



HEALTHY COMMUNITY PLAN

A MANUAL FOR FAMILIES

Hershey Montessori School

2021-2022

– 8th Edition –

12/15/2021

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Overview

The purpose of this Reopening Manual is to provide for the education of Hershey Montessori School students while safeguarding the health and safety of Hershey staff and families during the COVID-19 pandemic. This thoughtful design outlines best mitigation practices known to date. It is based on the most current information available from the Centers for Disease Control and Prevention (CDC), state and local health departments, Ohio Department of Education, and recommendations of the Hershey Contingency Planning Team.

Returning to Hershey campuses requires acknowledgement of the risks of someone contracting the COVID-19 virus and its variants when in the presence of other people, off campus or while at school. Hershey's additional health and safety protocols and new classroom/school-day procedures have been implemented to minimize risks. These protocols will be adjusted over time as needed and as new science directs us. This Manual will be updated to reflect these adjustments.

Acknowledgements

This plan is the result of the collective input from all faculty, staff, and parents through surveys and feedback; Hershey Board of Directors; and the Hershey Contingency Planning Team. Thank you to all who devoted what is usually their summer vacation to providing input, ideas, and innovation. Our community makes us who we are!

Mission

Grounded in the tradition of Dr. Maria Montessori, Hershey Montessori School provides carefully prepared environments for children from birth to 18 years of age. Our community fosters personal and academic growth, independence, confidence, responsibility, and joyful, lifelong learning.

Our Goal

Our goal is to maintain laser focus on our mission while we simultaneously adhere to practices that ensure the safety and health of our students, faculty, staff, and families. Together, our mission and our goal guide our philosophy as we lead, learn, operate, and ensure a quality Montessori education for each and every student.

Vision for 2021-2022

Hershey Montessori School will cultivate a community that prioritizes health, safety and wellbeing for children, adolescents, and staff. The families, stakeholders and supporters will be informed and engaged with clear communication that affirms our mission. The school will build in evaluation for every project it undertakes and will respond to changes with agility. The community will constantly learn and the school will sustain its specific understanding of fundamental human needs so that our children and adolescents can develop optimally toward independence and interdependence in a rapidly changing environment.

Confidence in Our Community

Belonging to a community is essential for social and emotional well-being. The way we gather, share, and celebrate has adapted over this last year and a half, but we remain dedicated to our mission, to our Montessori pedagogy, and our invaluable community connection. Providing a safe and healthy learning environment for the Hershey community is our highest priority.

The adults in our community, as parents and staff, share a commitment to also be mindful of maintaining recommended health practices off campus with health of the whole school community in mind. To this end, we ask all adults to sign their commitment to the *Community Pledge* found in our Transparent Classroom forms and included on page 24 of this manual.

If you have questions, concerns or suggestions related to this Healthy Community Plan Manual, please contact your child's guide. If further conversation is needed, please contact either Paula Leigh-Doyle for Concord campus and whole school-specific inquiries or Judy Kline-Venaleck for Huntsburg campus-specific inquiries.

Health and Safety Guidelines & Protocols

COVID-19 Signs & Symptoms

As of July 31st, 2020, the following are symptoms of COVID-19 according to the Centers for Disease Control and Prevention (CDC):

- Fever (temperature of 100.0 degrees Fahrenheit or higher)
- Chills (sometimes repeated shaking with chills)
- Cough - including a persistent dry cough (without the documentation from a physician about an allergic condition)
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Symptoms range from mild to severe and may appear two to 14 days after exposure to the virus.


Students or staff experiencing signs or symptoms of COVID-19 **MUST** follow up with the local health department or a medical provider. A diagnosis of COVID-19 shall be reported to the school administration as soon as possible.

Staff and Student Morning Health Screening Guidelines

At Home

Families are expected to be on the alert for signs of illness in their children and household members.

Parents are asked to assess their children for symptoms each day prior to arrival at school by completing the Daily COVID-19 Screening Questionnaire through Transparent Classroom or by using the paper form (see below). A link to additional copies can be found in the Resources section at the end of this Manual.



Daily COVID-19 Screening Questionnaire

Since yesterday, have you had any of the following?

HIGH RISK OF COVID	OTHER SYMPTOMS OF CONTAGIOUS ILLNESS
<ul style="list-style-type: none">• A loss of the ability to smell or taste?• A temperature over 100F?• Body aches or chills?• Significant new fatigue not explained by your sleep or activity patterns?• Cough that is new, especially a dry cough?• Shortness of breath not associated with known asthma, panic disorder, or other chronic breathing issues?	<ul style="list-style-type: none">• A new headache that is different from usual migraines/chronic headaches?• A new sore throat not explained by allergies or other known trigger?• New stomach upset (diarrhea, nausea, loss of appetite, or vomiting) not explained by your menstrual cycle, severe anxiety, or other known issues?• New congestion, runny nose or sinus pressure not explained by known allergies or other exposure?• Is ANYONE ELSE AT HOME having any of these symptoms above, or otherwise suspected of having Covid at this time?

