



Harmony
Montessori School

Centennial Site COVID-19 Family Handbook

2020-2021



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Kim Greer, Head of School

COVID Procedures and Policies

Purpose

This document has been created to ensure that we, as a community, are taking appropriate action to protect our Harmony community, staff, children and families from the potential outbreak of illness. Policies outlined in this handbook override existing ones from our current parent handbook where they overlap. Together we will work to continue the quality program that this community has created, while offering a safe place for work and learning for our children and staff.

Policies in this handbook are to provide direction for families and staff while on Harmony grounds, to help control the potential of an illness outbreak in our school community and provide protection for our staff, children, and families. Each policy outlined in this document applies to all employees and community members while on Harmony Montessori School property.

We have based these policies on guidance from both the Center for Disease Control (CDC) and the Oregon Department of Education Early Learning Division (ELD). You can view the CDC's guidance for child care [here](#) and the ELD's guidance [here](#). Harmony will strive to take the strictest measures in terms of guidance from these sources for the health and safety of our community.

Due to the nature of the pandemic, changes are inevitable and Harmony will provide clear communication in a timely manner regarding any changes to policy or protocols.



Health Procedures for Families and Staff

Daily Health Check:

**Help us stay safe!
If a child or staff member is sick, stay home.**

Staff sign in each day and indicate whether their temperature passes or fails. The sign-in sheet asks that all staff members answer 'no' to the questions listed below.

During drop-off a staff member will go through a list of questions for each child (these are required by the Early Learning Division). We will also take temperatures each morning before entering the building.

Health Check Questions:

1. Has the adult or child been exposed to a person with a positive case of COVID-19 in the past 14 days?
2. Has the adult or child been exposed to a person with a presumptive case of COVID-19 in the past 14 days?
 - a. A “presumptive” case means the person was exposed to someone with COVID-19 and the presumptive adult or child showed symptoms in the past 10 days.
 - b. If they answered yes to either question 1 or 2, the child or adult must quarantine for 14 days. The 14-day quarantine starts on the day that child or adult last had contact with the COVID-19 case.
 - c. The 14-day quarantine cannot be shortened by getting a negative COVID-19 test, or by getting a note from a medical professional.
3. Is the adult or child experiencing an unusual cough, shortness of breath, or fever? “Unusual cough” means something not normal for this person (e.g., allergies, asthma).
 - a. If yes to question 3, that person must be excluded from the program for 10 days, and 24 hours symptom-free.
 - b. With regard to cough and shortness of breath only, if the person has been checked by a medical professional and is cleared, they can remain in or return to the program following the documented direction of the medical professional. Anyone with a fever of 100.4 Fahrenheit is excluded.



In addition, the Health Department maintains a list of daycare-restricted diseases including chickenpox, scabies, and staph and strep infections, in which cases we must exclude the child and notify the Health Department of any outbreak.

The two main preventative measures to be modeled and used at home and at school:

- Wash hands often with soap and water.
- Cover coughs and sneezes with elbow or tissue, and follow any coughing or sneezing with hand washing.

Early Learning Division Exclusion Guidelines:

- If child or staff member has had illness with fever, unusual cough or shortness of breath in the last 10 days:
 - Person must be sent home and stay away from Harmony for 10 days after onset of symptoms and 24 hours after symptoms “fever free” and cough resolves.
 - If a person tests negative for COVID-19, they may return 24 hours after resolution of cough and “fever free.”
 - If a medical professional advises a person they can return to care (e.g. diagnosed with something else and given antibiotics), they may return to care following the documented advice of the medical professional.
- If child or staff member has symptoms of diarrhea, vomiting, headache, sore throat or rash:
 - Person must be excluded and advised to consult a medical professional.
 - If a medical professional advises a person they can return to care, they may return to care following the documented advice of the medical professional.
 - If not seen by a medical professional, may return 24 hours after symptoms resolve.
- If a child or staff member has been exposed to someone with a current presumptive or positive COVID-19 case:
 - Exposed person must be quarantined for 14 days. Start counting 14 days from the last time they had contact with the person with the presumptive or positive COVID-19 case.
 - **For presumptive cases only**, if the exposure was to a presumptive case of COVID-19, exclusion is required only if the child or staff member was “exposed” in the 10 days after the COVID-19 presumptive person started having symptoms. This is the period they would be infectious.
- If a child or staff member develops these symptoms while at Harmony or learns they have been exposed to a positive case while at Harmony:
 - Separate the child or staff member until they can leave or send home as soon as possible.
- If a child or staff member has a household member with symptoms of COVID-19 that is not confirmed or presumptive:
 - Carefully monitor the child or staff member for symptoms. Encourage the ill household member to get tested.

