symptom for less than 24 hours, they may return to school without a test. If the student has a symptom(s) for longer than 24 hours, they must get a negative Covid test to return to school. Any siblings or family members that attend/work at AACA must also quarantine until it is determined that the symptomatic student does not have Covid.
2. If it is determined by a test that your child DOES NOT have Covid, they may return to school after their symptoms subside **and** parents have provided a doctor's note confirming the negative Covid-19 diagnosis. Parents should provide the note to the AACA nurse using the Covid-19 reporting form on the Magnus site at: <https://secure.magnushealthportal.com>
3. If a student either tests positive for COVID-19 or a doctor provides a diagnosis of Covid-19, the student must isolate at home and not return to AACA until the student meets the following criteria to discontinue home isolation:
  - a. 24 Hours with no fever and
  - b. No Covid-19 Symptoms or Doctor's written permission to return to school and
  - c. 10 days since Covid-19 Symptoms first appeared.
  - d. Parents must confirm each of the foregoing in a written note to the AACA nurse before sending their student back to school at AACA. Parents should provide the information to the AACA nurse using the Covid-19 reporting form on the Magnus site at: <https://secure.magnushealthportal.com>
4. If a student with Symptoms is not tested or seen by a doctor, or is seen by a doctor but refuses a recommended Covid-19 test, the student must isolate and not return to AACA until

the student meets the CDC's criteria to discontinue home isolation, which currently includes:

- a. 24 Hours with no fever and
- b. No Covid-19 symptoms or Doctor's written permission to return to school and
- c. 10 days since Covid-19 Symptoms first appeared.
- d. Parents must confirm each of the foregoing in a written note to the AACA nurse before sending their student back to school at AACA. Parents should provide the information to the AACA nurse using the Covid-19 reporting form on the Magnus site at: <https://secure.magnushealthportal.com>

5. AACA students will be allowed to participate in AACA eLearning during time away from school.

What are the procedures for notification and quarantine regarding a confirmed case of Covid-19?

1. AACA will communicate with all parents, faculty, and staff using a Covid exposure letter if there is a student or staff member who is isolating due to a potential or confirmed case of Covid-19. Individual student names will NEVER BE USED.
2. If one student or staff member in a Cohort is diagnosed with Covid-19, that individual will be required to quarantine until such time the individual meets the return requirements or the Cohort discontinues quarantine, whichever is later. The principal will inform the regional director.
3. The entire Cohort will receive a cohort quarantine letter and will quarantine if any student or staff member in the Cohort is diagnosed with Covid-19. The Cohort will quarantine for 14 days or until Cohort members meet the return requirements.
4. Any of the students' siblings, parents or relatives that attend or work at AACA in which the student has had close contact with will also quarantine for 14 days. If that family member or relative also tests positive, their class will quarantine. The student should continue to quarantine until it has been 14 days from their positive test result, and the students meets the return requirements.
5. AACA will communicate with all parents, faculty, and staff if an individual and/or Cohort is required to quarantine.
6. A Cohort will shift to eLearning while in quarantine.
7. The entire classroom will be deep cleaned, disinfected and the windows will remain open to increase airflow.
8. In addition, the principal will work with the her regional director to confirm when the entire cohort or parts of the cohort may return to learning in person.



Under what circumstances would the entire school be required to quarantine?

1. In cases of widespread illness, such as illness affecting multiple Cohorts, the entire school may need to quarantine. If that were to happen, AACA would communicate the plans to AACA parents, faculty, and staff as swiftly as possible and AACA would shift to eLearning.

If a family member or close contact has a confirmed case of Covid-19 or if their doctor believed that they have Covid-19

1. If a family member of a student or other person in close contact with a student has either a confirmed case of Covid-19 or Covid-19 Symptoms, the student should isolate at home for at least 14 days from the last exposure to the individual.
2. If the student **has continuing contact with an individual** who has either a confirmed case of Covid-19 or Covid-19 Symptoms, the student should isolate at home for 14 days from the time when the individual has met the following criteria:
  - a. 24 Hours with no fever and
  - b. No Covid-19 Symptoms and
  - c. 10 days since Covid-19 Symptoms first appeared.
3. AACA students will be allowed to participate in the **AACA eLearning Program** during time away from school.