If you answered no to all of the above questions, please sign below and we can't wait to see you at school today!

Student name: _____ Parent signature: _____ Date: _____

- *if you (or anyone in your household) are having any of the **bold** symptoms, stay home and you should consider getting tested for COVID-19.*
- *if you have no **bold** symptoms, but two or more of the other symptoms, especially headache and sore throat or headache and tummy symptoms together, you should stay home today and monitor symptoms closely.*
- *if you have only one of the other symptoms and no one else in the family is having any symptoms at all, it may be reasonable to go to school, but extra caution regarding hand-washing, masks and social distance should be stressed and a repeat symptom assessment should be done mid-way through the day at school. if you are unable to do that (for example, a very young child who is also less able to communicate his/her symptoms clearly), then you may choose to stay home and monitor closely for now.*
- *if you are unsure what to do, please contact the office.*

A tutorial video of how to complete the Transparent Classroom version can be found by [clicking here](#). Students are not to come to school if they are exhibiting any symptoms of COVID-19.

Students are to remain home if anyone in their household is exhibiting any signs of illness.

NOTE: For the safety of our community, **do not come to school if your child has had a fever or has taken medication to reduce a fever within the last 24 hours.**

Arrival

There will be no temperature checks at school arrival.

- **Concord Campus**
 - Arrival for Children's House and Elementary is from 8:10 a.m. – 8:40 a.m. There will be no specific arrival blocks for families.
 - Arrival for the Young Child Communities is as follows:
 - Luisa's Community: 8:30-8:45 a.m.
 - Lashawn's Community: 8:35-8:50 a.m.

- Students in Elementary and those in Children's House with an Elementary sibling will enter through the main front doors of the school.
- Students in the Young Child Community and those in Children's House without Elementary siblings will enter through their classroom's garden door.
- **Huntsburg Campus**
 - Arrival is from 8:30-8:45 a.m. in front of either the Upper School Building (grades 9-12) or the Community Center (grades 7-8).

Staff members will perform visual screenings of students at their time of arrival:

- Visual:
 - Flushed cheeks (not caused by weather or exercise)
 - Rapid breathing/difficulty breathing
 - Cough
 - Fatigue

Illness Policy

For the safety of our community, **do not come to school if your child has had a fever or has taken medication to reduce a fever within the last 24 hours.**

All students and staff are expected to follow the COVID-19 specific illness policy below in addition to the Communicable Disease Policy in the back of their Community Handbook. All students and staff are expected to stay home if they or anyone in their household is exhibiting any signs of illness.

If a student is not feeling well, parents are expected to notify the office coordinator and stay home. If a student is experiencing new symptoms that are on the COVID-19 symptoms list, parents should contact the school office and keep the student at home. Parents may choose to wait to see if these symptoms resolve. If symptoms do not resolve within 24 hours, parents should contact their healthcare provider to determine if COVID-19 testing or diagnosis is warranted.

If a student or a member of their household tests positive for COVID-19, parents should contact the office. The child and any siblings must stay home (see Quarantine and Return to School).

In the case of a negative test result, students are expected to stay home until they have been symptom-free for 24 hours.

In the case of a positive test result, see COVID-19 Exposure and Post-Illness Return Procedure.

If any symptoms of COVID-19 or other illness arise during the school day, the individual will be sent home promptly. The student or staff member will be isolated in a designated space until they can depart the campus. **Parents must pick up children within one hour of being notified or the school will avail of community health emergency services.**

Note: The school reserves the right to send a student home sick even in the absence of fever and regardless of a note from a physician. The school will add new symptoms listed by the CDC to this list as they are published. Families will be notified of any additions.

The school will also monitor absenteeism to identify any illness trends amongst the staff and students.

COVID-19 Positive Cases

A positive case could be diagnosed as a result of a COVID test OR may be made by the medical provider without a test. Either way, Hershey accepts the reported diagnoses, and the following process occurs.

1. Contact tracing for the school community will be conducted through the office to determine as best we can the risk factors to decide who needs to begin quarantine.
2. The staff person receiving the information will only report to the relevant people to ensure confidentiality is protected.
3. Families will be notified confidentially via email of any known COVID-19 exposures.
4. If we are notified of a COVID-19 diagnosis or positive test result by a parent or staff member, we are obligated to report all relevant information to the local health department and to seek their direction. The local health department will initiate contact tracing.

