

July 31, 2020

Dear Parent/Guardian,

As we look forward to reopening The Day School at The Children's Institute, I wanted to share our updated plan for the 2020-21 school year in anticipation of the first day of school on Aug. 19.

Our Pandemic Crisis Response Team – consisting of school administrators, teachers, staff, nurses, and parents – met regularly over the summer to develop this plan utilizing insight from the Pennsylvania Department of Education, Pennsylvania Department of Health, and the Centers for Disease Control.

We realize that COVID-19 has impacted all of us, especially the lives of our amazing children. We also realize that this pandemic will continue to evolve, so as we share this plan, we ask for your patience as we adapt and try to anticipate future situations that may arise.

Through it all, please know that the health and safety of our children and team members is always our top priority at The Children's Institute.

A summary of changes that we have implemented for the upcoming school year to ensure our students and team members are as safe as possible include:

- **Schedules** – Parents will be given the option for their child to attend class as an **online-only option** or in a **hybrid model**. The hybrid model will include on-site instruction at The Day School from Monday through Thursday from 8:45 a.m. to 2:45 p.m. each day (with no early dismissal on Wednesdays). Fridays will consist of remote learning for all children. A survey will be sent to parents next week via email so that each parent can choose whether the online-only or hybrid model will work best for their child.
- **Cleaning Policies** – A comprehensive cleaning plan has been initiated that includes frequent sanitizing of all classrooms, bathrooms, common areas, and other school spaces throughout the day. Our housekeeping team members will also perform a full cleaning at the end of each day. Fridays will be used as an additional opportunity for a deep clean of all spaces, since no students will be on site. Disinfection and sanitation supplies have been added to each classroom and work area and our team members will be trained on proper cleaning and disinfecting protocols. Team members and students must wash their hands at least hourly throughout the school day.
- **Classroom Procedures & Policies** – Social distancing guidelines will be implemented throughout the school to ensure at least six-foot distance between each student along with a maximum number of students in each classroom. Students who require 1:1 support with teachers will continue to be provided with that level of instruction. All students will remain in their classrooms with the same students throughout the day. Activities previously held in separate areas – such as art, library, and music classes – will be moved within the child's main classroom. All lunches will also be individually wrapped and served inside the classroom, instead of the cafeteria. Stay tuned for additional communications related to food service improvements in the coming weeks.



- **Face masks** – All staff will be required to wear approved face masks or face shields that cover their nose and mouth throughout the day. Students will be encouraged to wear masks during group settings and when social distancing is not attainable. Due to their unique medical, developmental, and sensory needs, not all students will be able to effectively utilize masks.
- **Health Monitoring** – Parents will be required to prescreen their child via a daily health checklist prior to placing them on the bus or transporting them to school. Parents will follow school policy and keep their students at home if they are experiencing any symptoms or illness. All students and team members will be required to have their temperature screened with a no-touch thermometer prior to entering the school. Any student who shows signs of an increased temperature or illness at any point throughout the day will be moved to the school nurses' office for further evaluation. School administration will then be notified to begin additional COVID-19 protocols.
- **Transportation** – Each school district will develop individual plans with their respective transportation companies to address specific health and safety protocols. Please contact your local school district for questions related to their plans.

We believe this plan will help to enhance the health and safety of our students and team members. To view our complete reopening plan, please visit our website at [www.amazingkids.org/educational-services/reopening](http://www.amazingkids.org/educational-services/reopening).

We realize this is a lot of information to digest. If you have any questions after reviewing the entire plan on our website, please contact me at [bjh@the-institute.org](mailto:bjh@the-institute.org) or 412.420.2487.

Our team members here at The Children's Institute are eagerly awaiting the return of our students and can't wait to see everyone soon.

Respectfully,



Billi Jo Huffman, M.Ed.  
Chief School Administrator