Children cannot be denied care because of the fear of transmission of COVID-19.

Important Definitions

“Unusual cough” means out of the ordinary for this person – e.g., not usual asthma, allergies, common cold.

“Fever” means 100.4 degrees Fahrenheit or more.

“Fever free” means a temperature less than 100.4° Fahrenheit without the use of fever reducing medication.

“Exposure” means close contact (less than six feet) for longer than 15 minutes with a COVID-19 case.

“Presumptive case” means a person who was exposed to a positive COVID-19 case and has developed symptoms.

“Quarantine” means you stay away from other people when you may become sick, even if you have no symptoms.

[Oregon Department of Education Early Learning Division Guidance \(Updated 8/14/20\)](#)

Early Learning Division Resources for Vaccines and Exclusions for Vaccinated Individuals

The Early Learning Division has created a list of [vaccine resources and outlined exclusion protocols for individuals who are experiencing COVID-19 symptoms](#) after receiving the vaccine. Harmony will follow guidelines from this updated exclusion policy.



Protocol if a child gets sick or exhibits symptoms while at Harmony:

- If a child exhibits any COVID-like symptoms they will be taken to a room next to the lobby and office area to isolate with an admin staff member until guardians can be called and the child is picked up.
- If safe to do so, the child will wear a cloth face covering. The staff member will wear a medical grade disposable mask, face shield and a protective outer layer.
- A member of the admin team will remain with the child until they are picked up. The admin representation will wear a mask, use gloves and use as much physical distancing as possible while providing as much comfort to the child as possible.
- The isolation space will be closed for 24 hours to reduce the potential for respiratory droplets. The HVAC system will be shut down and the windows will be open during that period. If a 24-hour period is not feasible a Harmony staff member will wait as long as

possible and follow [sanitation protocols as outlined by the CDC](#). Harmony will ensure safe and correct application of disinfectants and keep disinfectant products away from children.

Behaviors and Health Risk Prevention

As stress and trauma increase during the time of Covid-19, Harmony staff anticipate more challenging and dysregulated behaviors for many children. Implementing and communicating predictable routines and procedures will be very important for all of the children and adults. Taking the time to review the new procedures with your children will help them maintain a sense of psychological safety.

Harmony staff will be trained on trauma, stress and dysregulation during our Teacher In-Service week. We will share new information or strategies as they are needed with our community.

Due to the need for increased, strict health and safety guidelines and Harmony's reduced number of staff, we will be implementing the following policy:

- For the safety of all those in the community, any behaviors that put the health of other children or staff at risk during this time will result in a call to guardians for immediate pick-up. This may include spitting, biting, removing masks from staff member faces or any behaviours that increase the risk to our staff or impacts the ability to maintain a safe environment for the children and our Harmony community.
- Staff will follow-up with a parent/guardian to help plan proactive steps to ensure everyone's health and safety.

Drop-off & Pick-up Procedures:



Each classroom cohort has been assigned a drop off and pick up area and a staggered drop off and pick up time (see below). To minimize contact with the classroom guides, the admin team will be checking families in and out at designated areas outside the building. A teacher from each classroom will be outside to greet the children and walk them inside to their classrooms.

The pick-up/drop-off person will not be permitted to enter the building unless permission is granted by our Head of School, Kim Greer. The check-in process will include a wellness screening (see below). Classroom staff will be at the designated location ready to receive children after they

complete the wellness check. To communicate with your child's teacher please see the communication section [here](#).

Safety Procedures:

- All adults and children are required to wear masks at pick-up and drop-off.
- Automatic Hand Sanitizer Dispensers are available at each drop off area and children have the option to use hand sanitizer before entering the building.
- Immediately upon entry, students are instructed to wash their hands with soap and water in the school bathrooms or in the portable handwashing stations inside each classroom.