**Symptom Checklist and at Home Monitoring**

We know that isolation and quarantine have been difficult on everyone. We expect our families to take personal responsibility for the common good as well as their own safety. We rely on parents to keep children home when they are sick. We know that sometimes it is hard to tell in the morning if a child is truly ill or just isn't interested in coming to school that day, but we ask that you use caution as well as your best judgement during this time. Children should not come to school if they are experiencing any of the following symptoms:

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

In addition, we ask that you seek advice from a medical professional. If a child comes to school ill, or answers that he or she had been feeling ill during the arrival check in, he or she will be sent home immediately.

## **Arrival and Dismissal Procedures**

### Arrival

1. **August 26<sup>th</sup> and 27<sup>th</sup> will be half days. Students in each cohort will be assigned to one 3 hour block in which they will be introduced to Covid procedures. Parents will follow outlined arrival and dismissal procedures.**
  - a. **August 26<sup>th</sup> - 8:00-11:00 (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>)**
  - b. **August 26<sup>th</sup> - 12:00-3:00 (7<sup>th</sup>, 8<sup>th</sup>)**
  - c. **August 27<sup>th</sup> - 8:00-11:00 (PreK, Kindergarten)**
  - d. **August 27<sup>th</sup> - 12:00-3:00 (4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>)**
2. Students can begin arriving at 7:35 am.
3. Students in kindergarten, 1<sup>st</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> should be dropped off using the kiss ‘n’ go in the large parking lot off Oakdale. Parents should remain in car, unless quickly helping their child(ren) out of the car. There will be staff present to help your children cross from the far lane of the drop off.
4. Students in 2<sup>nd</sup>, 7<sup>th</sup>, and 8<sup>th</sup> should be dropped off in the kiss ‘n’ go on Greenview. Parents should remain in car.
5. Preschool students should be dropped off at the front entrance on Wellington. Preschool parents should park on Wellington, walk students up to the gate, and return to their cars. We ask that you then leave to free up a parking spot for another preschool drop off.
6. If you have more than one child, you may drop them all off in the location in which you would usually drop off your youngest child, or you may go through the different drop off lanes for each child.
7. **Masks should be worn when students exit the car.** Please see a map of drop off spots [here](#).
8. Students should then proceed to their cohort “parking spot.” This is a location outdoors where a specific cohort will wait until it is their turn to enter the building. Students will be shown where their cohort spot is the first day of school. Please see map of “parking spots” [here](#).
9. Students will enter the building one cohort at a time beginning at 7:45. Youngest students will enter first. Students will use the doors closest to their “parking spot.” One teacher will monitor each cohort outside, while another teacher monitors students as they enter the building. As students enter, a staff member will do the following:
  - a. Check each student's temperature using a touchless thermometer. Students with 100.4 or higher will be sent home.
  - b. Ask students the following questions (Any students who answers “yes” to either of these questions will be sent home).
    - i. Do you feel sick in any way?
    - ii. Do you have a cough or fever?
  - c. Distribute hand sanitizer
  - d. Check to ensure students’ masks are on correctly.
10. Students will proceed to classroom.

11. **Late Arrival:** This arrival process will take longer due to Covid procedures put in place. If a student is running late, first check to see that the student’s cohort has entered the building. If they have not, the student can proceed to their cohort spot. If they have, the student should enter through the front door on Wellington and be greeted by an AACA staff member who will go through the above arrival procedures with students.

12. Please make sure students have all materials they will need for the day. In emergency situations, parents may drop off a forgotten lunch/backpack, etc. to the main office before 9 am. **Parents will not be permitted to drop off any materials or lunch at any point after that.**

13. **Please do not park in the lot.** We are reserving most of the large lot for outdoor classes.

Inclement Weather Arrival

1. Students are dropped at the same location.
2. Instead of taking temperatures/doing normal morning health checks outside, they will happen at the top of the first-floor stairs at all entrances.