COVID-19 Exposure

If a student has been identified as having been in close contact with someone outside the classroom community who is diagnosed with COVID-19, parents are required to notify the school.

Quarantine and Isolation

Important Terms:

Group: Any individuals who have been indoors together without a mask, especially family members, as well as those who carpool together.

Close contact: Individuals who have been within 3 feet of the positive individual without a mask two days prior or less to the positive individual's onset of symptoms.

Quarantine: Separates and restricts the movement of people who were exposed to or tested positive for COVID-19 to see if they become sick.

Isolation: Separates sick people with symptoms of illness from those who are well until they can leave campus.

Day Count: For the purposes of quarantining and testing, the school considers Day 1 to be the first day following the exposure or onset of symptoms.

Quarantine Due to Exposure

If a student or staff member is a close contact of someone, including family members, who received a positive COVID-19 diagnosis:

Fully Vaccinated staff or student: Can either return to school and do a rapid test beginning on day 1 and repeat 24 hours later on day 2 and day 3 to monitor for positive results or stay home and get a PCR test on day 3 or 4 to confirm they are negative of infection. *See Day Count definition above.*

Unvaccinated students or staff: Must remain home for ten days to monitor for symptoms or may return to school with a negative PCR test taken on the 7th day. *See Day Count definition above.*

Quarantine Due to Symptoms Unrelated to Any Close Contact

If a student or staff member, regardless of vaccination status, presents with symptoms of COVID-19 and the symptoms do not resolve within 24 hours without medication, they should take a rapid test the following morning. If that test is negative and the symptoms resolve they may return to school. If symptoms persist beyond 24 hours, continue daily rapid testing and schedule a PCR test on day 3-5. See the Daily COVID-19 Screening Questionnaire for symptom list.

Quarantine Due to Positive COVID-19 Test

See Post-Illness Return Procedure.

Remote Learning During Quarantine

Students who are quarantining will be provided with some level-appropriate materials, packets, or assignments to continue their work from home. Hybrid learning will not be offered.

Boarding Community Quarantine

If a boarding student is ill, then they stay home and will self-isolate in a separate room and house parents will monitor their symptoms.

- If symptoms present as COVID, the student will be tested for COVID.
- If a boarding student test positive, the entire boarding community may need to quarantine.
- If a student is COVID positive, fellow boarding students who are identified as direct contacts will follow the Quarantine Due to Exposure protocol above.
- If a member of the boarding community tests positive or is ill, they will immediately isolate and the rest of the community will rapid test every day for 3 days. Vaccinated students can continue to come to school and will take a PCR test on day 3 while continuing to monitor for symptoms.
- One houseparent and one faculty member will act as liaisons between students.

Post-Illness Return Procedure

Students and staff who have a positive test result for COVID-19 can return to school when the following criteria are met:

- It has been 14 days since their onset of symptoms or positive COVID test result (if asymptomatic **OR**
- It has been 10 days **AND** they have had full resolution of symptoms for at least 24 hours without medication before returning.
- Hershey Montessori School reserves the right to request a COVID-19 test if symptoms persist past the quarantine period prior to the student's return to school.

Respiratory Etiquette

Face Coverings

Triple layer face coverings are required. Gaiters and bandanas are not permitted. Face coverings will be worn while indoors on both campuses by all staff and students in Children's House, and older, regardless of vaccination status.

Face coverings should cover the nose and mouth and fit snugly enough to prevent gaps across the bridge of the nose, on the sides, or under the chin.

Students should be sent to school with at least one spare face covering each day. They will be encouraged to change out and replace face coverings that are wet or soiled.

Students may step outside and away from others for a breath of fresh air without a face covering whenever needed.

Families are strongly advised to require face coverings for all present when carpooling. All occupants of mixed family carpooling must still be wearing their face coverings when arriving on campus.

Face coverings will not be required when outside.

Exceptions for Sensory or Medical Needs

In accordance with the CDC, the following situations are exempt from the school's mask requirement:

- Children in Young Child Community (YCC) or Parent Infant
- Any child unable to remove the face covering without assistance
- A child with significant behavioral or psychological issues undergoing treatment that is exacerbated specifically by the use of facial covering
- A child living with severe autism or with extreme developmental delay who may become agitated or anxious wearing a mask
- A child with facial deformity that causes airway obstruction

The administration and/or guides will develop a plan for such needs on a case-by-case basis. Parents should contact the administration or the program guide to determine if a sensory or medical exemption plan can be implemented. The school can request the signing medical doctor to provide the medical citation stating where wearing a mask is medically harmful for that particular condition.

