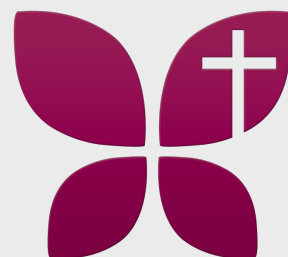




Saint Mary Magdalene Catholic Preschool

Reopening Plan for the 2020-21 School Year

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Introduction

Dear Saint Mary Magdalene Preschool Families,

As we prepare for the start of a new school year, we are looking forward to the opportunity to partner with you in helping your child learn and grow in faith, character, and knowledge.

This year, due to COVID-19 concerns, planning for our return to school has involved more challenges than ever before. But despite these challenges, we still have the opportunity to continue providing our young students with a high quality, faith based early childhood education at Saint Mary Magdalene Preschool.

We have been working hard to create a plan that prioritizes the safety and health of the students, faculty, and families of Saint Mary Magdalene Catholic School; provides our students a high quality, Catholic education; and continues the tradition of community that families have come to expect from Saint Mary Magdalene Preschool.

We designed our reopening plan in collaboration with the school task force, using our combined knowledge about the best teaching practices for young children along with the health guidelines set forth by the CDC, State of North Carolina, Diocese of Raleigh, and American Association of Pediatrics. We believe that the plans we have developed will provide a reasonably safe environment for our students, families, and teachers to return to begin in person classes in August. We would like to thank all those who volunteered their time over the summer months to come together to work on this plan.

Today, we are able to share you with our St. Mary Magdalene Preschool Reopening Plan for the 2020-2021 school year. This year will look different from any other year for our students, teachers, and parents. It is important to note that, due to reduced class sizes, available classroom space, and the need to maintain consistent cohorts of students, we are not able to offer our Lunch Bunch program this year.

We look forward to seeing our Mini-Monarchs on campus on August 20, 2020 as we begin the new school year at Saint Mary Magdalene Catholic Preschool!

May God continue to bless our community.

Most Sincerely,
Barbara Senn
Preschool Director



What are the key assumptions in the creation of this plan?

- Our area, state, nation, and world are all dealing with this pandemic. As a school, we should be prepared for this to continue in planning our school year.
- The important emphasis on health matters, such as frequent hand washing and enhanced daily cleaning, must be incorporated and will impact our daily routines.
- The potential for coronavirus outbreaks is possible during the 2020-21 school year, which could result in the necessity to engage in distance learning for a period of time.

The areas/questions we strive to address in this plan include:

- The necessary adjustments to the academic and daily schedules for maximum flexibility between normal, blended learning, and distance learning
- The recommended adjustments for our physical environment, for social distancing, and other recommended health protocols
- The programs, policies, and procedures for safe operations
- The necessary resources to make work efficient and effective in this environment
- The need for a model that will allow students to immediately shift to distance learning in the event we are required to so

Saint Mary Magdalene Catholic Preschool would like to thank the following members who graciously gave countless hours of their time in the development of this plan.

Task Force Members:

Mr. John Mihalyo, Principal
Mrs. Christa Iozzo, Assistant Principal
Mrs. Kate Lawson, Dean of Students
Mrs. Barbara Senn, Preschool Director
Mrs. Megan Mastrogiovanni, Specials Programs Manager
Mrs. Wendy Walsh, School Nurse
Mrs. Amy Smith, Classroom Teacher
Mrs. Susan Leising, Classroom Teacher/Parent
Mrs. Tracy Carbone, Resource Teacher
Mr. Thomas Milmoie, Director of Athletics
Mrs. Suzanne Will, Parish
Mrs. Heather Blake, Cafeteria
Mr. Jim Galkowski, Parishioner (Advisory Member)
Fr. Chris Koehn, Parish Administrator
Fr. Donald Staib, Pastor Emeritus