Mobile Drop-off and Pick-up :

Each adult (guardian) will need to ensure they have created a login through Transparent Classroom for signing in and picking up. By using this feature families can complete the wellness check questions and it will include names of people for contact tracing. Each family will receive a unique pin number in order for you to use with the Distance Drop-off and Pick-up feature. If you forget your pin you can find it under your profile in Transparent Classroom by clicking "edit" on your profile.

- Step 1: While waiting in line during your drop-off and pick-up window or **even before you arrive** at Harmony following the steps below. We will adjust the time once you get here.
- Step 2: Use your mobile device to scan the QR code we have on the outside of each check-in area or click on the link below to navigate to the distance drop-off page for Harmony.

[Distance Drop-off & Pick-up link for Harmony](#)

If you bookmark this page on your phone after you enter your pin number it will save and you will not have to enter your number each time..

- Step 3: Use your PIN to log in.
- Step 4: Click on your child's name to begin sign-in for drop-off and pick-up. It will take you through the Harmony Wellness Screening Questions for drop-off and ask for a temperature (you can add this if you wish). Harmony admin staff will still take a temperature reading of your child at drop-off.
- **Step 5: Repeat the process at pick-up so it will stamp your name for contact tracing, but this time it will not ask you the questions. Just sign and you are all set!**

On our end:

- We see a green checkmark next to your child's name that they passed the screening. If your child fails the screening you will be asked to take them home and we will receive a notification and contact you later to follow-up. If you accidentally press the wrong button we will re-screen at school.

Drop-off/Pick-up Schedule:

Please be sure you arrive on time for your assigned drop-off/pick-up window. If families miss their designated time slot they will need to wait in their car until after the last group has finished.

Classroom	Drop-off Window	Pick-up Window	Location
Forest Room	8:00 – 8:15	3:15–3:30	South of entrance
River Room	8:15 – 8:30	2:45–3:00	North of entrance
Waterfall Room	8:15 – 8:30	2:45–3:00	South of entrance
Lake Room	8:30 – 8:45	3:00–3:15	North of entrance
Ocean Room	8:30 – 8:45	3:00–3:15	South of entrance

You can see a map [here](#) of the designated locations.

- If you have two children in different classrooms then a staff member will contact you individually to make a plan.
- We will have markings in the parking lot to encourage physical distancing while each group is undergoing the check-in process. We encourage families to wait in their cars if there are more than 2 families already in line.
- Please respect and follow physical distancing in the parking lot.



Wellness Screening:

In order to ensure the health and safety of our children, staff and families a Harmony staff member will be administering a wellness check with each child in our program.

Every morning at drop-off, a staff member will sign in each child. For the health and safety of all, childcare providers are required to keep detailed records for the purpose of tracking if someone is diagnosed with COVID-19. In the case of a reported illness Harmony will release all check-in records to our Local Public Health Authority to assist their contact tracing.

The procedures for signing in are listed below:

- One guardian will escort each child or children to the sign in area they've been designated in their acceptance email.

- A staff member will conduct a [COVID-19 Symptom Assessment](#) which will have questions for both the child and their guardian. The staff member will also take each child's temperature.
- The form will also include the name of the person dropping off and picking up.
- Please remember our goal is to be safe and try to be patient as we all learn this new process.

Daily Preparedness Checklist:

During the drop-off/sign-in procedure, a Harmony staff will ensure the child has all the necessary items for each day.

We will ask the child's guardian if they have:

- Clean cloth face covering (with extras packed & a bag for used coverings): Required for children 5 and older
- Lunch (unless you have signed up for school lunches)
- A clean, full and sanitized water bottle
- Nap gear
- 2 sets of extra clothes on the premises
- Any medications (we will have medication authorization forms on hand)

Bathroom Procedures:

Our temporary site has 4 hallway bathrooms and two additional rooms with sinks.

- Children will be within sight and sound when using the bathrooms and sinks by a classroom teacher or staff member.
- We will designate and label one toilet and two sinks for each primary classroom cohort to use and 2 toilets and 2 sinks for elementary. When in use the bathroom will be closed to other cohorts to minimize exposure between groups.
- If a child needs to use the restroom that is in use a staff member will enable them to use another designated toilet and will disinfect between use.
- Extra clothing will be kept in a child's backpack or bag on their hook in their classroom to minimize shared exposure in the restrooms. Staff members will support children in obtaining extra clothes when needed.