Dismissal

1. Dismissal will be staggered in 5 minutes increments by grade level.
2. Students will dismiss using the same location in which they were dropped off.
3. If you child walks home, the oldest child should go to the dismissal area for the younger children to pick them up before walking home

11:00	Half Day Preschool (Jele, O’Gorman)	Front Door
2:50 – 3:00 (1:35-1:45 Wednesday)	Full Day/Afternoon Preschool (Cohorts will begin exiting at 2:50, one after the other, in the following order Thomas, Huang, O’Gorman)	Front Door
2:50 (1:35 Wednesday)	Kindergarten	Driveway/ Rectory Entrance via the parking lot.
2:50 (1:35 Wednesday)	2nd Grade	Playground
2:50 (1:35 Wednesday)	5th Grade	Parking Lot
2:50 (1:35 Wednesday)	1st Grade	Parking Lot via Sport Court
3:00 (1:45 Wednesday)	4th Grade	Parking Lot via Driveway/ Rectory Entrance
3:00 (1:45 Wednesday)	6th Grade	Parking Lot
3:00 (1:45 Wednesday)	3rd Grade	Parking Lot via Sport Court

3:00 (1:45 Wednesday)	7th Grade	Playground
3:05 (1:45 Wednesday)	8th Grade	Playground

### Inclement Dismissal

Inclement Weather Dismissal is for severe weather only. This includes heavy rain, storms, heavy snow, extreme cold (Feels like <20 degrees). If there is inclement weather dismissal, teachers, students, and parents will be notified with as much advance notice as possible. We know that in some instances, dismissal time may change slightly for some classes. We apologize for the inconvenience.

Inclement Weather Dismissal will happen in three rounds. All students will dismiss out of their normal dismissal doors. Classes will be socially distanced, lined up on the stairs. One monitor will be at each door with a walkie talkie. One person will be by cars with a walkie talkie. They will report to the door monitor, who will call for students on the stairs. Students will then exit the building to their car. There will be designated runners in the lot to ensure students get to where they need to go.

1. Preschool: Parents can come to front door. Students will wait to be called when their parent arrives.
2. Round 1: Kindergarten 2:40 (out of rectory side doors)
3. Round 2: 1<sup>st</sup>-3<sup>rd</sup> 2:45 (1<sup>st</sup>/3<sup>rd</sup> Out of Parking lot doors, 2<sup>nd</sup> out of Greenview doors)
4. Round 3: Preschool, 4<sup>th</sup>-8<sup>th</sup> 3:00 (PS: Wellington Doors, 4<sup>th</sup>: Rectory Doors, 5<sup>th</sup>/6<sup>th</sup>: Parking lot doors, 7<sup>th</sup>/8<sup>th</sup> Wellington Doors)

### Early Dismissal

Parents must email [office@aaca.school](mailto:office@aaca.school) and homeroom teacher to arrange for early pick up. Email must state date, time, student name, grade/classroom and reason for early pick-up. Staff will reply to each email and confirm pick-up location (front/back door) AND instruct parent to call/email office when they arrive. Office staff will send for student and accompany student to parent. Parent email will serve as sign-out

**This does not include early pick up if the nurse arranges an early pick up due to illness. All early pickups due to illness will be handled through the nurse's office as parents may need to enter the building. Parents must follow protocol for visitors entering the building.**

### **Uniforms**

In an effort to make our students as comfortable as possible, we have adjusted the uniform policy. Changes include:

1. Shirts do not need to be tucked in
2. Belts are optional

3. PE uniforms should still only be used on PE days, but spirit wear tops may be worn on regular uniform days.

**In an effort to remain as healthy as possible, we ask that students arrive in a freshly washed uniform each day.**

[See the updated uniform policy here.](#)

In an effort to remain healthy and comfortable, staff dress policy has also been adjusted. Some changes include:

1. Appropriate shorts may be worn
2. Teachers may wear scrubs
3. Comfortable footwear is permitted

### **Lunch and Recess**

If the classroom is large enough to ensure that all students are at least 6 feet apart, lunch will occur in the classroom. If the classroom does not permit all students to maintain at least 6 feet of distance, lunch will be held in the cafeteria and the indoor recess area. Students will sit with their cohorts. Cohorts will enter with their cohort only and multiple doors will be used as entry and exit points. The number of students in the cafeteria will follow Archdiocese guidelines. Students will sit two or three to a table, maintaining social distancing of at least six feet. Students will either wash their hands or be given hand sanitizer before eating and will remove masks to eat. Masks will be kept in individual, labeled paper bags that are kept with the students. Lunch will be prepackaged and delivered to student tables. Students may not get up unless it is an emergency situation, which will be facilitated by a staff member supervising lunch. If your child brings their lunch with them, they will keep it in their cubby or locker and bring it to their lunch destination. Tables and areas will be fully cleaned and sanitized between cohorts. Desks and tables in classrooms will be fully sanitized before and after lunch.

