

Auburn Early Education Center Reopening Information 2020-2021

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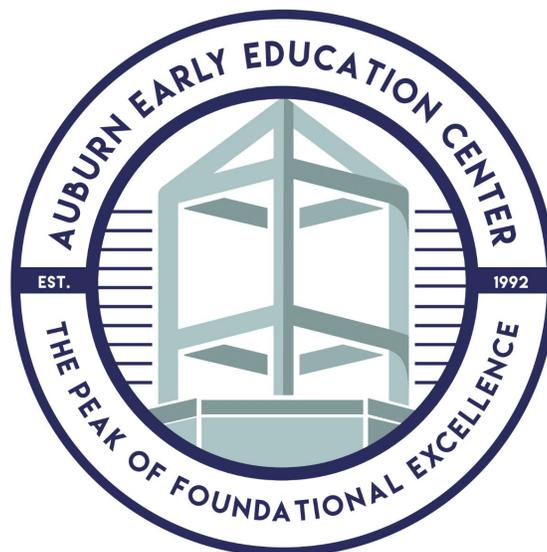
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Dear AEEC Families,

As we embark on this upcoming year, I want to express my heartfelt gratitude and appreciation for all the efforts you have put forth during the past five months. Each family has unique, and often challenging, circumstances. We recognize that and will work with you to the greatest extent possible. It will be crucial that we remain a team, staying united, as we progress into the Fall semester. Without your support, we could not have facilitated the distance learning plan in the spring, and we appreciate your support as we work through plans to bring our students back or teach them remotely.

By now you have seen the original letter from ACS regarding making the choice to attend traditional school or the remote online option. While initial talking points were provided, we would like to provide more information on what the Fall reopening will look like at AEEC. I hope you find this information packet helpful.

My goal is to provide you current information as I continue to work with the principal group and district leaders to adjust according to the latest professional guidance. Should any adjustments occur, this will quickly be communicated to families. Flexibility continues to be a common theme as we progress toward opening day. It is something we all will need to exercise as we work to open in the safest way possible for our students and teachers, while continuing to provide a high-quality educational experience.

Finally, it is my hope and intent that our students feel the same warmth and excitement as a typical school experience at AEEC. I have no doubt this will happen. Our halls and rooms will be decorated and the excitement and love from our teachers and staff will continue to be palpable. Though we will take every measure to provide the safest environment, Covid will not define us. It will be the relationships and learning experiences that remain at the heart of why we do what we do each day.

We will get through this together, and we will lean on each other as we do. Thank you again for your flexibility and support. Our families and teachers are what make AEEC such a special place. And 2020-21 will be no exception. Should you have more questions or concerns, please feel free to reach out.

Respectfully,
Matt Bruner, Principal
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After-School Program

Students will be divided in small groups overseen by one after-school staff member who will stay with that specific group of students in order to minimize exposure. Students will be grouped by homeroom to the extent possible. Students will rotate through various activity stations that will be sanitized by trained staff members upon exit. During activities students will be seated as far from each other as possible. We will utilize the outdoor spaces as weather permits.

Snacks will be distributed by staff members wearing masks and gloves. All snacks will be in individual packages, and will not be prepared by staff members.

As with all staff members, after-school employees will be required to wear masks, and will receive training on safe practices related to COVID-19.

Arrival

Buses will be unloaded one at a time and students will be directed into the building to their pods in order to prevent large groups from congregating in the hallways.

Car riders will follow the same entry procedure as normal off Wrights Mill Road. Personnel will be monitoring entrance doors and halls to ensure timely and distanced entrance to the classroom.

Attendance

If a student is required to quarantine based on the guidance of public health officials (10-14 days), the absences will be excused and a blended model of learning will take place to support the students. All other student absences will continue to be subject to the attendance policies as outlined in the Auburn City Schools Parent Student Handbook.

Breakfast

Upon entry into their hallway, students may purchase pre-packaged breakfast items from a cart at the entrance to the Tiger's Den. Students will eat breakfast in their rooms as they have in the past. Students may not share breakfast items. No transaction of money or data entry via keypad will occur at the point of sale. Money can still be brought to school in an envelope with the child's name. The teacher and CNP manager will have a system to collect without it being transported by student.

www.myschoolbucks.com is the best system to use to manage accounts.

Buses

Students should be screened for symptoms in the morning by the parent or guardian prior to boarding the bus. Drivers will use facial coverings. Students will wear face coverings on buses. Windows will remain open on buses as weather allows. Drivers will spray common touch points (seats, aisle flooring, floors between seats, handrails, entrance doors, and driver controls inside the bus) with a disinfectant prior to the start of a route, between routes and immediately following the completion of a route.

Classroom Celebrations

No outside food or snacks may be brought into the classroom for group consumption. This includes treats brought in for student birthdays. Additionally, class parties involving food will be suspended for at least the fall semester. However, we will still find ways to celebrate each other, and enjoy our time together!

Classroom Set-Up

Student desks will be placed 3 to 6 feet apart when feasible. We will make every effort to arrange other furniture to allow more space for distancing. For classrooms with tables, more will be brought in to limit the number of students per table. Students will remain with their homeroom class of students, minimizing the crossover with other students and adults. Outdoor spaces will be utilized as much as possible. We will also allow and encourage classroom movement for student benefit utilizing classroom specific spaces on campus.