Face Coverings in the Boarding Community

The boarding community will be considered akin to any large family. Students and staff will not be required to wear face coverings on campus outside of school hours (see Physical Distancing, Spacing).

Covering Sneezes and Coughs

Students will be supported in following proper practices such as covering your mouth and nose when coughing or sneezing, using tissues and throwing them away after one use, and washing hands or using hand sanitizer every time they touch their mouth or nose. Students will receive specific grace and courtesy lessons and intentional practice of these procedures at all levels.

Singing and Aerobic Exercise

Students and staff will reserve singing and performing aerobic exercises for outdoor spaces only.

Students may do physical exercise or aerobic play in the gym, with their masks on, but may elect to take a break from play if they are feeling overheated in their masks.

Hygiene and Handwashing

All students must exercise proper hand washing techniques. Hand washing for 20 seconds with soap and water or use of hand sanitizer is expected

- when entering a building or changing environments
- prior to using shared materials or supplies
- before and after meals
- after using the bathroom
- throughout the day as needed

Hand sanitizing stations are located throughout both campuses.

Physical Distancing

Students will be encouraged to work outside or with windows open whenever the weather permits to allow for greater ventilation.

Spacing

Older students (Early Elementary through Upper School) and associated staff will design physical layout of classrooms with personal distancing space in mind. During lessons, older students and staff will wear a face covering. Students will receive level-appropriate grace and courtesy lessons on how to determine these distances.

In an emergency, staff will assist students regardless of physical distancing but will still otherwise be mindful of personal distance when working with students.

The Boarding Community at the Huntsburg Campus will have rules around safety and proximity.

Class Group Sizes

Typical Montessori class group sizes will resume for the 2021-2022 school year.

Specials (art, music, CE, and PE) will be offered and available for students to choose from a wide selection of different projects with different teachers.

Personal Items

All students will have their personal items (lunchboxes, coats, etc.) stored in such a way that they do not touch those of other staff or students. Students must also have a pair of shoes that are only worn at school to minimize potential virus spread from home.

School-Provided Transportation

The Inter-Campus Bus and Suburban Commuter Van

Students must wear a face covering at all times while on the bus or the school van. Bus and van windows will be kept open as often as the weather permits. A hand sanitizing station is located at the front of the bus. Students will be distanced on the bus where possible.

Students will present their daily screening questionnaire prior to boarding the bus.

Designated student seating will be used to facilitate contact tracing if or as necessary. The bus will be sanitized daily.

Facilities Safety

Signage

Signage regarding symptoms of COVID-19, proper handwashing, respiratory etiquette and how to properly wear a face covering will be placed throughout the school.

Visitors

Protocols for visitors entering the buildings will change and evolve as necessary to mitigate risk based on the regional COVID-19 infection rates.

All visitors must be pre-scheduled, wear a face covering while indoors, and be assigned to a specific staff member. Visitors will be guided by their assigned staff member to ensure appropriate distancing at all times.

Sanitizing, Disinfecting, and Air Quality

Extra care in daily cleaning and sanitizing of surfaces will be done as recommended and in accordance with all standards for child safety.

Adequate supplies will be provided for proper hand hygiene (soap, paper towels, hand sanitizer, disinfecting wipes and spray). Pump hand sanitizer will be provided as needed for use by staff and students.

Each learning environment will have a cleaning and disinfecting checklist listing high-touch areas of the space (doorknobs, light switches, sink faucets, etc.).

As aerosolization is the primary transmitter, air quality will continue to be a primary focus.

We will avail of open windows and doors to allow fresh air flow as much as possible.

HVAC/UV air cleaning/HEPA filters will continue as in last school year.

In the event of a positive COVID-19 case within the Hershey community, a deep sanitizing of specific spaces will take place 24 hours after notification in accordance with CDC guidelines.

Aerosolization is the primary transmitter of the COVID-19 virus, therefore, air quality mitigations will continue to be utilized and implemented, such as the opening of windows and/or doors to allow for fresh air flow throughout campus spaces.

Program Design Contingencies

The historic strength of Hershey's caring, connected, and supportive community is part of the foundation that will sustain us through this time. While our connections may look somewhat different in the coming year, we look forward to expanding opportunities for groups and individuals to find both formal and informal connection points.

Many opportunities for student connections are built into the three contingency plans. Additionally, our faculty are committed to finding ways to safely connect students to each other across classes and levels as we have always done, while still pursuing academic mastery. We will rely on technology and other communication options to make these types of connections possible for students as well as for families and other community members.