Recess will be held in one of four locations, all supervised. Students will receive hand sanitizer or wash their hands before recess. Cohorts will have recess with their cohort only. Any shared equipment and playground equipment will be fully cleaned and sanitized between cohorts. AACA will do everything we can to not share recess material each day. All supplies will also be sanitized at the end of each day. Students can remove their masks for recess if they remain socially distant. No vigorous activity will be done while students are wearing masks. Students will wash their hands or receive hand sanitizer after recess.

### **Outside Snacks, Drinks and Birthday treats**

Snacks will either be provided by the school or will be brought in by students on an individual basis. Your child's homeroom teacher will inform you as to which procedure that grade level uses. Birthday and shared treats will not be permitted at this time.

Students are encouraged to bring a water bottle to school with them. Students will not be able to use traditional water fountains throughout the day. They will only be able to use the water fountains to fill up their water bottles. Water fountains will be cleaned and disinfected multiple

times each day. Students should wash their hands or use hand sanitizer after using the water fountain. Students may take off their masks to take sips of water but must quickly put them back on. Students do not need to be 6 feet apart if only removing their mask for seconds to take a sip of water. If a student's mask gets wet, they must immediately change their mask. Water bottles must be kept closed when not in use.

## **Travel**

Current Travel restrictions are below. Please note that based on infection rate, current Chicago and Cook County Health Department guidance, Covid variant spread, and vaccine rate, these restrictions are subject to change.

Domestic Travel:

1. Travel to all orange states is an automatic 10-day quarantine.
2. Travel to yellow states do not require quarantine.
3. There are no exceptions for negative tests

International Travel:

1. All international travel is an automatic 14-day quarantine.

## **Supplies**

In the past, AACA has provided school supplies. While most of these supplies were for individual use, some items, such as markers, were purchased to be shared. Any item that was previously purchased by AACA for individual use will still be provided, however, for safety reasons, we ask that anything that was normally shared be brought in by students for individual use. Lists will be available shortly.

## **Before and After Care Program**

Before Care:

Before Care Hours:

Before care begins at 7:00AM every day. To enter you need to use the parking lot entrance and proceed to the cafeteria level to enter. There is a doorbell, please ring for entry.

Arrival at before care:

Students will be greeted by AACA Before Care instructor, Angela Kladis when they arrive. Students must wear a mask when they enter the building and during their time in before care. Angela, will take students temperature, ask the symptom checklist questions, have students use hand sanitizer and then proceeded to one of the tables in the cafeteria. Students will be supervised by Angela until approximately 7:40. At 7:40 students will be escorted by Angela to their cohort area outside. Students will be left with their cohort teacher or another AACA staff member monitoring the cohort line and enter the building with their cohort and their entry location.

Arrival to After Care:

Students in PK through 3rd grade will wait in their cohort (classroom) and be picked up by an after-school instructor and escorted to the after-school area (cafeteria) at the end of each school day. Students in 4th through 8th will walk down to the after-school area themselves and be greeted by ASP staff. Students must have their masks on and remain socially distant as they travel from their cohort to the after-school area.

#### Cohort Groups in After Care:

Children will be kept in the same cohorts (grade level) as best as possible. Students will be in small group cohorts that will be held in the cafeteria, music room, art room, drama room, and tots room. They will be with the same instructor throughout their time in after care.

#### Snack Time:

Students will still be given a small snack and glass of water each day as before. Snacks will be individually packaged by an after-school instructor and served to them in their cohort room or at their table in the cafeteria. If you wish, you can send your child with food/snack from home and they will be allowed to eat what they brought. There will be no sharing of food.

#### Time in After Care:

Students will be outside as much as possible weather permitting while social distancing. For example, we may have two or three small groups outside playing in their area by cohorts so that they can socially distance, then we will rotate inside to give the other groups outside time. It will be almost impossible to have all after care students outside at the same time. We will do our best to split/share time inside and outside. When students are inside they will be able to watch tv, color/draw, play with a toy of their own that they brought from home, or students can bring some type of technology to use. Students with homework should/can use this time to complete their homework for the day.

#### Pick Up:

Pick up for your child will be a little different this year as we are not allowing parents inside the building. We ask that you ring the doorbell on the East side of the gray stairwell. You will then be greeted at the door by Mrs. Wallett or another staff member. Please state your child(ren)'s name(s), and we will then escort your child out to you by the West side of the gray stairwell.