Sanitation:

Harmony will be following these [Cleaning and Sanitation Guidelines](#) as outlined by the ELD. To view Harmony's classroom Cleaning And Sanitizing Schedule please follow this [link](#).

Visitor Protocol:

For the health and safety of our staff, families and community during the COVID-19 outbreak, Harmony will limit visitor entry into the building.

We recognize that Harmony has always had an open door policy, but given the current pandemic we have implemented the following restrictions to our building. If you wish to schedule a time to speak with a Harmony staff member please see our [communication section](#).

Only these individuals may enter Harmony Montessori's building:

- Staff members
- Developmental/Educational personnel providing services to children
- Maintenance Personnel
- State licensing/Regulators/Inspectors
- Emergency medical personnel

All other individuals are subject to approval by our Head of School, Kim Greer, before entry is permitted.

All authorized visitors must follow the procedures outlined below:

- Wash hands following posted handwashing procedures.
- Sign-in, record your name, date, time-in and temperature and phone number (for contact tracing).
- Answer Harmony's COVID-19 Wellness Checklist Questions in the presence of a staff member.
- Spray a cloth with the bleach solution and sanitize the thermometer & pen.



Guidelines:

- All visitors will only be let in by a staff member. They will be accompanied by a staff member at all times and asked to follow the above procedures upon entering the building.
- All deliveries must be left outside of the front door but only if someone is present to receive them.

- The staff member who answers the door must be sure to follow the 6-foot physical distancing protocol from the Oregon Health Authority.

Face Coverings

We have based this policy on guidance from both the Center for Disease Control (CDC) and the Oregon Department of Education Early Learning Division (ELD). You can view the CDC's guidance on face coverings [here](#) and the [ELD's guidance here](#). Harmony will strive to take the strictest measures in terms of guidance from these sources for the health and safety of our community.

Face Coverings at Harmony

For Adults:

All adults, staff members, family members and visitors are required to wear a face covering when entering Harmony Montessori.

- Each Parent/guardian is required to wear face coverings for pick-up and drop-off.
- All staff members will wear face coverings at all times while inside Harmony.

Exceptions:

- Staff members may take breaks outside or in the staff break room (one person at a time).
- Teachers may use a face shield that wraps around the sides of the head above the eyes and below the chin while giving language lessons.

For Children:

All children ages 3 and up are required to wear face masks while at school.

Some students who experience disability should not wear a face covering or other covering; face coverings aren't recommended for children under 2; face coverings must never be worn by children while sleeping.

ELD says to "Allow a child between two years and Kindergarten to wear a face covering, if: requested by the parent/guardian, the face covering fits the child's face measurements, and the child is able to remove the face covering or face shield themselves without assistance."

- Harmony has extra child sized cloth face coverings. Please let us know if you need some.
- If a child needs to take a break from a cloth covering the teachers will:
 - Provide a space physically distant from others in the room



- Support staff can offer the child to take a break outside where they can safely distance from others
- Children 5 and older will need to keep their cloth face covering on outside unless they can maintain 6 feet from others.
- Guides will give grace and courtesy lessons around the usage of face coverings, the reasons for wearing them and how to effectively take them on and off.

Key Points to Keep in Mind When Wearing a Face Covering:

Cloth face coverings should:

- Fit snugly but comfortably against the side of the face
- Cover the nose and mouth of the wearer
- Be secured with ties or ear loops
- Include multiple layers of fabric
- Allow for breathing without restriction.

When Wearing Your Face Covering:

- Wearers should wash hands before putting on their face covering and after taking off their face covering.
- Wearers should avoid touching the outside of their face covering. If you do, wash your hands with soap and water. If that is not available then use an alcohol based sanitizer.
- Wash your hands (use the 20 seconds wash cycle) before you remove the face covering from the bag, or use an alcohol based hand sanitizer. Remove the mask from the storage bag.
- Cover your mouth and nose with the face covering and make sure there are no gaps between your face and the covering. Tie the mask or use the elastic loops for your ears.
- Replace the face covering with a clean one if it becomes damp.
- To remove the face covering:
 1. Remove it from behind (do not touch the front of the mask)
 2. Fold the mask onto itself and place it in the bag for “used” masks to take home to wash
 3. Wash your hands with soap and water after removing your mask. If soap and water are not available then use an alcohol-based sanitizer.