More details will be shared with the Hershey community as we enhance existing programs and build new ones. Some examples of this include:

- Continued student mentoring with mixed age groups, and project/activity-based work – fostering both formal and informal connections.
- Faculty and staff program to connect groups of employees to continue cross-level interactions that provide valuable benefits for the entire community.
- Opportunities to connect parents with Hershey staff to foster meaningful connections, collaborative planning and initiatives, and overall partnership that elevates the whole community.

Contingency Scenarios

It is at the discretion of the school to determine which of the following scenarios to activate based on the conditions of COVID-19 and government direction.

PLAN A	PLAN B	PLAN C
ON CAMPUS LEARNING	ON CAMPUS WITH EXTRA PRECAUTIONS	REFINED REMOTE LEARNING
Students will attend Hershey campuses for in-person learning while still practicing recommended health and safety protocols.	Students will attend Hershey campuses for in-person learning with the implementation of additional health and safety precautions.	Students will learn remotely due to governmental health regulations and/or recommendations due to virus outbreak.

PLAN A: ON-CAMPUS LEARNING

Plan A: On Campus Learning

In this scenario, COVID-19 case numbers for our area are low enough to allow for a more typical school experience.

- Classrooms have typical group sizes
- All students and teaching teams are in a space together
- Students will have typical freedoms in regard to choice in movement, selection of work, and seating
- Classroom environments will be designed with personal distancing space between students and supporting students to maintain distancing as much as possible.
- 6' distancing will be ensured during meals
- Cooking will be permitted for classrooms at both campuses
- Huntsburg Campus resumes buffet-style lunch where there will be one gloved server per serving utensil or food item
- Eating and classes are held outdoors whenever possible
- Students will participate in specials and Community Work in mixed classroom groups

PLAN B: ON-CAMPUS w/ EXTRA PRECAUTIONS

Plan B: On-Campus Learning with Additional Health and Safety Precautions

- In this scenario, COVID-19 case numbers for our area have indicated the need to add additional protective measures
- Classrooms will retain typical group sizes with increased distancing if possible
- All students and teaching teams are in a space together
- Classroom groups will not mix with one another indoors
- Outdoor mixing will be minimized or restricted as needed
- Specials at the Concord Campus will be paused
- Community Work/Creative and Physical Expressions at the Huntsburg Campus will be done by whole classroom groups to limit mixing between classrooms
- Adolescents will eat in their respective classroom buildings rather than mixing together during lunch
- Cooking will be paused for classrooms at the Concord Campus, and meals will be individually packaged and delivered to classroom groups at the Huntsburg Campus.
- Unvaccinated staff will become quarantine coordinators, assisting students who are quarantining in their learning from home. **This would necessitate unvaccinated staff to not be present in their classrooms (which would require subs for these teachers).**

Plan C: Fully Remote Learning Design

In this scenario, COVID-19 case numbers for our area or community are such that we must pivot to remote learning.

Concord Campus

Young Child Community

- YCC guides and assistants will offer a 10-minute daily Zoom check-in for children to provide interaction and enrichment
- An online platform will house recorded songs, stories, and ideas with which children can engage
- Parent communications will take place through an online platform such as Transparent Classroom or Google Classroom
- YCC guides will support parents as they work with their children at home through posts and messaging via a designated Facebook page for this level
- Guides will select and offer parents a rotation of developmentally specific materials for their child to use at home which will be available for pick up by the family at school

Children's House

- Children will have the opportunity to participate in daily whole class meetings to sing, read, and share stories with each other and their guide. These meetings will occur via a video conferencing platform such as Zoom.
- Children will receive scheduled, live, small group lessons with their guide via video conferencing 2-3 times per week.
- Recorded lessons will be provided on a private platform which families can access at any time.
- Home Learning Kits will provide children with materials that are either printable, constructed by the guides, or borrowed from the classroom and available for pick up from school.
- Guides will offer office hours to support parents and children. Parents will be supported as they work with their children at home through posts and messaging via a designated Facebook page for this level.
- Guides will host Zoom meetings once a month to allow parents to receive support on these topics and more.

See next page for **Children's House Remote Learning Schedule**.