Once you are greeted by staff please proceed over to the West door and wait for your child. We ask that you socially distance in these areas if there is a group picking up at the same time. This procedure may take a little time as we will need to go to the cohort room to let your child know it is time to go home. They will be asked to clean up their space, get their belongings, etc. We ask for your patience during this time.

#### Wearing of masks/bathroom use:

Students must wear their masks at all times except for when they are eating snack or when outside and social distancing. Students will be able to use the bathrooms when necessary but

limited to only two students at a time. Students will be instructed to wash hands often and hand sanitizers will be available for their use as well.

AFTER CARE PHONE NUMBER: 773-892-1397

## **Extracurriculars**

### After School Enrichment Classes:

There will be no in person enrichment courses as of right now. All after school enrichment classes will be offered virtually. There will be no in person instruction at AACA during the 2020-2021 school year. All outside vendors will supply a flyer describing the class, pricing, etc. Outside vendors will adhere to the policies and procedures AACA has in place. AACA will not be offering any AACA enrichment classes during Trimester 1. For more information and questions, contact our After School Enrichment Coordinator, Kim Wallett, at [kwallett@aaca.school](mailto:kwallett@aaca.school) or via phone at the school office 773-892-1397.

### Athletics

The Archdiocese is awaiting more guidance from the state regarding athletics. More information will be released to schools as it is received and reviewed.

1. The Athletic Director will work to arrange appropriate sport activities that will abide by all health and safety regulations provided by our governing bodies: Illinois State Board of Education, Illinois Department of Public Health, and Illinois Elementary School Association.
2. Please refer to the appendix of the athletic handbook for more information regarding the athletic program's policy for returning to play. For further questions, contact our Athletic Director, Angela Kladis, at [akladis@aaca.school](mailto:akladis@aaca.school).

### Band

Our band program will no longer be offered during our regular school day in person. Band will be held virtually and offered as an after-school program. More information regarding band will be distributed.

### Programming

1. AACA will not be offering the school play or choir for the 2020-2021 school year.
2. All programs and events such as Back to School Night, AACA's Christmas Celebration, Arts Together, and other arts events will be held virtually.
3. Drama class will still be offered during the school day

## **Catholic Identity and School Mass**

Weekly school mass will be held virtually. If the Archdiocese plan allows for live-streaming, one grade level will attend mass each week, while the remainder of the school live-streams.



If live-streaming is prohibited or if a family wishes for their students to remain in school and watch virtually students will participate virtually.

Father Bauer, Ms. McAllister, and the rest of the AACCA team continue to develop plans to offer prayer experiences to the students.

## **Arts Program**

Several changes have been made to AACCA's arts program to accommodate these new safety guidelines. All grades will see the arts teachers this year, but the frequency and timing of these classes has been adjusted to support our new cohort model. All arts classes will happen in students' homerooms.

- Preschool-Fourth grade will take one arts class per trimester
- Middle school arts classes will be offered on a rotating basis in each homeroom. We are unfortunately unable to offer the pathways model of arts classes to our middle school this year.
- Teachers will continue to teach their content matter through the arts (arts integration), but these units and practices will also look different this year due to our safety protocol.

## **Social Emotional Learning Considerations**

### Students

- AACCA students will continue to receive Social-Emotional Learning (SEL) curriculum and support through AACCA school counselors
- Counselors will deliver regular, evidence based SEL classroom lessons at all grade levels
  - K-3 – Weekly
  - 4<sup>th</sup> - Weekly for first 6 weeks, then every other week
  - 5/6 - 3<sup>rd</sup> Trimester
  - 7<sup>th</sup> - 2<sup>nd</sup> Trimester
  - 8<sup>th</sup> - 1<sup>st</sup> Trimester
- Students can meet with Counselors individually in person or by ZOOM

### Faculty/Staff

- Faculty and Staff are encouraged to utilize our school counselors for social-emotional support as it relates to COVID-19
- Counselors will provide resources for faculty and staff to use in order to support the emotional health of their students
  - **Talking to Students about the Coronavirus**
    - Remain calm and reassuring
    - Make yourself available
    - Avoid excessive blaming
    - Maintain a normal routine to the extent possible
    - Be honest and accurate
    - Know the symptoms of COVID-19
    - Review and model basic hygiene and appropriate mask-wearing
    -