Health and Safety

When our students and faculty return to school in August, we will focus on the following guidelines to keep our campus reasonably safe and healthy for our community:

Prevention of the Virus on Our Campus

- Education about the virus and how to stay healthy
- Program adjustments to maximize individual and community wellness
- Physical and social adjustments to minimize risk of exposure

Detection of the Virus on Our Campus and in Our Community

- Monitoring our state and local information to understand the risk to our community
- Ensuring anyone coming to campus is of low risk for spreading illness
- Tracking individual cases and trending illnesses within our community

Response to Any Cases of COVID-19 in Our School

- Communication with the Diocese of Raleigh, health officials, and our Saint Mary Magdalene Catholic School community
- Adjusting schedules and protocols accordingly
- Implementing the proper cleaning procedures and protocols

Saint Mary Magdalene Catholic Preschool is committed to providing a safe and nurturing environment for our families and employees. We are committed to working within guidelines set forth by state and local health officials and collaborating with staff, parents, students, and physicians to minimize risk of exposure and/or spread of COVID-19. The health and safety of our students, staff, and community are a top priority and we urge any student, staff member, or visitor who is not feeling well to stay home.

We will not allow any person to enter our buildings who has tested positive for COVID-19 within the past 14 days, has recently had close contact with a person with COVID-19, or is experiencing any of the following symptoms:

Fever or chills (Fever 100.4 or greater)
Shortness of breath or difficulty breathing
New loss of taste or smell
Congestion or runny nose
Headache

Cough
Fatigue
Muscle or body aches
Sore throat
Nausea, vomiting, or diarrhea

To minimize the risk of exposure, we will begin the school year by limiting access to our campus buildings to students, teachers, and essential personnel. We will not allow parent volunteers as the school year begins, but we can hope to do so as the year progresses.

Temperature Checks

Before entering the building, all staff and students will have their temperature taken. Employees or students, who have a temperature of 100.4°F or above will not be allowed to enter the building. In order to allow time for daily temperature checks and screening, morning carpool will be modified.

Screening Questionnaire

Every person will be required to complete a screening questionnaire before entering school buildings. Employees and students answering *yes* to any screening questions will not be allowed to enter the building.

Hand Sanitizer

Hand sanitizer dispensers are placed at/inside the: school entrances, school office, health room, and all classrooms.

Physical Distancing

Staff, students, and visitors will be advised to maintain physical distancing by standing at least six feet away from other people while standing in lines or moving around the school. While current guidelines do not require strict social distancing in preschool, each of our preschool classrooms has been adjusted for increased spacing between students, and we are reducing the number of children in each room to facilitate moderate social distancing.

Signage will be in place throughout the school building to remind staff and students to remain six feet apart. Staff will monitor the hallways to enforce physical distancing and movement. Where possible, students will remain in the same classes or groups throughout the day, limiting interactions that are not deemed essential. When possible, teachers will transition between classrooms instead of students. The school will comply with local or state mandated occupancy limits.

Face Coverings

Face coverings must be worn by all PK-8 students, teachers, staff, and visitors inside school buildings and any common areas under Plan A. While in the preschool classrooms, face coverings are encouraged for students, but not required. Children should be able to wear, remove, and handle masks following CDC guidance throughout the day. Staff will give frequent reminders to students to not touch the face coverings and to wash their hands. Under Plan B, all K-8 students, faculty, and visitors must wear a face mask at all times while inside the building. Preschool students must wear a face mask while in common areas but face coverings will remain recommended but optional once in the classroom.

Under both Plan A and Plan B, Preschool faculty and staff must wear face coverings in the classroom anytime they are or may be within 6 feet of another person.

General Hygiene

Please review best practices for the prevention of the spread of germs with your child. Frequent hand washing for at least 20 seconds is one of the most essential health and hygiene habits you can teach your child. Germs can travel far and wide with coughing and sneezing. Teach your child to cough or sneeze into the crook of their elbow or into a tissue. Students will have additional opportunities to utilize hand sanitizer and wash their hands throughout the day. Please reference the videos at the end of this document for additional tutorials.

