



JANUARY 2021
ELEMENTARY BLENDED
LEARNING DIGITAL WELCOME
PACKET



STERLING
MONTESSORI
EST. 1997

Your Child will be in _____ with _____

This Digital Welcome Packet Includes:

- ⇒ Link to **Blended Learning Handbook**
- ⇒ Welcome Letter and Teacher Contact Information
- ⇒ Carpool Information
- ⇒ Your Student's **Class Roster**
- ⇒ Student Supply List
- ⇒ COVID Information

Blended Learning Handbook

Information on your level Blended Learning Handbook can be found [here](#) or on Sterling's website [Blended Learning Page](#) (www.sterlingmontessori.org)

WELCOME LETTER

December 2020

Dear Elementary Families,

Thank you for your patience during this time of reopening. We understand how difficult this has been on many of our families. We are very excited about having the students back on campus and look forward to working with you and your child. Please be assured that at Sterling Montessori we take the safety and health of our students, including your child, very seriously. Because of this, we have implemented protocols and practices in accordance with guidelines from the CDC and the North Carolina Department of Health and Human Services (NCDHHS), while continuing to provide a rich and well-prepared Montessori environment.

We have been busy preparing the physical environments and modifying our daily routines to allow for more social distancing, handwashing and cleaning/sanitizing of the materials and classrooms. Our goal is not only to minimize the exposure to COVID-19, but it is to help the students reach their full potential by implementing the Montessori philosophy.

It is always in the best interest of your child that there are open lines of communication between parents and teachers. Please speak to us freely about questions, concerns and information that you feel would be important for us to know about your child. You may email me directly or email your classroom teachers at:
It is our policy to answer emails within 48 hours.

As you transition to the Blended Learning Model, we will resume our normal ways in which we update parents on group lessons and classroom events and activities. You can anticipate a monthly classroom update. Please share with your teacher the email account to be used for communication over the course of the school year and one that is checked regularly.

Note: If you have an immediate concern from the day, please send an email first thing in the morning or give us a note at carpool drop-off.

The reopening of the K-8th grade classes marks a welcome return to routine for many families, and for others it will be their first experience in a classroom.

Before the start of school in January, we ask that you take a moment to prioritize the following:

1. Please read the [Elementary Blended Learning Handbook](#) (link)
2. If you are in a new classroom, please **email your teachers** so they can add you to the new learning platforms and their classroom mailing lists.

3. Medication drop-off and forms are **due by December 17th**. See schedule below.



Arrival, Carpool and

Dismissal

ARRIVAL

Arrival is between 8:30 and 9:00am. A **health screening and temperature check will take place before your student exits the car**. Please make every effort to have your child to class on time. Arriving late disrupts the flow of the classroom's work cycle and delays us from giving the children their necessary lessons first thing in the morning.

Late Check-In

Students arriving after 9:00am will park in the Main Parking Lot and go directly to your classroom's patio door. It is important to remember the following:

- Park in a parking spot. Do NOT use the fire lane.
- **You will need to accompany your child to their classroom patio door** and wait until a teacher is available to greet you. Do NOT go to the Main Office.
- Your classroom teacher will conduct a temperature check and health screening.

NEW CHANGES TO CARPOOL

We have created new carpool protocols starting in January. Please take some time to review these [2021 CARPOOL DIRECTIONS](#) (link)

Carpool Tag Information:

If you are new to Sterling, you will be issued a carpool tag on Thursday, December 17th during the carpool practice round. You **MUST** hang your carpool tag on the **REARVIEW MIRROR** during carpool.

Note: During the first few weeks of school, it will be important for you to understand that the carpool process can take longer than normal. Allow yourself enough time to compensate for any delays.

DISMISSAL

Carpool dismissal will start at 3:30pm for Elementary. Carpool ends at 3:45pm. If your student is not picked up by 3:45pm, your student will stay with a designated staff member until you arrive and a late fee will be applied.

(cont.)



Medicine Drop-Off; Before and After Care

Please complete this [FORM](#) (link) for *any* medicine to be administered at school. Additional Medication Forms are available on our [website](#) (link). All Medicine Forms should be brought with you and the medicine to Sterling based on the following schedule:

Medicine/Device Drop Off - Thursday, December 17	
1:30 - 2:00pm	Group 1 Elementary Students
2:00 - 2:30pm	Group 2 Elementary Students

For any medicine drop-off, please follow the above schedule by pulling into the front carpool driveway. A teacher/staff member will be there to collect all necessary medication and forms. Please be sure to have all required information accompany the medication. **If your child has an allergy, make sure you complete [all necessary medical forms](#) and provide in-date medication if necessary. This must be done before the first day of school.**

In addition, if you need to **drop off or pick up laptops** before our holiday break, you will need to follow the same carpool procedure listed above. You will need to come through carpool on **December 17th between 1:30-2:30pm**. Group 1 students should come between 1:30-2:00pm and Group 2 students should come between 2-2:30pm.