When Eating:

You will need to remove your face covering to eat. Take off the face covering as noted above, place it in a closed bag for each child or staff member, and wash your hands. Enjoy your break/lunch.

When you're done eating, wash your hands then put a face covering back on. Wash your hands again prior to returning to work.

Cloth face coverings do not replace regular handwashing practices.

Washing Your Face Covering:

For families, you can see the CDC recommendations for washing cloth face masks [here](#). Staff members will be able to add their face masks to the classroom laundry that will be washed at school.

Physical Distancing:



We have based this policy on guidance from both the Center for Disease Control (CDC) on physical [distancing](#) and the Oregon Department of Education Early Learning Division (ELD) guidance [here](#).

Young children are unlikely to maintain 6-foot social distancing. Therefore, as child care workers, Harmony staff are considered high-contact persons. We urge our families to follow all guidelines for the health and safety of our staff, the children and our community.

For Families and staff:

- All families and staff are asked to wear a face covering and maintain a 6-foot distance from other adults not in your household or in your classroom environment while on Harmony grounds.

In the Classroom:

- Classroom size:
 - Each classroom will have no more than 15 children a day with a cohort of 17 (some children will have a 2 or 3 day schedule)
- Children will remain within their classroom community at all times while at Harmony and classroom groups will not mix.
- Individual tables will be designated for children to work and eat. They will have their own work mats as well.
- Classroom environments will include a roped-off outdoor environment to promote space between the children.

- Outdoor activities will be staggered to enable one classroom group at a time and Harmony staff will sanitize playground equipment between classroom groups.
- Cots for nappers will be spaced six feet apart and/or in a head-toe-position.
- Children's belongings will be kept in a personal bag/backpack and will be spaced so they are not touching.
- Teachers will limit time in group gatherings and standing in line. The classrooms will have clearly marked spots for children to sit or stand during those times.
- Families will be asked to provide water bottles, utensils and napkins for each child. If your child is signed up for school lunch and you would like leftover food to go home we ask that you provide a container each day for your child to take home. See our [food/nutrition/personal items section](#).

Other Ways in Which Harmony will Ensure Social Distancing:

- Staggered drop-off and pick-up times will be designated. [See our drop/off and pick-up procedure section](#).
- Drop-off and pick-up will occur outside at designated check-in stations with a member of the administration team to limit exposure of the classroom staff.
- Only essential visitors will be permitted in the school building and classroom environments.
- Staff will not be able to use communal spaces unless they work in a particular area.
- Communal spaces will be cleaned and disinfected [as outlined in our sanitation section](#).

Personal Protective Equipment (PPE):

Harmony will provide the following PPE for staff members:

- 5 cloth face masks for each staff member
 - Staff members must avoid touching the cloth face covering.
 - It is essential to continue frequent and consistent hand hygiene.
 - The face covering must be changed when soiled and each day.
- Vinyl apron or equivalent of staff choice that can be washed or sanitized.
- Protective gloves for cleaning.
- Disinfecting products: i.e. Bleach or EPA-registered household disinfectants. *During this time it is important to use our approved cleaners that have efficacy against multiple diseases. Harmony will provide the different solutions clearly labeled with ratios and uses. It is each classroom's duty to fill them each day according to the written guidelines.*
- Hand sanitizer will be provided. The preferred and most effective practice is proper handwashing but hand sanitizer will be provided for those times when hand washing isn't feasible.

Prevention for High Contact Staff:

Due to the nature of working with young children classroom staff are considered to be high contact employees. Interactions between classroom staff and the children are likely to include distances **less** than six (6) feet in order to support the mental wellbeing of the children in Harmony care. “Physical distancing” of at least six (6) feet should be observed when possible amongst adult staff members and families.

Compliance with physical distancing guidelines is mandatory for all adults. Physical distancing applies to all adults on Harmony Montessori School property at all times.