## Parents

- Routines are very important for young children. Creating new routines or re-establishing usual routines can help children feel safe. Keeping regular mealtimes and bedtimes, setting a daily time to play games together, read to them, or sing songs together all help.
- Support from parents or caregivers is very important during periods of stress. Parents may be physically present but not available emotionally because they are so stressed themselves. It is important to make time to reassure young children and spend time with them.
- Explain why things are different. Young children may not understand why things have changed (like why they cannot go outside or play with other children) but talking with them will help them feel supported by you. Help the children in a way that is appropriate for their age. Keep explanations simple.
- Take care of yourself. This is very important. Even young children can recognize stress and worry in adults in the house.
- 

## **Student Support Services**

Academic supports will continue while following the recommended social distancing guidelines. When support happens in the classroom, a learning specialist will wear a mask and stay 6 feet away from students. If more individualized support is needed, students will be able to come to the library to work with a learning specialist. Only students in the same cohort will be in the library at the same time. Upon entering and leaving the library, students will use hand sanitizer. Materials and tables will be sanitized before and after support. Students and learning specialists will be masked and remain distant while receiving their instructional support.

## **Front Office**

Access to the main office will be limited. Visitors will be prohibited during the school day to the greatest extent possible. The main office is open from 7:15 am to 3:30 pm. No entry is allowed before or after that time unless office staff is present.

A plexiglass screen door has been installed for the main office staff. All staff, visitors, and volunteers will need to follow the below protocol to maintain proper distance, follow traffic flow markings, and adhere to floor decals.

## Faculty Protocol

School faculty that need to visit the main office must adhere to the following:

1. Wear a mask
2. Maintain proper distance while following traffic flow marking and floor decals
3. Interact with office staff through plexiglass door
4. Do not enter the office unless cleared by office staff (i.e. if no one else is in the office and they need to retrieve something, etc.)

Mail will be delivered to staff mailboxes located in the main office. Mail will be handled by one office staff member while wearing gloves. Office staff will place mail in individual

mailboxes and email faculty members if they have mail. Faculty may stop by the main office during their breaks throughout the day. Main office staff will hand any mail or documents through the plexiglass door.

### Visitor Protocol

Visitors are asked to email [office@aca.school](mailto:office@aca.school) to schedule an appointment to visit the main office or school. Visitors that need to enter the school building must adhere to the following or entrance to building will be denied:

1. Ring external doorbell located at the front and back (parking lot) doors. Main office staff will be able to identify the visitor and determine if their visit is essential.
2. Visitors will proceed to the "Visitor Station" located outside of the main office to properly sign in/out. Visitors will enter the following information: name, date, company name (if applicable), time in/out, and the reason for the visit.
3. Wear a mask
4. Temperature check
5. Symptom check
6. Use hand sanitizer
7. Sign waiver
8. Wear a visitor badge while in the building
9. Maintain proper distance following traffic flow marking and floor decals

### **Teacher Lounge**

The teachers' lounge is a space that faculty can use during their break time to eat as well as a workroom.

Faculty must wear masks to enter and while in the teachers' lounge. Masks may be removed when eating or drinking only. No more than 10 people are allowed in the lounge at one time. Limit of 2 staff members per table when eating and drinking.

Faculty are responsible for the cleaning and care of the lounge during the school day. Cleaning and disinfecting supplies will be on hand for use. Faculty are expected to do the following while in the teachers' lounge:

1. Wipe down the table and chair you used before departure
2. Wipe down anything you used such as microwave, water fountain, coffee machine, cabinets, etc.)
3. Wipe down the laminator, cutting board, copy machines, and any other resources after each use.
4. Dispose of any trash

At the end of the school day, the teachers' lounge will be cleaned and disinfected by our cleaning staff and will include all surfaces, doorknobs, handles, etc.

### **Staff and Administration Meetings**

Meetings with staff and/or administration should be by appointment and virtual if possible.

Please reach out to the staff member you wish to meet with via email to schedule the appointment. If the meeting must be in person, visitor will be subject to the procedures listed in the Front Office section.

In the event that a parent must meet with a staff member or administrator on an urgent basis, please call the front office.

