

Sterling Montessori Academy &
Charter School



**2020-21 DIGITAL
WELCOME PACKET**



**STERLING
MONTESSORI**
EST. 1997

Your Child will be in A with

This Digital Welcome Packet Includes:

- ⇒ Your student's **Class Roster**
- ⇒ **Health & Safety Guidelines** for Reopening Sterling Montessori K-8th
- ⇒ **Welcome Letter** from your Teacher
- ⇒ **Class Supply List**

PowerSchool Registration Information

All forms needed (listed below) were emailed to you in August through the **PowerSchool Online Student Registration Management System**.

Required Form	Instructions/Details
STUDENT IDENTIFICATION SHEET	<p>In August we sent families this form in an email from PowerSchool Registration</p> <p>This form enters student information electronically into INFOSNAP and PowerSchool and is passed along to your student’s classroom teacher. This form provides them with all the IMPORTANT information they will need.</p>
HEALTH AND IMMUNIZATION FORMS	<p>We MUST have all Health Medical forms and Immunization documents NO LATER than OCTOBER 31st. IF we do not have these in then your student may be in jeopardy of returning to school until we have these REQUIRED documents.</p>
MEDICATION ADMINISTRATION PERMISSION	<p>Provides Sterling with information about student’s medication. Should include prescription <i>and</i> non-prescription medications and/or other medical needs – i.e. Epi Pens or Inhaler, etc.</p>
Custodial Release Form	<p>This Custodial Release Form is exclusively for parents who are submitting custody documentation and other legal documentation prohibiting the release of their children to other family members. Custody papers must be submitted with this form.</p>

Lead Teacher:

CLASS ROSTER

Group 1

Group 2

HEALTH & SAFETY GUIDELINES FOR REOPENING CHILDCARE

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. ● Staff will monitor and encourage social distancing at arrival and pick-up. ● Designate a staff person to walk students to their classroom, and at the end of the day walk them 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 Children’s House families (Pre-K3, Pre-K4 & K):</p> <p><u>Drop-off Carpool</u></p> <ul style="list-style-type: none"> ● Parents will use the designated back carpool lane- Off of Town Hall Drive, more detailed information will be emailed, to drop off and pick up their student ● Display your carpool tag on the dash of the driver-side of your car ● Designated staff members will be there to greet the students every morning (Before Care-8:00am-8:25am & Regular Academic Day- 8:25am-9:00am) ● 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 to wear a cloth face covering <p><u>Pick-up Carpool</u></p> <ul style="list-style-type: none"> ● Beginning at 3:00pm preschool and Kindergarten parents who do NOT have an Elementary student can line up on the left side of the carpool lane and designated staff members will walk your student to the car ● Beginning at 3:25pm Kindergarten parents who have an Elementary student to pick up can line up on the right side of the carpool



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lane 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 3:30pm for preschool and Kindergarteners with no older siblings
- Carpool for Kindergarteners with older siblings 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.



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Returning to School

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

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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.
- Each Kindergarten class under the blended model will have no more than 10 children in their group.
- 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.

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



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- 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
- 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 in individually labeled cubbies or boxes.

- 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 Practical Life materials, putting any cloth items in the washer/dryer daily, spraying cubbies, all materials, etc.
 - Additional scheduled hand washing breaks have been built into the school day for students and staff.
 - Teachers will conduct regular grace and courtesy lessons on the following: hand washing, proper ways to cough, sneeze and use and dispose of tissue.
 - Parents will provide individually packaged snacks daily to limit the use of shared items or self-serve snacks.
 - 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.

WELCOME LETTER FROM YOUR TEACHERS

Dear Children's House Parents,

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 Kindergarten children 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 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 classroom. Our goal is not only to minimize the exposure to Covid-19, but it is to help the children reach their full potential by implementing the Montessori philosophy.

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. **This letter details important information that you will need in order to assist your child's transition into the classroom.**

SEESAW

Your student's SeeSaw account will be switched to their new class assignment NO LATER than November 16th.

ARRIVAL AND DISMISSAL

ARRIVAL:

All Children's House students will use the carpool lane for arrival and departure. You will be issued a carpool tag on Monday, November 2nd during the carpool practice round. You **MUST** place your tag on the **dash of the driver side during carpool.**

- You will use the Town Hall Drive Entrance

Arrival is between 8:25am 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.