BEFORE CARE

Before Care is available as early as 8:00am for those families who have secured a spot. For those students attending Before Care, please pull up to the circular driveway at the front of the school. A designated staff member will conduct **a health screening and temperature check before your student exits the car**. Once the health assessment is complete, the Sterling staff member will escort your student to their classroom.

AFTER CARE

There is NO After Care being offered at this time.

We look forward to welcoming your student to campus full of new experiences and adventures!

Sincerely,
Liz Macaulay
Director of Elementary
Lmacaulay@sterlingmontessori.org

Lead Teacher:

Assistant Teacher:

CLASS ROSTER

CLASS SUPPLY LIST

HEALTH & SAFETY GUIDELINES FOR REOPENING

Heraclitus, an ancient Greek philosopher, once said, “The only constant in life is change.” We ask that you remain patient and flexible with us and know that we are committed to sharing any changes with you outlining the safety precautions Sterling will take during the 2020/21 school year.

NCDHHS Requirements	What it looks like in the classroom
Drop-off/Arrival Procedure	
<p>Arrival and pick-up:</p> <ul style="list-style-type: none"> ● Limit direct contact with parents/caregivers as much as possible. ● Parents/caregivers are to be on the alert of any symptoms of COVID-19 and to keep the student(s) home if showing any signs of illness (Please see Health Screening Questionnaire). ● Staff will monitor and encourage social distancing at arrival and pick-up. ● Students will walk to their classroom, and at the end of the day walk back to the cars. ● Staff person greeting students will wear a cloth face covering ● Parents should designate the same parent or individual to drop off and pick up the student every day if possible ● Hand sanitizing stations must be placed at the entrances of the of school so that people can clean their hands before they enter 	<p>Before arrival:</p> <ul style="list-style-type: none"> ● Parents will take their child’s temperature and evaluate the HEALTH SCREENING QUESTIONNAIRE and determine if their child is well enough to come to school. If their child/ren are showing any symptoms of COVID-19 they are to keep their child at home. <p>Carpool for all Elementary families:</p> <p><u>Drop-off Carpool</u></p> <ul style="list-style-type: none"> ● In general, Parents of 1st-5th grades will use the designated front carpool lane following the BLUE Carpool Route off of Treybrooke Drive, to drop off and pick up their student. Parents of 6th grade students will use the YELLOW Carpool Route, using the back fire lane near the Sports Court. If you have younger siblings, please review the table in the Carpool Information for the correct carpool route. ● Hang your carpool tag on your rearview mirror ● Designated staff members will be there to greet the students every morning ● A daily health screening and temperature check will be conducted of any person entering the building, including students, staff, family members, and other visitors to identify symptoms, diagnosis, or exposure to COVID-19. ● Staff members will be wearing a cloth face covering ● Parents are required to wear a cloth face covering <p><u>Pick-up Carpool</u></p> <ul style="list-style-type: none"> ● Beginning at 3:30pm Elementary parents who do NOT have a younger student can line up in the same carpool lane and designated staff members will walk your student to the car ● Beginning at 3:25pm Elementary parents who also have a Kindergarten student to pick up can line up on the right side of the carpool

lane off Town Hall Drive ([Green Carpool route](#)) to receive their Kindergarten and Elementary student at 3:30pm (dismissal for Elementary begins at 3:30pm)

- Staff members will be wearing a cloth face covering
- Carpool will end **promptly** at 3:45pm

Late Arrivals

- Students arriving after 9:00am will park in the Main Parking lot and go directly to your classroom's patio door
- **DO NOT** use the fire lane. You must park in a parking spot.
- **DO NOT** go to the Main Office
- Your classroom teacher will conduct the temperature check and health screening

Hand Hygiene

- Hand sanitizing stations will be placed throughout the school to be used before entering any building

Monitoring for Symptoms

Daily Health Screenings:

- Conduct a daily health screening of any person entering the building, including students, staff, family members, and other visitors to identify symptoms, diagnosis, or exposure to COVID-19.
- ***A fever is determined by a measured temperature of 100.4 degrees Fahrenheit or greater, or feels warm to touch, or says they have recently felt feverish***
- Educate staff and families about the [signs and symptoms of COVID-19](#) and when people should stay home and when they can return to school

Daily Health Screenings and Temperature checks:

- Click the link above and familiarize yourself with the questions and protocol.
- Familiarize yourself with the [signs and symptoms of COVID-19](#) and when people should stay home and when they can return to school.
- A daily health screening and temperature check will be conducted of any person entering the building, including students, staff, family members, and other visitors to identify symptoms, diagnosis, or exposure to COVID-19.
- Sterling will follow these [guidelines](#) if a person screens positive for COVID-19 symptoms at the entrance or develops COVID-19 symptoms during the day.
- Sterling will follow these [guidelines](#) if a person who was at the facility tests positive for COVID-19.