### **Volunteering at AACCA**

Volunteers are vital to the success of many of the programs at AACCA. In order to maintain a safe, healthy environment, and reduce risk of COVID-19 exposure, AACCA will limit the number of in person volunteers and opportunities. Volunteer opportunities may still be available virtually.

### **Compliance Requirements**

All school volunteers must complete (or have completed and have on file) the following:

- Criminal Background Check via [virtus.org](http://virtus.org) and rechecked every 3 years.
- Virtus Training (Protecting God's Children) - registration via [virtus.org](http://virtus.org)
- Code of Conduct Form - submitted annually via Virtus.org.
- Child Abuse and Neglect Tracking Systems (CANTS) form - [download form](#), fill out, sign, and return to Connie Del Toral. This form must be completed annually.
- OCS Orientation Webinar for COVID-19 procedures
- Volunteer Waiver of Liability form - sign and return to Connie Del Toral?

Volunteer compliance must be verified by our Administrative Assistant, Connie Del Toral. If you have any questions regarding compliance requirements, contact our Administrative Assistant at [cdeltoral@aacca.school](mailto:cdeltoral@aacca.school).

### **Large Gatherings and Fundraisers**

Large in-person gatherings are canceled until we receive notice from the Archdiocese. Most fundraisers or events will be held virtually. We are determining if some fundraisers, such as the Rocket Run, can be held in person, socially distanced, and staggered.

### **Signed Documents**

Families will be asked to sign two Archdiocese created documents should they determine they would like to move ahead with in-person learning. We are doing everything we can in the school building to make sure that students and staff remain safe and healthy. We ask that you in turn practice safe actions and follow similar protocols when not in school to further ensure students and staff safety.

Document one is a Parent Responsibility Disclosure. When this is available, AACCA will send it to families.

Document two is a waiver so that classes may be live streamed. This will be in small sections with the camera only on the teacher and streamed through a protected Zoom or Microsoft Teams, only to students at home.

### **Accommodation for Preschool Students**

We at AACCA recognize that in any circumstance, the decision of choosing a preschool program for your child is significant. In past years, many families have chosen AACCA as an extension of their home and we have been privileged to share these precious years with our students and their families. These decisions have been based on the foundations of our program. True to the mission of our school, we will inspire and develop the whole child in an enriching environment combining academic excellence, an arts-integrated curriculum, and a supportive Catholic family. We strive to provide a well-rounded, play based approach that focuses on relationships, social emotional learning and nurturing the whole child.

When schools closed in March, and students everywhere began to learn virtually, our preschool team created an approach guided by the foundations that had made our program successful. We are so thankful to those families who partnered with us as we tried our best to be sure that learning continued, and relationships were kept intact.

As we open for the 2020-21 school year, we expect to welcome students to in person learning. We all know that things will look different in our classrooms this year, but we want you to know that our school mission and the foundations of our program will remain our guiding force. We expect our students to engage in play, explore their learning environment, socialize with classmates and build trusting relationships with teachers. While our preschool teaching team will be working on different student expectations than in the past, please know that encouraging young children to try new things is our area of expertise. Creating attainable goals and moving one step at a time, it will be our job to help children experience the benefits of following the guidelines.

As a preschool program under the umbrella of the Archdiocese of Chicago, we will be following the K-12 guidelines for a safe return to school. However, some exceptions are being made so that our youngest learners will have an age appropriate and enriching learning environment. How we will support safe in-person learning.

- Virtual introductions so that your child knows what their teacher looks like and sounds like with and without a mask.
- Videos demonstrating procedures and routines.
- Each child will be assigned to a cohort and cohorts will not mix during the school day.
- We will have a gradual approach the first few weeks of school: smaller groups for shorter periods allowing teachers to give more support to introduce, model and practice expectations.
- Masks will be worn by all members of the cohort --we are looking into having an area of the classroom where a child may take a short break from the mask without putting the cohort at risk

- We expect to have learning centers where children can use classroom materials. We will begin with attainable goals such as rotating to table centers (with plexiglass dividers) with teacher support and hand sanitizing in between.
- As we see that children are mastering the safety guidelines, we will open up more centers; giving our students the opportunity to make more choices which is a best practice in early childhood classrooms.
- Each child will have some materials that are for their use only such as crayons, markers, and glue sticks
- Masks can be removed for snack, lunch and outdoor play. Physical distance must be kept during times when masks are removed.