



**MONTESSORI
ACADEMY
OF CHICAGO**

Return to School Policies & Procedures

Return to School Goals

- Social distancing
- Crowd reduction
- Minimal mixing of groups
- Clean and sanitized environment
- Protect health
- Reduce transmission risk
- Preserving the MAC community and experience

Health and Safety Measures – Facilities

New hand sanitizing stations

Partitions at front desk

Windows and doors kept open, when possible

Water fountains turned off

No stroller storage

Enhanced cleaning schedule

Health and
Safety
Guidelines –
MAC
Employees

Hand hygiene & social distancing

Universal masking

Extra precautions during
diapering/toileting

Prohibited from front desk area

Health and Safety Guidelines – Parents and Children

- Parents are not permitted entry into the school building
- Facial coverings:
 - EL & MS students required to wear facial coverings during the school day
 - Primary students are strongly encouraged to wear facial coverings during the school day
 - Facial coverings are not recommended for Nursery-aged children
 - Facial coverings are optional during outdoor play, though social distancing will still be encouraged
- Starting at Pre-Primary, children are instructed to bring a non-spill, non-disposable water bottle to school each day for personal use.

Classroom Sizes and Configuration

Maximum classroom sizes

- Infant = 8
- Toddler = 10 → 12
- Pre-Primary = 10 → 12
- Primary, EL, MS = 15

New classroom configuration

- 2 Infant rooms: Neptune and Venus
- 2 Toddler rooms: Uranus, Mercury
- 3 Pre-Primary rooms: Saturn, Jupiter, Mars
- 6 Primary rooms: Pluto, Cygnus, Sirius, Procyon, Mizar, Orion
- 3 Lower EL: Polaris, Atlas, and Vega
- 1 Upper EL: Antares
- 1 Middle School: Rigel

Drop- Off/Pick-Up

- All parents/guardian/persons must wear a face mask when dropping off and picking up.
- No handshaking or physical contact between parents and MAC staff is permitted.
- Please be mindful of traffic jams and remove your car from the loading zones in a timely manner.

Drop-off and Pick-up Times

- Nursery-aged students are dropped off during one of two blocks of time each morning:
 - 7:30 – 7:50
 - 8:30 – 8:50
- Primary and Elementary students are dropped off between 8:00 and 8:20 each morning
- There are three designated pick-up times for all students each afternoon:
 - 3:30
 - 4:30
 - 5:30

Social Distancing Protocols

- Each classroom will include the same group of children supervised by the same group of adults each day, with very limited visitors.
 - Alternate MAC employees may provide support to an unassigned classroom from time to time
 - Some teaching assistants will serve as “floating” staff providing support to multiple rooms. The number of rooms will be restricted to the greatest extent possible.
- Non-essential visitors will be restricted
 - No classroom observations will be conducted.
 - No outside therapists will be permitted.
 - All vendors must wear facial coverings.

Social Distancing Protocols

- The following types of activities are suspended until further notice:
 - Primary breakfast club
 - Field trips
 - Classroom community events
 - Inter-group activities
 - Extra-curricular activities
- Naptime procedures
 - To the greatest extent possible, cots will be spaced 6-feet apart
 - Children will be arranged head-to-toe
 - Cot sheets and blankets will be placed in a child's cubby or locker following each use
 - Cots will be sprayed with disinfectant after each use before being stacked together for storage
 - Primary students who nap will do so in their classroom.

Social Distancing Protocols

- Food service:
 - Lunch will continue to be provided by Organic Life, with the following restrictions:
 - No family-style dining; children will not serve themselves
 - Teachers will plate meals individually for each child
 - Children will not assist in setting up the lunch table or washing dishes
 - Parents will be provided snack lists by classroom teachers. Teachers will serve children snacks.
 - No salad bar
 - Families who bring food from home must do so in disposable, single-use containers.

Social Distancing Protocols

- Use of common spaces will be limited (e.g. gyms, gross motor room, playground), restricted to one classroom at a time, and disinfected between uses.
 - To the greatest extent possible, each classroom will use their own, non-shared equipment for use in these spaces.
- Children will not share rugs in the classroom
- To the greatest extent possible, children will not play or work in large, close groups in the classroom.
- To the greatest extent possible, the school will provide certain shared materials (e.g. paper, crayons, scissors, etc.) to children at a 1:1 ratio.
- Lockers and cubbies will be spaced out to the greatest extent possible
- Infant/toddler daily sheets will be e-mailed to parents. Parents may print these at home and place the filled-out sheet in a child's bag, or may complete them electronically and e-mail to the teacher.

Health Monitoring



Children will be screened each morning upon arrival for a temperature check. MAC staff will screen for the following symptoms throughout the day:

Temperature of 100.4 or above

Cough or shortness of breath

Flushed cheeks, fatigue, or extreme fussiness.



Any child exhibiting signs of illness will be removed from the classroom to a designated isolation area. Parents will be contacted for immediate pick-up.

MAC has designated multiple spaces on-campus where children exhibiting signs of illness will be isolated. Isolation areas will be left uninhabited for 24 hours prior to disinfecting.

Health Monitoring

- The following symptoms will result in a child being sent home, or prohibited from entering the school building, per CDC guidelines:
 - Cough
 - Shortness of breath or difficulty breathing
 - Runny nose or congestion
 - Fever
 - Chills
 - Muscle pain
 - Sore throat
 - New loss of taste or smell
 - Nausea, vomiting, or diarrhea
- [CDC guidelines](#) will be followed with regard to sick children being permitted to return to school.

Health Monitoring

- MAC employees will have their temperatures checked upon arrival to school each morning
- MAC employees are instructed to stay home if they are experiencing any of the symptoms outlined earlier in this presentation.
- Sick staff members may not return to work until they have met CDC [criteria to discontinue home isolation](#).
- MAC will monitor staff and child absenteeism in an effort to track potential spread of infection.
 - When keeping a child home due to illness, a parent is required to notify the school as well as report symptoms.

Health Monitoring

- Families and staff must notify MAC immediately if someone in their household or another close contact has tested positive for COVID-19.
- Children and staff who are known to have had close contact with a COVID-positive individual must quarantine for 14 days.
- Anyone at MAC exposed to a person diagnosed with COVID-19 must stay at home and self-monitor for symptoms, [following CDC guidelines.](#)

Health Monitoring

- MAC will notify DCFS and local health officials immediately of any possible cases of COVID-19.
- MAC will report incidences of COVID-19 to staff and families while maintaining privacy to the greatest extent possible.
- If MAC experiences exposure to, or a positive case of, COVID-19, the school will work with the local health department to determine the need for facility closure.