As much as possible, students will not share supplies. Each student will be given an individualized materials pouch for supplies.

Small groups of students (intervention services, EL services, or special education services) will be managed strategically to minimize student crossover. Areas where students are receiving instruction in groups (not at their individual desk) will be sanitized following each group and students will use hand washing or hand sanitizing prior to and following the group interaction.

Dismissal

Buses will load one at a time to prevent students from mixing in large crowds. Students will gather in Tiger's Den by bus group, physically distanced. In order to minimize the number of students in the hallway at one time, bus dismissal will begin earlier than in previous years.

Buses will be dismissed first, followed by car riders. Students will exit from their pods and will wait for their car on dots assigned to each homeroom to ensure separation between classes.

Students riding daycare vans will then be dismissed and will exit from the main hallway outside the office.

Students who attend the after-school program will be dismissed last. Please see the section dedicated to “After-School Program” for further information.

Distance Learning (Blended)

Distance learning is separate from remote learning and occurs should a class or student be quarantined. During quarantine students will still receive instruction from their classroom teacher. Every effort will be made to support families during this process. During the first weeks of school, students will be trained on the learning platforms that will be used should quarantine occur in order to make this transition as easy as possible.

Extra-Curricular Activities

Clubs

All afternoon clubs are cancelled for the fall semester.

Programs/Special Events

Programs such as our Veteran’s Day Celebration, Grandparent’s Day, and Winter Musical will be cancelled for the fall semester. We will still find creative ways to honor our veterans and family members, and these presentations will be presented virtually.

Face Coverings

All AEEC faculty and staff will wear masks or face shields during the school day. We are aware that wearing masks for 7 plus hours for students may be extremely difficult and impede some specific learning opportunities. We are requiring that each student have a face mask available with them at school each day. This will allow the teacher to require masks during certain portions of the school day when physical distancing is not possible and instruction requires collaboration and student interaction. Some examples are transitions, partner reading, small group guided reading, etc. Should a student improperly use their face mask, or should the teacher feel the face mask is soiled or becoming a safety issue, the student will be referred to the school nurse who will provide a new mask or make parental contact if necessary. No tie masks please.

Field Trips

Field trips are suspended for the fall semester. This will be reevaluated for the spring.

Health Procedures

All school nurses are receiving training that is specific to COVID-19.

Students exhibiting COVID-19 symptoms will be brought by the school nurse to a quarantine location. Parents will be contacted following assessment by the nurse.

Students who are injured or who take medication on campus will receive assistance from the nurse in a location that is separate from the quarantine location.

Should a student be diagnosed with COVID-19, the Alabama Health Department requires that all students and staff who have been in close contact with the diagnosed student must be quarantined for 10-14 days. Close contact is defined as within 6 feet for 15 minutes or more. Students will continue to receive academic learning opportunities and support during quarantine. See “Distance Learning” for more information.

Library/Media Center

Instilling the love of reading in our students is a top priority at AEEC; therefore, students will be permitted to visit the library to check out books. Classroom teachers will be provided with assigned times when small groups of students from the same homeroom may visit and enjoy our media center. Our media specialists may also deliver books to classrooms for check-out.

Books will be returned in designated boxes in each pod and will be kept from circulation for 48 hours to ensure they are not contaminated. Surface areas in the media center will be sanitized throughout the day, and students will be required to use hand sanitizer upon entering and exiting the media center.

Lunch

Prior to eating students will wash their hands. Students will eat in their classrooms as they have done in previous years, and will be seated as far from each other as is feasible in the space. Students may not share lunch items. No transaction of money or data entry via keypad will occur at the point of sale. Money can still be brought to school in an envelope with the child’s name. The teacher and CNP manager will have a system

to collect without it being transported by student. www.myschoolbucks.com is the best system to use to manage accounts.

School Lunch

Lunch will be delivered Kindergarten classrooms in pre-packed boxes. First and Second Grade classrooms will pick up lunches with their classroom cohort to avoid crossover. Our Child Nutrition Program staff are required to be extensively trained in safe food handling and preparation procedures, and will continue to implement best practices to ensure the safety of our students. Staff will also be receiving training related to COVID-19.

Home Lunch

Students may continue to bring home lunches. Should a student forget his/her lunch, a home lunch may be delivered to the school. Food purchased from restaurants is not permitted.

Lunch Visitors

Visiting students to eat lunch together is suspended for the 2020-2021 school-year.

Meet Your Teacher

Students participating in both traditional and remote learning will receive a postcard by standard mail letting them know who their teacher will be for the 2020-2021 school year. Meet your teacher will be held virtually, via Webex for both traditional and remote learning students. Families will be provided more information from their teacher to sign-up for an individual time to meet their classroom teacher.

Morning Health Check

Upon entry to the school and classroom, parents and teachers may ask students the following questions:

- Do you feel sick?
- Have you had a fever since yesterday/over the weekend?
- Do you have a cough?
- Do you feel sick to your stomach?