PLAN C: REMOTE LEARNING

Children's House Remote Learning Schedule:

Time	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 - 9:20	Class gathering (all)	Class gathering (all)	Class gathering (all)	Class gathering (all)	Class gathering (all)
9:20 - 11:00	Small group lesson for 3-year olds ----- Small group lesson for 4-year olds ----- Independent work choices: Work with Home Learning Kits View pre-recorded lessons Engage in practical life & art activities Other learning & exploration	Small group lesson for 3-year olds ----- Small group lesson for 4-year olds ----- Independent work choices: Work with Home Learning Kits View pre-recorded lessons Engage in practical life & art activities Other learning & exploration	Small group lesson for 3-year olds ----- Small group lesson for 4-year olds ----- Independent work choices: Work with Home Learning Kits View pre-recorded lessons Engage in practical life & art activities Other learning & exploration	Small group lesson for 3-year olds ----- Small group lesson for 4-year olds ----- Independent work choices: Work with Home Learning Kits View pre-recorded lessons Engage in practical life & art activities Other learning & exploration	Small group lesson for 3-year olds ----- Small group lesson for 4-year olds ----- Independent work choices: Work with Home Learning Kits View pre-recorded lessons Engage in practical life & art activities Other learning & exploration
11:00 - 1:00	Lunch & outdoors	Lunch & outdoors	Lunch & outdoors	Lunch & outdoors	Lunch & outdoors
1:00 - 2:00	Small group lessons for 5-6-year olds	Small group lessons for 5-6-year olds	Small group lessons for 5-6-year olds	Small group lessons for 5-6-year olds	Small group lessons for 5-6-year olds
2:00 - 3:00	Office hours for parent or child support	Office hours for parent or child support	Office hours for parent or child support	Office hours for parent or child support	Teacher prep

Elementary

- Children will have whole class check in meetings twice each school day.
- Children will attend small group lessons via Microsoft Teams at least 1-2 times a day. Guides will also select recorded video lessons for children to access through Teams. Follow-up work will be expected from both lesson formats.
- Suggested follow-up work will emphasize off-screen and outdoor activities.
- Children will receive prepared take-home materials as needed to practice lessons.
- Times and subject matter of lessons will be posted daily on Teams.
- Guides will meet remotely with children during their individual meetings every other week.
- Specials and support services will also take place as live video lessons.
- Guides and/or assistants will be available to children and families from 8:30 a.m. – 11:30 a.m. and 1:00 p.m. – 1:45 p.m. Children are expected to use the time from 1:45 p.m. to 3:00 p.m. for completing follow up work either independently or through collaboration with peers.

PLAN C: REMOTE LEARNING

Elementary Remote Learning Schedule:

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:30 - 8:45	Whole Class Zoom meeting (announcements, including *schedule for small group lessons or individual check-ins) *Schedule will also be posted on Microsoft Teams ----- Introduce journal prompt	Whole Class Zoom meeting (announcements, including *schedule for small group lessons or individual check-ins) *Schedule will also be posted on Microsoft Teams ----- Introduce journal prompt	Whole Class Zoom meeting (announcements, including *schedule for small group lessons or individual check-ins) *Schedule will also be posted on Microsoft Teams ----- Introduce journal prompt	Whole Class Zoom meeting (announcements, including *schedule for small group lessons or individual check-ins) *Schedule will also be posted on Microsoft Teams ----- Introduce journal prompt	Whole Class Zoom meeting (announcements, including *schedule for small group lessons or individual check-ins) *Schedule will also be posted on Microsoft Teams ----- Introduce journal prompt
8:45 - 11:30	Completing journal prompt ----- Live small group lessons with mixed ages ----- Follow-up work time from live lessons (indoors and outdoors) ----- Individual check-ins for some students View pre-recorded lessons	Completing journal prompt ----- Live small group lessons with mixed ages ----- Follow-up work time from live lessons (indoors and outdoors) ----- Individual check-ins for some students View pre-recorded lessons	Completing journal prompt ----- Live small group lessons with mixed ages ----- Follow-up work time from live lessons (indoors and outdoors) ----- Individual check-ins for some students View pre-recorded lessons	Completing journal prompt ----- Live small group lessons with mixed ages ----- Follow-up work time from live lessons (indoors and outdoors) ----- Individual check-ins for some students View pre-recorded lessons	Completing journal prompt ----- Live small group lessons with mixed ages ----- Follow-up work time from live lessons (indoors and outdoors) ----- Individual check-ins for some students View pre-recorded lessons
11:30 - 12:30	Lunch & outdoor time	Lunch & outdoor time	Lunch & outdoor time	Lunch & outdoor time	Lunch & outdoor time
12:30 - 1:00	Follow-up work from prerecorded lessons (indoors and outdoors) ----- Individual check-ins for some students	Follow-up work from prerecorded lessons (indoors and outdoors) ----- Individual check-ins for some students	Follow-up work from prerecorded lessons (indoors and outdoors) ----- Individual check-ins for some students	Follow-up work from prerecorded lessons (indoors and outdoors) ----- Individual check-ins for some students	Follow-up work from prerecorded lessons (indoors and outdoors) ----- Individual check-ins for some students
1:00	Whole Class Zoom ----- Students share work of the day with guide	Whole Class Zoom ----- Students share work of the day with guide	Whole Class Zoom ----- Students share work of the day with guide	Whole Class Zoom ----- Students share work of the day with guide	Whole Class Zoom ----- Students share work of the day with guide
1:30/1:45-3:00	Students continue follow-up work independently or with peers	Students continue follow-up work independently or with peers	Students continue follow-up work independently or with peers	Students continue follow-up work independently or with peers	Students continue follow-up work independently or with peers