School Building Signage

There will be health and hygiene reminders throughout the campus. The main entrance of school and the activity building will have COVID-19 information posted to read before entering with signs reminding everyone to wear masks and maintain social distancing while on campus. Hand hygiene posters are in all restrooms and near all sinks in the classrooms, kitchen, and health room. Markings are on the pavement outside the school entrance and on the floors in the hallways to remind everyone to keep six feet social distance.

Cleaning

Classrooms, tables, chairs, toys, and other high-touch areas will be cleaned throughout the day.

Staff and Student Health Concerns

Our faculty will be given clear instructions on how to respond to symptoms of COVID-19. We will be ready to provide support to our staff, students and families. Staff and students, are required to stay home if they do not feel well, if they or a household member have tested positive for COVID-19 within the past 14 days, or if they have been exposed to a person with confirmed COVID-19.

Case Notification

According to public health guidance, upon learning of a positive case of COVID-19 in our community, the school must provide notification to the Wake County Public Health Department as well as the North Carolina Department of Education. We will provide this notification and expect to remain in communication with these officials about their procedures and guidance as we care for our students and families. In learning of a positive COVID-19 case we will inform the entire community without violating privacy issues. We will send a second communication to students and their families who were in the same class of the person who tested positive.

Educational Excellence



Saint Mary Magdalene Catholic Preschool Plan Summaries

Plan A	Plan B	Plan C
Preschool students may return for on campus instruction with reduced class sizes, moderate social distancing, and enhanced health protocols implemented. Masks are encouraged for students in the classroom setting, and are required in the common areas of the school.	We will continue as under Plan A. Digital resources for distance learning will be available for all planned activities.	If we are required to move to a full distance learning option for a period of time, digital resources and/or recorded lessons will be available for all planned activities. In addition, take home materials, live video meetings for the whole class, individual student sessions, and small group lessons will take place each week.

Daily Schedules

Due to the additional time needed to conduct health screenings, stagger arrivals, and manage dismissal individually from the classroom, the preschool operating schedules will be adjusted as follows:

Programs	Screening/Arrival	Class Time	Dismissal
PK3 and PK4 Full Day	8:00-8:30	8:30-2:30	2:30-3:15
PK4 AM Only	8:00-8:30	8:30-11:30	11:30-11:45

Important Note: Due to space constraints, the programs listed above are the only ones we are sure we can offer at this time. Since we have been asked to maintain a consistent group of children in each class and to avoid mixing of groups, we will have to prioritize students who are enrolled 5 days per week. Once we have a clearer picture of how many of our currently enrolled students actually plan to attend, we can determine whether we are able to offer additional programs. We will be contacting each family to discuss enrollment options.

Plan A

In order to offer our preschool students and families the most consistent early childhood education experience possible this year, we have developed a Plan A that incorporates virtually all of the current physical distancing and health guidelines required for preschool under Plan B. This way, we hope avoid significant disruptions and changes to our routines if the preschool is asked to move in and out of those plans during the school year. Of course, Plan C would still require a move to full distance learning.

What will the classroom look like this year?

While the school year will look different in many aspects, the quality, Catholic education you have come to expect from our school will remain. Our teachers and administrators are excited to welcome our students back to school on August 20, 2020.

The CDC and North Carolina Department of Public Health have made social distancing recommendations when feasible for all preschools to reopen for the 2020-21 school year. All efforts will be made to keep preschool students reasonably physically distanced during the school day.

Saint Mary Magdalene Catholic Preschool will make a number of adaptations to provide an environment where students and educators are able and encouraged to maintain increased physical distance from one another throughout the course of the school day. It should be noted that we cannot guarantee that six feet of distance from others will always be able to be maintained within our building. By relying on current medical guidelines and taking into consideration the advice of our health and safety task force subcommittee, coupled with physical distancing, wearing cloth face coverings, and maintaining regular hygiene and cleaning protocols, we can mitigate the risk for our community. This is the case even if students are sometimes closer together than six-feet.