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
- Go directly to your child's classroom patio door, do **NOT** go to the Main Office
- Your classroom teacher will conduct a temperature check and health screening

Tips for a smooth goodbye in the morning:

- Be on time
- Please make sure your child's belongings are organized and ready for your child to bring with them. This will help with separation and keep the carpool process flowing smoothly.
- Quickly unbuckle your student



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- Say a quick, confident good-bye
- Allow designated staff members or classroom teachers to assist your child to class

It is not unusual for students to sometimes have difficulty separating. If this happens, avoid the “one more hug, one more kiss” cycle. Continue with your positive and confident good-bye, and allow your child to come with the Sterling staff. Most often, the anxiety and tears pass within a short time and your child will continue to have a happy day.

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 will start at 3:00pm for Kindergarteners who do NOT have a sibling in the Elementary grades. A

designated staff member or classroom teacher will escort your student to your car. Please remain in your car, a staff member will assist your student into their carseat and help them buckle. Carpool ends at 3:30pm.

If your student is not picked up by 3:30pm, your student will stay with a designated staff member until you arrive and a late fee will be applied.

For the Kindergarten students who have siblings in the Elementary grades, we will dismiss them at 3:30pm when their older siblings are released from their classroom. If you arrive BEFORE 3:30pm we ask that you pull into the

right lane of the road and wait until a designated staff member can escort your student to the car. It is important to know that we are dismissing preschoolers and other kindergarten children without siblings during this time. If you arrive at 3:30pm or after please use the left lane and we will assist your children into the car.

BEFORE AND AFTER CARE

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, you will use the **Town Hall Drive entrance**. 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.

SNACK

Due to Covid-19 we are asking all families to pack their child a healthy snack. This snack should be in an individual package and stored in your student’s Sterling bag, separate from their lunch box. Please pack snacks that do not need to be refrigerated. These snacks should be simple and easy for your child to open and clean up after. Examples: sliced apples, goldfish, grapes, graham crackers, cheese stick, etc.

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.



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OUTSIDE TIME

- An hour each day
- Not in extreme heat or extreme cold
- Light drizzle is ok-please send a rain jacket (no umbrellas)
- Your child will need a refillable water bottle no taller than 9” so that it will fit in their cubbie

COMMUNICATION

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 call me between 8:00am-8:25am & 3:30pm-4:00pm at 919-462-8892 ext. 11 or email me at @sterlingmontessori.org. It is our policy to answer emails within 48 hours.

As you transition to the Blended 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.

To help communication begin smoothly, I am asking each parent to email me (@sterlingmontessori.org) with your name and child's name. Please email me from the account you would like me to use over the course of the school year and check regularly. Once I receive your email, I will add you to SeeSaw and my classroom mailing list. During the school year I will use this site to keep you informed of classroom events, important information and reminders.

CONFERENCE TIMES/PROGRESS REPORTS

Formal communication is an important component to a student's success. At the end of January and June we will send your student's progress report home documenting how your student is progressing through the curriculum. At the end of February, beginning of March there will be a scheduled 20' conference held over ZOOM.

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

LUNCH

Due to Covid-19 we will not be able to microwave any lunches.

- All lunch bags/boxes will be stored in the refrigerator.
- Label them with your child's name on the **OUTSIDE**.
- For a warm lunch you will want to purchase a thermos (see school supply list for option)
- Pack food in reusable containers (glass is best) **that your student can open**.
- All uneaten food will be discarded at the end of lunch. We cannot send uneaten portions of food back home.

DO NOT SEND:

- Do **not** send yogurt in a tube.
- Do **not** send candy or soda.
- Do **not** send plates from home.
- Do **not** send a cloth placemat or cloth napkin.
-

We eat lunch together in the classroom. The students will have 30 minutes to eat. We allow them to talk quietly during this time. We do expect them to stay seated and use appropriate table manners. After lunch, the students are expected to clean up after themselves.