Huntsburg Campus

All Huntsburg Campus

- Students will continue to rely on Microsoft Teams to communicate with their guides and teachers. Each class/project will have its own Team and that is where assignments will be posted and collected.
- Adults will use videoconferencing to conduct live lessons and recorded lessons will be posted on the respective Team for students to view at their convenience.
- A parent collaboration tool will also be set up for any correspondence, questions, etc.
- Regular schedule remains with amended group meeting times.

Huntsburg Campus Remote Learning Schedule will be posted on teams by project, class and grade level

- All Huntsburg students will be offered full day remote learning schedules.

Other Programs and Events

Celebrations

The school will continually consider ways to adapt traditional events pending the conditions of COVID-19.

Going Outs and Field Trips

We recognize the developmental importance of going outs to the elementary level. Guides will support children in their ability to do this independently with their family.

See next page for Campus Calendars.

Calendars

2021-22 Concord Campus Calendar

NOTE:

We are continually monitoring the latest COVID-19 developments and will adjust the calendar as needed.

Concord Campus

August 2021				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

September 2021				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

October 2021				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

November 2021				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

December 2021				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Break / Holiday
Staff Work Day/Training
Conferences
Early Dismissal



Important Dates

August 16-18	Staff Environment Set-Up
August 19-23	Staff Meetings/Prof. Dev./Set-Up
August 24	Classes Begin
September 6	Labor Day
October 8	Professional Day
November 4-5	Conference Days
November 24-26	Thanksgiving Break
November 29	School Resumes
December 17	Early Dismissal - No Aftercare
December 20-31	Winter Break
January 3	Professional Day
January 4	Staff Environment Day
January 5	School Resumes
January 17	Dr. Martin Luther King, Jr. Day
February 18	Records Day
February 21	Presidents' Day
March 3-4	Conference Days
March 21-28	Spring Break
March 29	School Resumes
May 30	Memorial Day
June 3	Early Dismissal - No Aftercare Last Day of School
June 6-7	Staff Meetings

2021-22 Calendar

January 2022				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

February 2022				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28				

March 2022				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

April 2022				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

May 2022				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

June 2022				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

[Check Transparent Classroom Events for the latest developments.](#)

Calendar subject to change

(Updated 4/26/21)

2021-22 Huntsburg Campus Calendar

NOTE:

We are continually monitoring the latest COVID-19 developments and will adjust the calendar as needed.

Huntsburg Campus



2021-2022 Calendar

August 2021				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30 Q1	31			

September 2021				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

October 2021				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26 Q2	27	28	29

November 2021				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

December 2021				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

No school for students on these:

Break / Holiday
Staff Work Day
Conferences
Early Dismissal

[See Transparent Classroom for Special Events.](#)

Dorms open at noon the day before classes begin/resume and close at 4:00pm the day classes end before Thanksgiving and Winter breaks.

Important Dates

August 16-24	Staff Meetings / Prof. Dev.
August 23	Boarding Students Arrive
August 25	Classes Begin
September 6	Labor Day
October 22	Records Day
October 25	Mid-Semester Break
November 5	Conference Day
November 24-26	Thanksgiving Break
December 20-31	Winter Break
January 3	Prof. Dev. Day
January 4	Classes Resume
January 17	Dr. MLK Jr. Day
February 18	Conference Day
February 21	President's Day
March 11	Records Day
March 14-25	Spring Break
March 28	Classes Resume
May 30	Memorial Day
June 3	Last Day of School
June 5	Dorms close at noon
June 6-10	Staff Meetings

January 2022				
M	T	W	Th	F
3	4 Q3	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

February 2022				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28				

March 2022				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28 Q4	29	30	31	

April 2022				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

May 2022				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

June 2022				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

Financial Funding and Support

Working to maintain the entire Hershey Montessori School community during this pandemic crisis has been our priority. The impact has affected the entire community in ways none of us imagined and it has been and continues to be our work to anticipate and respond to these unforeseen changes. The Board of Directors made adjustments to the 2021-2022 budget to create a plan that responds to the impact COVID-19 has had on our community with the desire to keep the Hershey community as whole as possible for the 2021-2022 school year while maintaining prudent financial stewardship.

