



## **CMS Epidemic/Pandemic Policies (including COVID-19)**

Central Montessori School strives to provide the best learning environment to all children, families, and staff while attending school. This includes the health and well-being of everyone involved. Please read the following policies and procedures that will be put in place during possible community epidemic or world-wide pandemics, including COVID-19. These policies are based on recommendations and guidelines from local health officials, state licensing agencies, and the CDC. CMS Board and administration will adjust and discontinue portions of the policies as things improve and as recommended by local health officials.

### **1. Staff and Student Pre-Screening:**

All staff and students will pre-screen for COVID-19 symptoms daily and individuals with symptoms prior to arrival will be asked not to attend. Staff will be required to complete a self-screening process prior to entering school, and the school may require further screening of staff at any time based on current state and federal guidelines. Re-checks may also happen throughout the day. Each day's health screening will include temperature checks, visual checks for any signs of illness, and sanitizing hands before entering classrooms.

### **2. Parents' Pre-Screening:**

Parents must pre-screen their children for COVID-19 symptoms each day prior to sending them to school. Symptoms include:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Any other symptoms of new epidemics
- Exposure to someone who has tested positive for illness (ie: COVID-19)

Parents will need to take their child's temperature daily. Parents are asked to help educate their children in proper mouth covering when coughing and sneezing, hand washing, discouraging children from physically touching other friends, and providing changes of clothes as children will not be allowed to share clothes due to accidents at school. Parents must ensure they do not send a child to school if the child has a confirmed case of COVID-19.

### **3. Illness Policy**

Parents must immediately email/call the school of any illness. Parents should also be available to pick up an ill child from school within 30 minutes of a phone call. We ask that parents and staff inform the school of any personal family/social exposure. Also, staff/student that has close contact (exposed) with someone diagnosed with an epidemic/pandemic illness must complete the requirements for returning. Requirements for returning are as follows:

- Improved symptoms (cough, difficulty breathing, etc.)
- 7 days have passed since symptoms began
- Negative result from COVID-19 test
- No household member is awaiting COVID-19 test results or is awaiting their own test results

If there is a positive case of COVID-19 in a staff/child who has been present at CMS, we will inform the Harris County Health Department. Any staff/child diagnosed with an epidemic/pandemic illness must submit proof of testing NEGATIVE.

#### 4. Precaution Practices

The following precaution practices will take place to the best of our ability.

- All staff are required to receive additional training related to COVID-19
- Staff will help students learn proper mouth covering when coughing or sneezing, proper hand washing procedures, discourage physical touching and practice social distancing to the best of our ability
- Staff-student ratios have always been kept well below the Texas Child Care Minimum Standards and this policy will continue
- Children will not share food, drinks, clothing, or other personal items within the classroom
- No show and tell or other items from home will be allowed until further notification
- School events and class parties might need to be altered, cancelled or postponed
- Due to restrictions on mixed and large group gatherings, Music and French classes will be postponed until further notification
- Staff will limit the use of shared supplies but will sanitize after each student's use to prevent cross-contamination as much as possible

#### 5. Personal Protective Equipment (PPE)/Face Covering

CDC recommends that one of the most effective measures to prevent the spread COVID-19 includes the use of facemasks. All staff will be required to wear a facemask throughout the school day. Students over the age of three will be strongly encouraged to wear a face mask during the school day.

#### 6. Hand Washing and Disinfecting Expectations

Frequent hand washing/sanitization will be required to ensure the most optimal healthy and safe school environment for all staff and students. Hand sanitizers will be available throughout the school (main entry, sanctuary, classrooms, hallways). Staff/students will be expected to wash/sanitize their hands regularly. Staff will use disinfectant solutions to sanitize areas that are in high use and touched frequently. Daily and multiple routine cleaning will be implemented throughout the school day, especially in high use areas (door handles, buttons, tables, chairs, bathrooms, sinks).

#### 7. Staff/Student Tests Positive for COVID-19:

Staff/student with a confirmed case of COVID-19 will not be allowed to return to school without a NEGATIVE result. All household members associated with the staff/student with a confirmed case will also need to test NEGATIVE to return to school.

Any staff/child that develops symptoms of a current epidemic/pandemic illness while at school will be sent home immediately and the following steps will be taken:

- Ill person will be isolated, and parents called
- All areas where the ill staff/student had contact will be disinfected

#### 8. School Closures

CMS may be closed at any time due to:

- Adequate staffing is not available to maintain minimum required ratios
- A stay-at-home order is issued by local officials
- Katy ISD issued closure

#### 9. Epidemic/Pandemic Tuition Policy:

In the event of a 2-week or less classroom or school closure due to a current epidemic/pandemic, tuition and other fee amounts are due on regular due dates. Online learning may begin after 1 week.