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QUIET TIME

Quiet time takes place after lunch. This is an opportunity for the Kindergarten children to decompress after a busy morning work cycle, practice silent reading, look at a book or complete a quiet task. When children are transitioning to the classroom they may be extremely tired and would benefit from taking a short nap. So we can accommodate their need, we ask that you send in 1 crib sheet that will remain in their cubby. IF they take a nap, we will send the sheet home for you to wash and return the **next day**.

For rest time each child **MUST** have:

- 1 crib sheet

IMPORTANT DATES

Sterling Montessori is hosting a Drive through **Open House**. This will be an opportunity for you to meet your teacher, receive your carpool tags, practice the carpool procedure and drop off any required paperwork, medications and school supplies.

Kindergarten Drive Through Open House Town Hall Drive Carpool lane Monday, November 2, 2020	
9:00-9:30am	A2- Nicole
9:30-10:00am	A4-Amanda
Transition Week- Staggered Start Tuesday, November 3rd-Friday, November 6th	
Monday, November 2nd	Work Day No live session activities provided
Tuesday, November 3rd 9:25am-12:30pm	1-hr delay (Election Day) Group 1 (NO LUNCH)
Wednesday, November 4th 8:25am-3:15pm	Group 1 Full Day
Thursday, November 5th 8:25am-12:00pm	Group 2 (NO LUNCH)
Friday, November 6th 8:25am-3:15pm	Group 2 Full Day



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Music and PE	
November 2nd-November 13th	NO Music and PE
Week of November 9th	
Monday, November 9th	Remote Learning Days No live sessions- Work Packet/Seesaw work
Tuesday, November 10th	Remote Learning Days No live sessions- Work Packet/Seesaw work Teachers preparing classroom
Wednesday, November 11th	NO SCHOOL
Thursday, November 12th	Remote Learning Days No live sessions- Work Packet/Seesaw work Teachers preparing classroom
Friday, November 13th	Remote Learning Days No live sessions- Work Packet/Seesaw work Teachers preparing classroom
Week of November 16th	Music and PE Resume Group 1 on Campus Group 2 working from home
Friday, November 20th	Group 1: 12:00 dismissal for Kindergarten students and every Friday
Week of November 23rd	NO SCHOOL Thanksgiving Break
Week of November 30th	Group 2 on campus Group 1 working from home
Friday, December 4th	Group 2: 12:00 dismissal for Kindergarten students and every Friday
SeeSaw and PowerSchool	
November 16th	All Students transferred into new classroom SeeSaw and Powerschool accounts

We hope this letter will answer many of your questions. We are looking forward to seeing you soon.

Sincerely,



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

CLASS SUPPLY LIST

All Students Must Have:

These are for personal use and NEED TO BE LABELED with your child's first name:

- 1 change of clothes** (should be seasonally appropriate; please include socks)
 - 1 12 oz personal water bottle** (for water only – no juice please - and seals well)
<https://www.amazon.com/CamelBak-Kids-Water-Bottle-Unicorns/dp/B015DK94R6?ref =fscpl pl dp 3>
 - 1 fitted crib sheet- IF your child needs to take a nap we will send the sheet home for you to return the next day.**
- Please note that we will write in permanent marker on the front of each sheet to help your child learn how to orient their sheet to their rest mat.
- 1 box of tissues (Kleenex or Puffs – plain no lotion please)
 - 1 8oz bottle of hand sanitizer
 - 1 box of Crayola Colored pencils

Each student will receive a Sterling canvas bag, **no backpacks**;

* Returning students: please use your white Sterling Canvas Bag. (Need a new one? They are available for \$5.)

******If you are in need of a thermos, we recommend this one based on past parent reviews:**

https://www.amazon.com/Thermos-Funtainer-Ounce-Food-Pink/dp/B00CBFAE7G/ref=sr_1_6?dchild=1&keywords=thermos+for+kids&qid=1594919908&sr=8-6

Thank you for taking the time to shop for these items and help us prepare for the upcoming school year. Please provide the brand, size and quantity listed. Because of space/storage limitations, we cannot take large quantities of most items. When we run low, we will request more consumable items through our wish list. If you cannot find an item on the list, please do not substitute or trouble yourself, just bring what you can find.

Thank you very much for all of your contributions!



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