We will take a number of steps for physical distancing of students, faculty, and staff which include:

- Classroom spacing and arrangement of seating for maximum distance between students
- Increased proctoring of common areas to remind students of distancing guidelines
- Staggering any hallway time, so the entire school is not passing through halls and using restrooms at the same time
- Designating one-way stairways and hallways when necessary
- Adapting group activities to provide more physical distance among groups of students than usual in the classroom
- Keeping each group of children in their assigned classroom throughout the day while limiting the number of people coming in and out of classrooms
- Adapting activities such as PE, visual arts, and music, to maximize distance and avoid activities which have shown greater risk of virus transmission (e.g. contact sports, choral activities in close proximity)
- Avoiding mixing groups of children when possible
- Use of outdoor campus space for various activities as weather allows
- Widely spacing rest mats and placing children head to toe at rest time
- Reducing and eliminating shared classroom materials whenever possible
- Reducing the maximum number of children in each classroom (PK3: 7 per room, PK4: 13 per room)

Face Coverings

Face coverings must be worn by all PreK-8th grade students, teachers, staff, and visitors inside school building common areas under Plan A. While in the classrooms, face masks are strongly recommended, but not required, pursuant to state guidelines. Children should be able to wear, remove, and handle masks following CDC guidance throughout the day. Staff will give frequent reminders to students to not touch the face coverings and to wash their hands. It is recommended parents work with students to get them acclimated to wearing face masks.

It is required that each person have three (3) face coverings. Students and staff should have a second mask at all times in case the mask they are wearing becomes soiled. A ziplock or paper bag should be kept in their backpacks to place the soiled mask/s to take home at the end of the day. Masks should be laundered after daily use. Masks must be labeled with student names. Masks should not contain inappropriate messages, pictures, or political messages. Neck gaiters present an unacceptable risk of strangulation and will not be permitted for preschool students. Clear face shields will be permitted at all times for preschool students in the classroom and are recommended for faculty for times when they are able to maintain 6 feet of distance from others in the classroom.

Cloth face coverings should not be placed on:

- Anyone who has trouble breathing or is unconscious.
- Anyone who is incapacitated or otherwise unable to remove the face covering without assistance.
- Anyone who cannot tolerate a cloth face covering due to developmental, medical, or behavioral health needs.

Carpool:

This school year students will need to be screened for COVID-19 symptoms before exiting their cars. Parents will be required, per the State of North Carolina, to complete a symptoms screening checklist each day. The checklist will be reviewed by a faculty member during carpool, and each child's temperature will be taken as part of the daily screening. Students will need to have their face coverings in place during the screening process and in order to exit their cars. Faculty will use face coverings and touch-less thermometers and will maintain six feet of distance unless taking a temperature. Once a student is cleared to exit the car, their face covering must be in place and they will remain six feet apart from other students as they enter the building. Please note, on days with inclement weather, this process will take longer. Your patience is greatly appreciated.

To create a safe and efficient flow of traffic, families will be asked to sign-up for a carpool time each semester. We ask that you arrive to school within your assigned time slot each day and at your designated area. Please do not have your child exit the car until they have had their temperature checked by one of our faculty members. Once your child's temperature has been checked and recorded, you can submit your screening questionnaire for the school day.

Students must exit the car on the school side at all times. Parents will not be permitted to get out of the car during carpool. Due to the new health procedures necessary for entry into school, students are not permitted to walk to school. Parents are not permitted to park and walk students into the school, in order to limit the number of people in the building for the safety of students and faculty. Preschool students will be escorted to class by a preschool staff member.