Returning to School

- Sterling Montessori must adhere to the following [guidelines](#) for allowing a student or staff member to return to school.

- Sterling Montessori will adhere to the following [guidelines](#) for allowing a student or staff member to return to school

Preventing Spread in the Classroom

Social Distancing:

- Mark 6 feet of spacing to remind students to stay 6 feet apart in lines and at other times when they may congregate.
- Remind people to keep 6 feet of distance whenever feasible, use face coverings and wash hands (Wear, Wait, Wash). Know your W's signs are available.
- Reduce the number of people coming in and out of classrooms, limit the use of "floater" teachers
- Limit nonessential visitors and activities involving external groups or organizations
- Discontinue activities that involve bringing together large groups of children or activities that don't allow for social distancing, including in-person field trips.

Social Distancing:

- Staff will give lessons around social distancing and will remind students to keep 6 feet of distance whenever feasible.
- ALL Staff and ALL K-8th grade students will wear a face covering when inside school buildings, and anywhere on school grounds, including outside.
- Students will be reminded to keep their distance during the work cycle and when on the playground.
- Staff will conduct a second temperature check on all students during the school day
- Students who will be attending Before Care will begin their morning at 8 am and will go directly to their classroom.
- Classrooms will be prepared and set up to support the need for physical distancing.
- No more than two classrooms at a time will be scheduled for recess time
- During lunch, children will sit at tables of one. If there is a need for 2 children to sit at a table, plexiglass dividers will be used

Cloth Face Coverings:

- North Carolina requires a face covering for all employees, adult visitors, and students (K-8th grade) when inside school buildings and anywhere on school grounds, including outside; and A face covering must be secured safely over the nose, mouth, and under the chin
- Visit NCDHHS COVID-19 response site for more information about the [face covering guidance](#) and to access sign templates that are available in English and Spanish.

Cloth Face Coverings:

- ALL staff and K-8th grade students will wear a face covering when inside school buildings and anywhere on school grounds, including outside.
- Any parent who needs to come onto campus must wear a face covering.

Cleaning and Hygiene:

- Follow NCDHHS Environmental Health section guidance for cleaning and disinfection recommendations
- Use an EPA-registered disinfectant that is active against coronaviruses.
- Clean and disinfect frequently touched surfaces throughout the day and at night. Remember items that might not ordinarily be cleaned daily such as doorknobs, light switches, countertops, chairs, cubbies, and playground structures.
- Teach and reinforce hand hygiene guidance for adults and children such as washing hands frequently with soap and water for at least 20 seconds (about as long as it takes to sing "Happy Birthday" twice).
- Monitor to ensure both children and staff are washing hands correctly

Cleaning and Hygiene:

- Staff members will use the provided and approved cleaning and disinfectant supplies.
- Additional scheduled cleaning times have been built in the daily schedule to be sure that frequently touched surfaces are cleaned regularly.
- At the end of the day, staff members will clean and disinfect each classroom, including but not limited to; washing and disinfecting materials, putting any cloth items in the washer/dryer daily, spraying all materials, etc.
- Additional scheduled hand washing breaks have been built into the school day for students and staff.

- Encourage people to cough and sneeze into their elbows, or to cover with a tissue.
- Use hand sanitizing products with 60 percent alcohol when handwashing stations are not available or upon entering the building.
- Clean and sanitize all work materials at the end of the day.
- Soft objects that are machine washable should be washed often, at the warmest temperature recommended on the label and dried thoroughly.
 - *Children's books are not considered a high risk for transmission and do not need additional cleaning or disinfection*
- Keep student's personal items separate and individually labeled.

- Teachers will conduct regular grace and courtesy lessons on the following: hand washing, proper ways to cough, sneeze and use and dispose of tissue.
- NO Microwaves for warming up lunches. Parents will be asked to keep warm food in a thermos to keep food hot until lunch.
- Staff will monitor students closely on how they are using the materials and will clean and disinfect when needed.