



To nurture the whole child by accepting uniqueness and

developing an academic, spiritual, and social foundation.

July 23, 2020

Dear SPS Families,

The SPS administrative team and Board of Directors is working with Shallowford Presbyterian Church (SPC) to provide a safe plan to re-open our school this fall for students in Kindergarten-5th grade. We are following CDC guidelines to ensure that our students, staff members, and families are safe. As approved by SPC and in coordination with guidance from the SPC Covid-19 task force, we will open our doors to K-5 students in-person on August 17, 2020. We will send a separate communication regarding the preschool in the coming weeks.

In order to provide in-person instruction, it is crucial that we all work together to keep our community safe. We are all responsible for following current recommended health guidelines. Additionally, we must all commit to safe health practices and follow the procedures outlined in the parent handbook. If you or your child are sick your child should stay at home.

Our plan for re-opening, safety procedures, modified first semester calendar, and Covid-19 waiver are included in this packet of information. Parents will sign and acknowledge the Covid-19 waiver in their Sycamore account. The waiver must be signed for your child/ren to attend school. These plans outline how we will provide a safe environment for our SPS community while providing quality instruction for our SPS students.

I also recognize that Covid-19 brings many uncertainties which may cause this plan to change at any time.

Thank you for your support and commitment to Shallowford Presbyterian School.

Sincerely,

Meredith K. Moseley  
Head of School

## **Shallowford Presbyterian School**

### **Opening Plans 2020-21**

- Staff members will take their temperatures and sanitize their hands as they enter the building each day. Employees with COVID-19 symptoms or a temperature of 100.4 and above will be immediately isolated and sent home. Local health officials will be notified immediately for guidance on next steps, including closures.
- Students will have their temperatures taken as they exit their cars in the morning before parents leave campus. Students will sanitize their hands as they enter the building. Students with COVID-19 symptoms or a temperature of 100.4 and above will be immediately isolated and sent home. Local health officials will be notified immediately for guidance on next steps, including closures.
- All students and employees must stay home if they have COVID-19 symptoms, tested positive for COVID-19 or had close contact with a person with COVID-19 within the last 14 days. Employees and parents/guardians are asked to self-report to the school administration. A written physician's release will be required for return. Students must be symptom free for 72 hours.
- Hand sanitizing stations will be located throughout the school and sanitizer will be available in the classrooms. Students will have frequent, scheduled hand washing breaks.
- To promote COVID-19 protective measures, signs will be posted in highly visible locations. SPS will work with the facilities staff to develop a schedule for increased cleaning and disinfection, especially in regards to the bathrooms. Student numbers in the bathrooms will be limited and bathroom usage will be consistent with the cleaning schedule created with the facilities staff.
- Teachers and staff will wear masks or shields. Students 8 and older must wear masks per DeKalb County requirements. Students younger than 8 are strongly encouraged, but not required to wear masks.
- Subject to classroom size and configuration as well as number of students, students will sit on the same side of the tables. If classrooms are smaller in size or have a larger number of students, classes will be split to the extent feasible in order to promote physical distancing. Student supplies will stay in each child's individual cubby and will not be shared. Students will eat in the classrooms rather than the youth center. Water fountains will be closed; water fill stations will be open. Students and staff are encouraged to bring water from home. Non-essential student movement throughout the school day will be limited. Examples of non-essential movement are traveling to the lunchroom and changing classes. Outdoor recess will be continued but the number of students gathered in one area will be limited and playground use will be limited to scheduled times for each class. Specials teachers will move to the individual classrooms

instead of the students moving to the specials classrooms. PE will be held outside as much as possible to allow for appropriate distancing. Teachers will take advantage of the outdoor areas of the campus as much as possible.

- Nonessential visitors, volunteers and activities involving external groups or organizations will be limited. In lieu of field trips, assemblies, special performances, and school wide meetings or events, including open house and curriculum nights, virtual activities will be pursued.
- SPS understands that some parents may not want their children to attend school on campus. For these students, we will provide an online platform. Parents are expected to support learning at home. Families seeking this option must notify Maggie Casner at [mcasner@shallowford.org](mailto:mcasner@shallowford.org) by July 27.
- If at any time the SPS Administration and Board of Directors feel that the school cannot operate in person, a robust virtual learning environment will be provided.