The drop-off procedures for this school year will be as follows:

Grade 7-8: 7:20-7:40

Grades 5-6: 7:40-8:00

Grades PreK-4: 8:00-8:30

In the event families have children in multiple grades, the drop-off time will be associated with the oldest child. Out of respect for families with multiple children, we would ask families who only have one child to make every effort to sign up for the earlier drop-off time slots within the blocks of time provided for their grade level. This will allow families who span two or more grade groupings, to be dropped off at the time closest to that of the youngest child. A sign-up will be sent out as we get closer to the school year starting for families to choose a time slot for each semester.

For afternoon carpool, students will remain in their classrooms until their name is called over the PA system. When a student or family's name has been called, students will report directly to the carpool line to enter their vehicle. Students must wear a mask during this time of transition until they are physically in their vehicle. There will be no need for assigned time slots during dismissal. Families with preschoolers should make every effort to pick up between 2:30-3:00 p.m. Preschoolers will be escorted out by a preschool team member.

2:30-3:15: PreK-8 Students will be called out directly from classrooms

3:15: K-8 Walkers dismissed; Preschoolers are not permitted to walk home.

Adjustments may be made to these carpool procedures during the school year as needed.

Hallways:

Travel in the hallways will be limited to one-way, including stairways. In the morning, students will be asked to move in one direction, marked by stickers on the floor, for traffic flow. In the afternoon, travel will flow in the opposite direction. Cleaning will take place in all areas in between heavily traveled times to make all reasonable efforts to prevent the spread of any virus.

School Lunch/Snack:

Serving and consuming food and beverages presents challenges in our current environment. Changes to these procedures will include the following:

- Water fountains will be accessible for bottle-filling only. Students will continue to be encouraged to bring their own reusable water containers and rely on them throughout the school day. Please label all water bottles. We will dispose of them if not labeled. We will not have a lost and found.
- The school cafeteria will not be used for school lunch.
- Students will eat lunch in their classrooms during the 2020-21 school year. Pre-ordered school lunches will be delivered to classrooms to minimize the amount of traffic in the hallways.
- Snack items will be available, but must be ordered in advance.
- No ice cream will be served by our cafeteria during this school year.
- As with previous years, students will NOT be allowed to share food.
- Classroom eating locations will be set up to provide for physical distancing between students.

SAINT MARY MAGDALENE CATHOLIC SCHOOL REMAINS A NUT FREE SCHOOL. Snacks and lunches cannot have food items with a "contains" or "may contain" peanuts or tree nuts. Any food that contains or may contain nuts or peanuts will not be allowed to be consumed in the school and sent home with the student along with a reminder of our school's peanut/tree nut policy.

Plan B

In this plan, Saint Mary Magdalene Catholic Preschool will be operating with the heightened protocols and procedures from Plan A. Digital resources for distance learning will also be available for all planned activities.

Plan C

In the event a class or school COVID-19 case existed, or if ordered by the governor or diocese, a distance learning model may need to be implemented for a period of time. No students would be permitted in the building on these days. In the event of a COVID-19 case within our school, guidance would be provided to Saint Mary Magdalene Catholic Preschool from the Wake County Department of Health and Diocese of Raleigh.

In our preschool's full distance learning model, instruction would continue with all students taking part in the distance learning classroom options through Google Classroom immediately. In this way, students who are out of the school building can still be active members of their classroom community. Preschool families may choose to purchase a Chromebook from St. Mary Magdalene Catholic School at an affordable price, due to the ability of the school to purchase these items in bulk.

All preschool families will have:

- Access to lesson plans, digital resources for class activities, and recorded lessons through Google Classroom each day. These lessons and activities would cover all subject areas typically present in our preschool curriculum.
- Tool kits prepared with materials for parents to pick up ahead of time for upcoming lessons and activities.
- Mass live-streamed each week.
- Daily live video morning meetings for the whole class.
- Individual live video sessions for each child at least once per week.
- Small group live video lessons at least once per week.
- Opportunities for parents to meet with preschool faculty during live video "office hours."