Financial Aid

In addition to our annual financial aid budget, the Board of Directors approved funding to address the acute economic hardship some families are feeling at this time. The uncertainty around expected income and ability to pay tuition is a key driver in many families' decision-making process to remain at Hershey Montessori School. It is central to our mission and values to support these families who have supported the school through the years.

Tuition and Fees (2021-2022)

Our revised budget considers the continuum of possibilities with varying degrees of in-person and remote learning. Even in the best-case scenario, we recognize that in-person learning will look different than in previous years due to health and safety restrictions. Our Finance Office has worked hard to restructure the school's financial obligations and limitations and is able to pass this savings on in the form of credits for all families at all levels, should the need to pivot to remote learning for an extended time be necessary. These credits will be reflected as a reduction in tuition for families not already receiving a financial aid award on a monthly basis any time the need should arise to have to physically close the campus for more than (4) consecutive academic weeks. This does not include time the school is already scheduled to be closed for planned breaks.

We are watching the daily health conditions in Northeastern Ohio and are fully prepared to offer remote learning options with increased technologies, applied parent and student feedback, and additional support systems in place for families. Given that remote learning will happen differently to accommodate the developmental needs of different age groups, we are offering adjusted tuition levels for remote learning.

See Tuition Schedule on next page.

Tuition Schedule 2021-2022

Level	Annual Tuition	Monthly COVID Credit %	*Monthly Remote Tuition with COVID Credit Applied
Parent Infant	\$650		\$50/month
YCC			
YCC Morning	\$8,730	70%	\$262/month
YCC 4 School Day	\$10,680	75%	\$267/month
YCC 5 School Day	\$13,440	80%	\$269/month
5 Morning/Preschool	\$8,730	70%	\$262/month
5 Morning/ Kindergarten	N/A		
5 School Days	\$11,430	65%	\$400/month
Early Elementary	\$12,090	60%	\$484/month
Upper Elementary	\$12,330	50%	\$617/month
Middle School (day students only)	\$17,860	25%	\$1,340/month
Upper School (day students only)	\$23,560	25%	\$1,767/month

***Monthly Remote Tuition with COVID Credit Applied** to be credited only in the event of a necessary campus closure lasting more than 4 consecutive weeks. Does not include time already scheduled to be closed, such as Thanksgiving, winter, and spring breaks.

Advancement & Fundraising

Philanthropy will play a critical role at Hershey Montessori School, serving as both an important source of revenue for the school and a way to create connections across our community. Hershey cares about our community, Hershey cares about diversity, and Hershey cares about the future of the school. Supporting Financial Aid will continue to be a priority for Hershey.

Philanthropy at Hershey will focus on keeping the community together. While being sensitive to the impact of COVID-19 on many families, opportunities to connect and support our community in big and small ways will help to ensure a bright future for Hershey Montessori School and the community in the coming years.

Giving to the Annual Fund is your vote for Hershey, no matter the size of the donation. We also recognize the difference that you make in giving your time and talent.

Events will be considered individually as health regulations allow. We are looking at virtual and/or small group celebrations. These events will give our families a chance to connect in a meaningful way. Now more than ever we need to keep our community together and maintain our commitment to socioeconomic diversity at Hershey Montessori School.

Conclusion

Hershey Montessori School is a strong community, committed to providing an optimal learning environment for students, faculty and staff, and parents. Through our collective work to keep our diverse community whole, safe and healthy, and to strengthen remote teaching and learning, Hershey will not only survive during these times, but thrive. We will leverage the strength of the community and the school's 43-year history to strengthen our partnerships and commitment to educating resilient innovators, change-makers, thinkers and problem-solvers to re-imagine a more inclusive and equitable society.

Resources

[Healthy Community Pledge](#)

[Ohio Department of Education](#)

[Lake County General Health District](#) (LCGHD)

[Geauga County Health District](#) (GPH Ohio)

[Ohio Department of Health](#) (ODH)

Centers for Disease Control (CDC)

[How to protect yourself from COVID-19 and what to do if you are sick](#)

[International Travel](#)

[State to State Travel](#)

[Daily COVID-19 Screening Questionnaire](#)



2021-2022 Healthy Community Pledge

I have read the 2021-2022 Healthy Community Plan. My family and I pledge our commitment to adhere to the plan's stated best practices and guidelines to help ensure the well-being of my family and the Hershey community.

We affirm our Healthy Community Pledge to maintain the optimal measures in our own lives and when off-campus, being mindful of how much close contact we have, particularly with indoor group situations, as medical science advises, toward reducing the chance of bringing the virus to others on campus.

Name

Date