Requirements:

In order to reduce the potential spread of contagions within the community, Harmony Montessori School is instituting the following requirements.

- Whenever possible avoid passing information via paper or other items - i.e., use email or phone calls to ask questions or share notes.
- Interaction times should be reduced between staff members.
- Physical items should be passed to a child and not to a staff member. For example, a child should carry their own backpack or personal items to avoid contact between adults. Go between items can be placed in the child’s bag or backpack such as notes for the teacher, paperwork, etc.
- High contact employees shall wash or sanitize their hands no less than once per hour.
- Areas of high traffic shall be cleaned frequently and on intervals required by the Oregon Health Authority’s most current recommendations.
- High contact employees shall limit, when possible, movement outside of their classroom/working environments while on Harmony grounds; when necessary, strict “physical distancing” is required.



Program Information:

You can view Harmony’s public calendar on [Transparent Classroom](#) or our [website](#).

Calendar Events: Although we have set some dates in our calendar they are subject to change in the event of school closures related to COVID-19.

Harmony has added two extra weeks into our calendar.

Our 1st day of school for the 2020-21 school year was September 2nd, 2020 and our **last day will be June 11, 2021.**

We will notify our community as soon as we know more information.

We appreciate your flexibility as we navigate this school year.

Oasis (before and aftercare):

Unfortunately we are not able to offer care before the school day begins.

Oasis Care will start at 3:00 and end at 4:30. We will be communicating further information for families who are signed up for Oasis about the pick-up process.

Children will remain in their classrooms and/or be outside with their stable cohort.

Hours:

Classroom	Drop-off Window	Pick-up Window	Location
Forest Room	8:00 – 8:15	3:15–3:30	South of entrance
River Room	8:15 – 8:30	2:45–3:00	North of entrance
Waterfall Room	8:15 – 8:30	2:45–3:00	South of entrance
Lake Room	8:30 – 8:45	3:00–3:15	North of entrance
Ocean Room	8:30 – 8:45	3:00–3:15	South of entrance

Family Agreements:

- A Family Risk Agreement will be sent with your enrollment acceptance and enrollment agreements.
- Family COVID-19 Health & Safety Agreement
 - Please keep in mind the health and safety of our Harmony children, staff, and community when making decisions about close contacts. We want all our people to feel secure when they come to school everyday that everyone is doing their best to prevent spreading illnesses.
 - Please bring in a doctor's note if your child has a pre-existing condition related to COVID-19 like symptoms (e.g. asthma).



Staffing/Ratios:

In accordance with ELD, we are required to limit the classroom size to 20 children in each classroom. Harmony has made the decision to limit the classroom size to 15 children attending each day with a cohort of 17 (some

children attend 2 or 3-days a week). Children cannot switch between groups.

We will maintain two staff members in each of the primary (3-6 aged) and have one staff member in the elementary classroom with a support staff member if needed. Staff members in each classroom will be as consistent as possible, with support from the admin team or substitutes as needed in case of illness.

Outdoor Environment:

Each primary classroom will have an outdoor extension of their classroom for regular use as weather permits. Additionally, each classroom will have their own scheduled time in the larger outdoor environment. **Hard surface playground equipment and materials will be sanitized with an electrostatic disinfectant wand.** Each of the classrooms will have a separate set of outdoor materials, and shared outdoor equipment will be sanitized between classroom groups. For sanitation reasons, the sandboxes will be closed.



Food/Nutrition/Personal Items:

Each day, please send your child a water bottle and lunchbox unless they are signed up for school lunch. All utensils and napkins will need to be provided from home, a complete lunch, and a water bottle. All items will be sent home each day to be washed/sanitized. Some bags, lunch boxes, and water bottles are easier to clean than others. Please keep this in mind when choosing which belongings to send with your child.

Harmony is a PEANUT, TREE NUT and SESAME free school.

Please be sure to read all labels when packing your child's snack and lunch, especially breads with sesame seeds, dried seaweed & most store-bought hummus.

Snack

- Harmony provides a morning snack and an afterschool snack.
- We are using individual reusable containers clearly labeled with each child's name.