Community Engagement and Extracurricular

Before and After-Care Program: At this time, the St. Mary Magdalene Catholic School's Before and After Care programs are paused. Their After-Care Program may be available to preschool families once we are under Plan A. The final decision about After Care availability will be based on the guidance and directives in place at that time. Under Plans B and C, there will be no After-Care Program due to the guidelines already set forth by the State of North Carolina.

Cafeteria/Food service: Students will eat lunch in their classrooms during the 2020-21 school year. Pre-ordered school lunches will be delivered to classrooms to minimize the amount of traffic in the hallways. As always, students will be able to bring packed lunch to school. Lunches and snack must be tree nut and peanut free per our facility's nut policy. Please practice with your child to be sure that he/she can open the containers and packages in his/her lunch box or snack bag.

Clubs: Until the school feels it is safe and in compliance with the mandates set forth by the governor, all clubs and after school activities have been paused.

Community Building Events: All community building activities and events will be determined based upon the orders of the governor throughout the course of the 2020-21 school year.

School Mass: School Mass will be live-streamed into classrooms for PK4 students to attend Mass each week.

School Uniforms: Flynn O'Hara is the school's official uniform provider for the 2020-21 school year. It is located at 8613 Glenwood Avenue, Raleigh, North Carolina, website is www.flynnohara.com. As in years past, PK4 students are required to wear school uniforms. PK3 students do not need to wear school uniforms. This year, we are asking all preschool students to wear either slip-on shoes or shoes with Velcro closures. Children should not wear shoes that must be tied. Please practice with your child to ensure that he/she can manage clothing independently when using the bathroom.

Used Uniform Store: At the time of the release of this plan, we are exploring ways to safely provide options for used uniforms to parents. We will continue to provide updates on this in the coming weeks.

Visitors on campus: The school will be limited to essential personnel only on campus during the school days. Parents will not be permitted to walk students into the school building or from the parking lot, due to requirements from the State of North Carolina on limiting the number of people in the building.

If a parent is dropping a student off late, office staff will meet the family at the door, complete the entrance screening process, and admit the student. Students with early dismissals will be brought to the front door when the parent arrives.

Health professionals, early intervention service coordinators, itinerant teachers, and related service providers for children with Individual Education Plans (IEP) working in compliance with their agency protocols are allowed to be in the classroom once screened. Our Preschool faculty will make every effort to work collaboratively with these outside professionals to safely meet the needs of the children enrolled in our programs.

While we love to have our parents in the building, the guidelines set forth do not allow this to take place as it has in the past. We look forward to when we can welcome our parents back into the building in the future!

Key Factors Considered by the Teams/Summary:

Social Distancing: In compliance with the CDC, preschool students and teachers will make every effort to maintain social distancing (6 feet) while in common areas of the school and more moderate social distancing (3-6 feet) during the school day as much as possible. We believe we can effectively achieve this by reducing the maximum number of students physically in a classroom at one time and arranging classroom seating to allow for increased distance between individuals.

Physical distancing: Movement on campus will be controlled and directed to reduce the mixing of students. In classrooms, students will be seated with spacing to minimize transmission risk, but allowed to interact more closely for limited periods with additional safety measures and greater supervision in place.

Carpool: This school year students will need to be screened entering the building by a thermal screening before exiting their cars. All students, teachers, staff, and visitors are required to have their temperature checked before entering, as well as completing a short questionnaire each day.

Face coverings: Preschool students and educators will wear face coverings while in common areas of the campus. Faculty and staff will wear face coverings in the classroom whenever they may come within 6 feet of others. Face masks/shields are recommended but optional for preschool students while in the classroom.

Hand hygiene: Students and faculty will follow a regular schedule of hand washing or use of hand sanitizer throughout the day. Hand sanitizer dispensers will be widely available on campus.