## **School-wide Safety Protocols for Re-opening**

- One-way hallways
- Utilize ALL outdoor space (gates locking, pavilion, field, outside auditorium)
- Split carpool
- Lunch in classrooms not in large groups
- Individualized supplies for each student
- Scheduled bathroom breaks with small groups and bathrooms assigned to each class.
- Set sanitizing schedule with facilities team
- Specials teachers come to classes instead of student rotating to each room
- Individual class PE equipment if needed
- 1 class on the playground at a time
- 3 hand sanitizer stands throughout hallways
- Signage for hand washing and other cleanliness procedures
- Parents will contact the office to check students in and out but will not enter the building
- Computer lab cleaning schedule
- Students will follow similar guidelines during morning and after care to the extent possible
- Classes will be split into smaller groups when needed to promote physical distancing

**SPS First Semester 2020-21 Calendar (as of July 2020; This calendar is subject to change)**

Monday, August 17	Classes begin for K-5
Tuesday, August 25	Virtual Curriculum Night K-5 6:30
Monday, September 7	Labor Day Holiday
Tuesday, September 8	Preschool begins
Mon-Fri, Sept 14-18	Little Shop of Stories Book Fair
Friday, September 18	Muffins with Mom 8:00 (K-5); 8:30 (preschool)
Friday, October 2	Father's Breakfast 8:00 (K-5); 8:30 (preschool)
Monday, October 5	Speech Screenings
Thurs.-Mon, Oct. 9	Fall Break
Thursday, October 15	Career Day
Tuesday, October 20	Grade School Information Session, 9:30am
Tuesday, October 27	Grade School Information Session, 9:30am
Tuesday, November 3	No School
Friday, November 20	Thanksgiving Feast 12-1 (Half Day K-5, no afterschool, no enrichment)
Mon.- Fri., Nov 23-27	Thanksgiving Holidays No School
Saturday, December 5	Joy of Giving 10 am – 2 pm
Wednesday, December 9	Christmas Program
Friday, December 18	Last day of first semester, no afterschool

### **Coronavirus/COVID-19 Assumption of Risk and Waiver of Liability**

I, the undersigned parent or guardian, am aware that the novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization, and that COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend physical distancing and have, in many locations, prohibited the congregation of groups of people. I also understand that Shallowford Presbyterian School has put preventative measures in place that are intended to reduce the spread of COVID-19: however, Shallowford Presbyterian School cannot guarantee that my child(ren), other members of my household or I will not become infected with COVID-19 when attending Shallowford Presbyterian School classes, events and activities. Further, I know that attending Shallowford Presbyterian School classes, events and activities could increase my risk, my household's risk, and my child(ren)'s risk of contracting COVID-19. By signing below, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that my child(ren), other members of my household and I may be exposed to or be infected by COVID-19 by attending Shallowford Presbyterian School classes, events and activities, and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at Shallowford Presbyterian School classes, events and activities may result from the actions, omissions, or negligence of myself and others, including, but not limited to, Shallowford Presbyterian School volunteers, and program participants and their families. I voluntarily agree to assume all of the foregoing risks from COVID-19 and accept sole responsibility for any injury to my child(ren), myself or other members of my household, including, but not limited to, personal injury, disability, death, illness, damage, loss, claim, liability, or expense, of any kind, that I, my child(ren) or other members of my household may experience or incur in connection with or as a result of my child(ren)'s attendance at Shallowford Presbyterian School classes, events and activities ("Claims"). On my behalf, and on behalf of my child(ren) and other members of my household, I hereby release, discharge, and hold harmless Shallowford Presbyterian School and Shallowford Presbyterian Church, and their respective board members, administrators, employees, agents, representatives, and volunteers from all Claims to the fullest extent permitted by law and covenant not to sue any of them for such a Claim. I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of Shallowford Presbyterian School, Shallowford Presbyterian Church, or their respective board members, administrators, employees, agents, representatives, or volunteers, whether a COVID-19 infection occurs before, during, or after participation in any Shallowford Presbyterian School class, event or activity. I acknowledge that Shallowford Presbyterian School has offered me and my child(ren) the option to participate in off-campus virtual learning if I disagree with Shallowford Presbyterian School's approach to in-person instruction. By declining to participate in such off-campus virtual learning, I hereby acknowledge my voluntary entry into this Assumption of Risk and Waiver of Liability.

Parent/Guardian Name (Signature): \_\_\_\_\_

Parent/Guardian Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_