Lunch

School lunches are available for purchase. Our Food Service Coordinator will send out a lunch menu each month with information on how to sign up. For inquiries about lunch ordering please contact Heaven in the office at harmony.office@harmony-montessori.com.

For families who pack a lunch please keep these items in mind:

This meal should be balanced: a protein for sustained energy, a carbohydrate for quick energy, and some vegetables or fresh fruit. One item from each category is enough, and 1-3 containers are typically manageable for a child. Help your child succeed at lunch by packing appropriate portions in containers and a lunch box they can open and close independently. If your child has food that will need to be reheated, please make sure it is in a glass, microwaveable container.

Children will re-pack all leftover food/food waste, so you will know what they ate and how much. It may be helpful to send an extra/empty container for this purpose- particularly for single use packages of yogurt or applesauce without a resealable lid.

Remember to include any necessary utensils and a napkin!

Some suggestions for food to pack include:

- Protein: beans, meat, fish, poultry, tofu, or cheese cut into bite-sized pieces
- Veggies: baby carrots, mini bell-peppers, cherry tomatoes, cucumber slices, broccoli/cauliflower florets, steamed green beans, zucchini sticks, cabbage leaves, kale, salad greens, snap peas, snow peas, mushrooms, olives, avocado chunks, beets, radishes, celery
- Carbohydrates: small bagels, breadsticks, whole-grain crackers, mashed or steamed potatoes, a slice of bread
- Fresh Fruit: sections of apples/oranges/pears/kiwis are ideal, since the whole fruit is usually too much. Clementines, a small bunch of grapes, and berries are also great options.



We ask that you please keep sugary treats for home. If sugar is listed in the first three ingredients please don't send in your child's lunch box.

Water Bottle

We will not have water glasses in the classroom, so your child will need to bring a water bottle (it can be refilled if needed). Please make sure your child is able to open and drink from their water bottle independently.

Clothing

Each child should bring two full changes of clothing (two sets of shirt, underwear, pants, and socks) to be kept in a backpack or bag on their personal hook at school. If your child has wet or soiled clothing, it will be sent home at the end of the day. Please make sure to send a replacement set back to school the following day.

Communication with Teachers and Administration Team:

Although in person communication is not an option at this time, there are still several ways to communicate directly with your child's teacher or Harmony's administration team:

- Email
- Phone/text
- Transparent Classroom App

Please see the staff directory in Transparent Classroom for email addresses for your child's teachers. Additionally, teachers and administrators are able to conference via Zoom.

Resources:

Please see additional resources for families on a variety of topics on our Family Resource page in Transparent Classroom.

Additional information and guidance for COVID-19 can be found through these links from the CDC:

- [Children and COVID-19](#)
- [Talking with children about Coronavirus Disease 2019](#)
- Information about COVID-19 and:
 - [Pregnancy and breastfeeding](#)
 - [Stress and coping](#)



Addendum

Document Updates:

4/8/21:

- Updated [Protocol if a child gets sick or exhibits symptoms while at Harmony](#)
- Updated [Drop-off and Pick-up Procedures](#)
- Updated [Face Coverings](#)
- Updated [Outdoor Environment](#)
- Updated [Program Information](#)
- Updated [Food/Nutrition/Personal Items](#)
- Added [Bathroom Procedures](#)
- Added [Early Learning Division Resources and Exclusion Policy for Vaccinated Individuals](#)

8/24/2020:

- Updated [Daily Health Check](#) section
- Added [ELD's Exclusion Guidelines](#)
- Updated [Protocol if child gets sick...](#)
- Updated [Behaviors and Health Risks Prevention](#)
- Updated [Drop-off/Pick-up Schedule](#)

7/1/20:

- Updated [COVID Symptom Assessment](#)
- Added section "[When a child and staff cannot attend Harmony during the COVID crisis](#)"
- Updated responses to [Common FAQ](#) questions 1 and 2.
- Edited protocols for [Face Coverings](#) for children.
- Under the [Program Information](#) section the end date for summer is now August 13th.
- School lunches are now available for purchase. See the [lunch section](#) for the update.
- [Daily Preparedness Checklist](#) - snacks are being provided by the school and lunch is no longer needed if a child is signed up for school lunch.

7/7/20:

- Changed social distancing section to update families only need to bring lunch if they are not purchasing school lunches.