Should the student answer “yes” to any of these questions, and should the parent or teacher feel that the student appears to look ill, they will notify a health professional. At AEEC, the school nurse will be the point of contact. She will then manage the process of a health check and contacting families as needed.

Physical Education

Students will continue to receive PE each day for 30 minutes. It is a priority at AEEC that our PE program teaches students about sportsmanship and instills a love of physical activity.

Students will attend PE as a homeroom class or with one other homeroom class. Should two homerooms attend PE together, these classes will be separated from one another during activities. Should the weather permit, we will hold PE outside. When this is not possible, students will be split by homeroom into separate locations for PE.

Activities that require close contact – flag football, handball, and basketball – will be suspended for this year. Any necessary equipment will be sanitized between classes.

Recess

Research has repeatedly shown that recess is a vital component of school day. As such, recess will continue at AEEC. We will utilize the playground, nature trail, outdoor open space, outdoor classroom, atrium, and indoor classrooms to ensure as much separation between students as possible. Students will be required to sanitize their hands before and after recess. A disinfectant fogger will be used daily.

Remote Learning (Virtual Option)

AEEC students enrolled in remote school will participate in the state purchased curriculum, SchoolsPLP, delivered via the Schoology platform. There will be a teacher for each grade level from AEEC, whose sole responsibility will be the students enrolled in remote learning.

The Schoology platform will be used to communicate activities, instruction, and assessments. Instruction will be a combination of Webex (face to face) instruction provided by the AEEC teacher, other instructional videos, independent practice activities, etc. The Schoology platform will serve as the vehicle to get all instructional components to the student and family at home. Remote learning teachers will continue to communicate with parents via email, Schoology, telephone, etc. We will continue to utilize professional response times within 24 hours of the initial contact during the work week to address questions and concerns.

Attendance will be determined by student participation in daily/weekly instruction and completion of assignments and assessments. Remote learning and traditional learning will be aligned with lessons and pacing as much as possible. This will allow grade level planning and provision of quality instruction if students are quarantined or become sick.

Remote learning students will be provided a structured schedule to assist with day-to-day expectations and assignment completion. This will include weekly art and music instruction along with daily PE lessons from SchoolsPLP.

Students attending school in the traditional model may enter remote learning at any time. Students attending remote learning may only enter the traditional model in January of 2021 or the following school year.

Sanitation/Cleanliness

All custodial staff will receive training specific to sanitization related to COVID-19 which will include specific procedures should a student or staff member be diagnosed. While this document does not provide every detail related to sanitation and cleanliness, it does provide our overall approach.

Bathrooms

Students will use their classroom restrooms during the school day, and will be required (as always) to wash their hands after use. After-school students will have access to the common area restrooms, but may use them one at a time. Surface areas in restrooms and around sinks will be sanitized throughout the day. For those classrooms with a bathroom in the pod, each classroom will have a designated bathroom assigned in order to prevent crossover.

Classrooms

Classroom Teachers will continue to provide a sanitized and disinfected environment each day for when students return to school. Common surfaces – door knobs, light switches, will be sanitized throughout the day. Each teacher will be given an EPA approved cleaner to clean classroom surfaces each day prior to leaving. Custodians will also be following behind teachers cleaning efforts to ensure everything is properly sanitized and disinfected. Cleaning and disinfecting chemicals will be kept in a locked cabinet away from children's access.

Points of Entry

Points of entry will be sanitized throughout the day. There will also be hand sanitizer available for students and guests entering and exiting the building.

Snacks

Students will receive a snack time as they have in the past. Prior to eating, students will wash their hands. We encourage families to send a healthy snack item. Students may not share snacks.

Specials

AEEC students will continue to receive enriching experiences in Guidance, Music, Art, Media, and Computer. Specials teachers will travel to homeroom classes to minimize movement in the building. An area will be marked off in the classroom for Specials teachers to deliver instruction at a safe distance from students to minimize exposure. All materials will either belong to specific students or will be sanitized between use. For computer class, individual headphones will be provided by the school for student use. iPads and keyboards will be sanitized between class usages.

Special Education and 504s

Every child with a disability is entitled to services based on their Individualized Education Plan or 504. In the traditional model, students will be supported in settings outlined in the plan (inclusion, individual, small group, whole group, etc.). In the remote model, students will also be supported by general education and/or special education teachers based on the plan, but an amendment to the original plan may be written to accommodate for remote learning.

Visitors on Campus

Community and parental presence on our campus has long been a key to the vibrant culture at AEEC. We remain grateful for the support we receive from our families. However, in order to maintain a sanitized environment and minimize exposure, campus visitors will not be permitted past the front office for the 2020-2021 school year. Visitors to the office will be required to wear a mask.

Water Fountains

Due to child nutrition specifications, water fountains will remain on for the 2020-2021 school year. Students need to bring a **clean** water bottle to school each day and may refill this at the sinks in each classroom or school fountains. Students will not drink from fountains. Sinks will be sanitized throughout the day, and students will be required to use hand sanitizer prior to and after use. Our water bottle refill station found in the hallway leading to the media center will be functional. Should a student forget his/her water bottle, a cup will be provided.