Enhanced cleaning/disinfection schedule: Daily cleaning practices will be compliant with CDC recommendations, including the types of cleaning products used and the frequency of cleaning. Special attention will be paid to the cleaning of high-touch surfaces throughout the day.

Health screening: Families are asked to monitor their household members for symptoms, including fever, and avoid bringing sick children to school. Students with symptoms will be separated from other students and parents/guardians will be contacted to arrange pick-up within the hour.

Updated sick policy and enforcement practices: Rules regarding sick policies for students and employees will be enhanced and strictly enforced to minimize the number of sick people on campus, as well as to allow continuity of learning from home for mildly ill or asymptomatic students.

Quarantine and contact tracing: If a student or employee has a COVID-19 infection, the school will support the Department of Health's efforts for contact tracing and enforcing quarantining of those infected and their contacts. Provisions will be made to support continuity of learning from home during quarantine periods.

Self-care and well-being: Classroom practices will provide for greater attention to student mental health and well-being to build resilience and help manage stress and anxiety students may experience in this pandemic context.

Other safe classroom practices: Teaching methods will be adjusted to minimize materials shared between students. Classroom practices will reduce transfer of objects between home and school and touching other students' personal belongings. Preschool students will not be allowed to bring personal toys into the classroom. Measures will be put in place to minimize surfaces which cannot easily be disinfected.

Large group gatherings: Based on guidance from state health officials banning gatherings of more than 50 persons, all large group gatherings will be held virtually.

Important Links, Videos, and Information

[When You Can be Around Others After You Had or Likely Had COVID-19](#)

[Quarantine If You Might Be Sick: Stay home if you might have been exposed to COVID-19](#)

[Facecloth and Mask Guidelines](#)

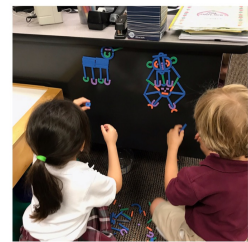
[How to Use a Cloth Mask: Video Tutorial](#)

[What is social distancing, and why is it important?](#)

[How to wash your hands properly: Video Tutorial](#)

[Coughs and Sneezes for Kids \(Video\)](#)

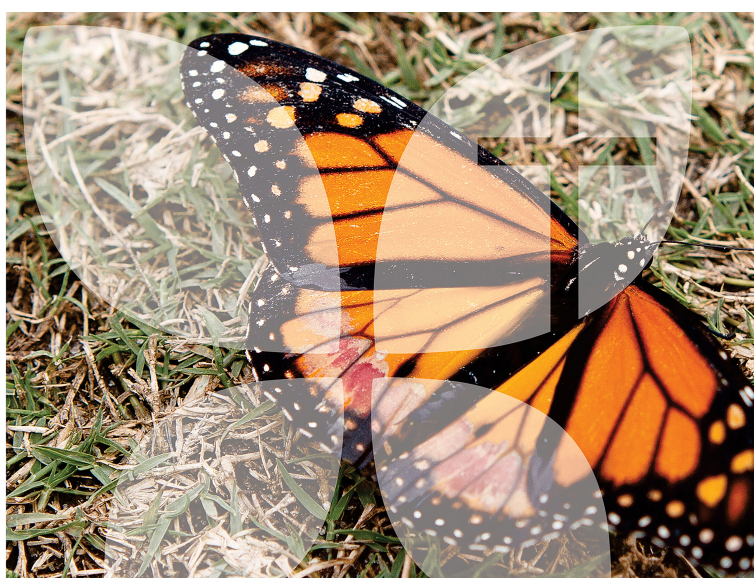
[How to Effectively Use Hand Sanitizer: Video Tutorial](#)



Saint Mary Magdalene Catholic Preschool
We Pray. We Learn. We Care.



Saint Mary Magdalene Catholic Preschool is a community that proclaims the gospel by our dedication to quality instruction while fostering our commitment to the needs of others.



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