In the event of more than a 2-week class/school closure due to a current epidemic/pandemic, 1/2 of tuition will be due until school reopens. Other fees will be due at regular amounts. Tuition must be paid as scheduled for your child to remain in the class. Previous tuition policies outlined in the *Family Handbook* will be followed during non-epidemic/pandemic situations including absences due to illness, vacations or other school closures.

**PARENT COMMITMENT REGARDING CMS EPIDEMIC/ PANDEMIC POLICIES (INCLUDING COVID-19)**

I, \_\_\_\_\_, parent of \_\_\_\_\_ agree to follow all precautions and procedures set forth by Central Montessori School to help keep my child, all other children, and staff safe and healthy while participating in school.

Please initial

I will:

\_\_\_\_\_ keep my child home if he/she has any fever and/or signs or symptoms of illness.

\_\_\_\_\_ agree to have my child and/or myself screened before entering the building.

\_\_\_\_\_ notify the school if my child or family member contracts an illness.

\_\_\_\_\_ complete the requirements for returning to school if my child is ill or has exposure to any illness.

\_\_\_\_\_ pick up my child within 30 minutes if he/she becomes ill while during the school day.

\_\_\_\_\_ help teach my child proper mouth covering and hand washing.

\_\_\_\_\_ abide by the tuition policies as they are enacted.

I understand that despite all the prevention efforts by Central Montessori School, my child or family may still come in contact with current epidemics/pandemics.

I understand that I am returning my child to school at risk of exposing my child and family to possible illness or disease.

I understand that outside of care, in order to control my child's exposure to the community, I will use best practices and comply with any and all state, county, and local stay-at-home orders.

I have read and agree to follow the policies and procedures as outlined in the *CMS Epidemic/Pandemic Policies (including COVID-19)*.

By signature, I agree to the terms listed above.

Print Parent/Guardian's Name: \_\_\_\_\_ Parent/Guardian's Signature: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Note: This signed acknowledgement form is required in each child's school file. A separate acknowledgement form is required for **each child** attending CMS.

**COVID-19**

Yes, I fully understand that as my child's legal guardian, I am choosing to send my child to participate in learning at CMS in-person. I also fully understand that even while CMS staff members are doing everything they can to clean, sanitize, and disinfect all areas of the school, due to the ongoing pandemic of COVID-19, my child is still at risk of exposure to COVID-19. It will be my responsibility to check and monitor my child's (and our family's) health conditions and keep my child at home for any COVID-19 symptoms. I will notify the school immediately of any illnesses in my child (and family). I accept that CMS staff members can call anytime for me to pick up my child for any health concerns they may have.

\_\_\_\_\_  
Signature – Parent or Legal Guardian

\_\_\_\_\_  
Date



### 3. HEALTH STATEMENT 2021-2022

Your child **cannot** attend CMS **until** this completed and signed medical information is on file. This form must be signed and dated **after January 1, 2022**.

Child's Name: \_\_\_\_\_ Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Gender: M / F mm dd yyyy

**THIS SECTION TO BE COMPLETED BY PHYSICIAN**

I have examined the child named on this form and find that he/she is able to participate in the preschool program at Central Montessori School. I have examined the immunization record and attest that it is a true and accurate listing. (Physician's office: Please fill out backside Vision and Hearing test results if the child on this form is 4 years old by September 1<sup>st</sup>.)

Physician's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Or place clinic stamp here:

Physician's Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Address: \_\_\_\_\_

If your child is **4 years old by September 1<sup>st</sup>**, he/she **MUST** have a vision and hearing test by his/her doctor. Please provide the results on the backside of this page.

**THIS SECTION TO BE COMPLETED BY PARENTS**

Immunization Record:

Attached is a copy of my child's most current immunization record – record must be after May 30, 2021.

Medical History:

List any allergies: \_\_\_\_\_

**\*If your child has any food allergies, you must have a Food Allergy Emergency Action Plan completed and signed by your doctor.**

Has your child been hospitalized in the past 12 months?  yes  no  
If yes, please explain: \_\_\_\_\_

Has your child previously suffered a serious injury/illness?  yes  no  
If yes, please explain: \_\_\_\_\_

List all long-term medication: \_\_\_\_\_

Is there evidence of:

- Hearing loss or difficulties  yes  no
- Vision difficulties  yes  no
- Speech disabilities  yes  no

Other special needs:  yes  no  
If yes, please explain: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Please turn over page\***

## HEARING AND VISION TEST RESULTS

### PHYSICIAN'S OFFICE:

If the child named on this form is 4 years old by September 1<sup>st</sup>, please provide the school with the results either by filling out the table below or attaching the results to this **Health Statement**. Thank you.

<b>Vision Test</b>	R /20	L /20	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL
Signature:		Date:	
<b>Hearing Test</b>	1000 HZ	2000 HZ	4000 HZ
R			
L			
Signature:			<input type="checkbox"/> PASS <input type="checkbox"/> FAIL
Date:			