

the college school

RETURN TO SCHOOL PLANNING GUIDE

2021-2022

We look forward to welcoming your children for our first day of school on Wednesday, August 18! As we prepare for the year, we want to update you on our return-to-school plan as it relates to COVID-19 and our protocols.

We have aligned the following plan and priorities based on guidance from local and national health officials, and we have kept our mission and values at the forefront of decision-making. We will continue to review this plan periodically and make any modifications as necessary.



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COVID-19 SICK POLICY

Consistent with our TCS sick policy as well as CDC guidelines, students, faculty, and/or staff will be sent home if they exhibit a fever, vomiting, diarrhea, or two or more of the following symptoms of COVID-19 that are not related to another condition: chills, cough, muscle pain, fatigue, headache, congestion or runny nose, sore throat, nausea, repeated shaking with chills, shortness of breath, or new loss of taste or smell. The following symptoms: repeated shaking with chills, shortness of breath, or new loss of taste or smell should be evaluated by a provider immediately to indicate if individual is positive for COVID-19.

- > If a student, faculty, or staff member tests positive for COVID-19, they must isolate for a minimum of 10 days from the onset of symptoms as determined by their provider or the public health department. To be released from isolation, a minimum of 10 days must pass from when symptoms started or after the initial positive test result if asymptomatic. Additionally, symptoms need to be improving, and the person needs to be fever-free for 24 hours without fever-reducing medicine. Individuals should contact the St. Louis County Health Department for contact tracing and their providers for medical guidance. Individuals may return to school after isolation is completed with release from the public health department.
- > If a student, faculty, or staff member has been advised by a provider to take a COVID-19 test or shows symptoms of COVID-19, they may not return to school until after 10 days of quarantine OR with a note from their provider releasing them back to school or work OR if the COVID-19 test comes back as negative.
- > If a student, faculty, or staff member is determined to have been in contact with someone that is infected or they have been advised by their provider to quarantine, the contact needs to quarantine for 10 days after the last exposure to the infected person. Individuals should contact the St. Louis County Health Department for contact tracing and their providers for medical guidance. Individuals may return to school after quarantine is completed and they are symptom free.
- > If a person is fully vaccinated, they may not have to quarantine with proof of vaccination, but must still self-monitor for symptoms for 10 days. Should a vaccinated person develop symptoms, they must stay home and may not return until they have a negative test result or release from the county or health provider.
- > After contact tracing is completed, other students, faculty, and staff members may be asked to quarantine.
- > For sickness not COVID-19 related, students, faculty, and staff members must follow the school's general sick policy. If a student, faculty, or staff member has a fever of 100 or higher, vomiting, and/or diarrhea they may not return to school until 24 hours after the fever has ceased without using fever-reducing medicine.
- > If a parent is called to pick up a sick child, they are expected to pick them up within 30 minutes after confirmation with a school staff member.

Please contact the School Nurse, Jen Martin, at jmartin@thecollegeschool.org or at (314) 962-9355 ext. 182 if you have any questions.

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CLEANING, DISINFECTION, AND VENTILATION

- > We will routinely clean and disinfect shared spaces and high-touch surfaces, including classrooms, restrooms, and buses.
- > Signage will be displayed to promote handwashing and proper social distancing as recommended by health officials. Hand sanitizer stations will be available throughout the school.
- > Windows will be opened in all classrooms and on buses when possible.

SOCIAL DISTANCING

- > Students will not be in cohorts this school year but students and personnel will practice social distancing of 3 ft when possible.
- > Personal work spaces in classrooms will be socially distanced as much as space allows.
- > Plexiglass barriers will be at every workspace inside for Kindergarten - Eighth Grade where students will be eating.

MASKS

INDOORS

- > All students, Preschool-Eighth Grade, will wear masks with the exception of when eating, drinking, or otherwise permitted.
- > All employees will wear masks with a few exceptions, such as when eating or drinking.

OUTDOORS

- > Masks will generally not be required outdoors for recess and physical education. Teachers may ask students to wear masks outdoors in certain circumstances (students gathered together in close proximity for long periods of time).
- > Parents/guardians can request that their students remain masked outdoors. Please notify your child's teacher directly if that is your choice.
- > Masks should be worn by students, parents/guardians, faculty, and staff during drop off and pick up due to the larger gathering of individuals during those times.



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DROPPING OFF INSTRUCTIONS

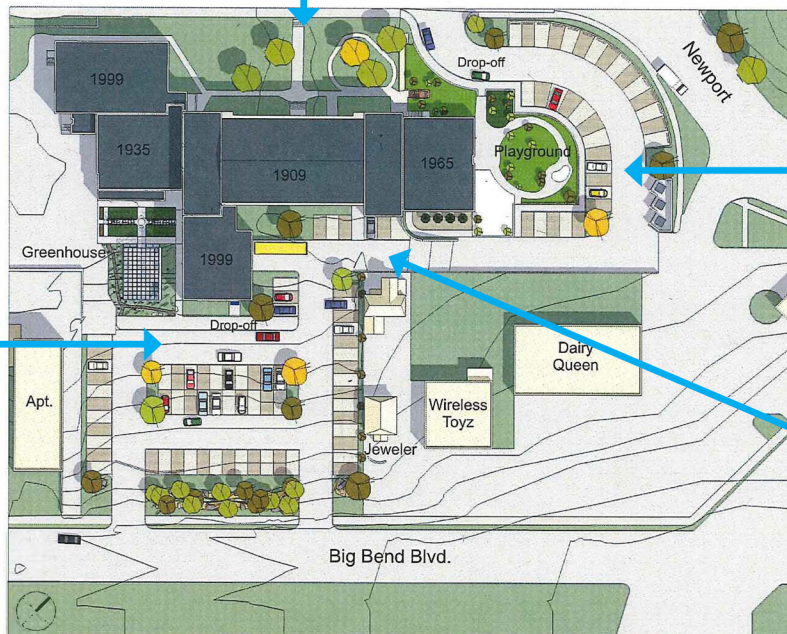
DROP OFF (8:00-8:15 AM)

Students should remain in their cars until faculty/staff open the building doors at 8:00 AM.

- > **Preschool:** Children should be dropped off at the Admin Entrance. Faculty and staff will be available to greet students and escort them to their classrooms.
- > **Kindergarten – Third Grade:** Children should be dropped off at the Newport Place Entrance. Faculty and staff will be available to greet students as they arrive.
- > **Fourth – Eighth Grade:** Children should be dropped off at the Big Bend Main Entrance. Faculty and staff will be available to greet students as they arrive.
- > **All siblings should be dropped off/picked up at the same location.** Siblings should be dropped off at the location of the youngest child.

DROPPING OFF AND PICKING UP MAP

Newport Entrance
Drop-off (8:00-8:15 AM)
Kindergarten - Third Grade
Pick-up (3:00-3:15 PM)
Kindergarten
Pick-up (3:05-3:30 PM)
First Grade
Pick-up (3:15-3:30 PM)
Second and Third Grade



Designated Parking for Sibling Pick-up

Big Bend Main Entrance
Drop-off (8:00-8:15 AM)
Fourth - Eighth Grade
Pick-up (3:15-3:30 PM)
Fourth - Eighth Grade

Admin Entrance
Drop-off (8:00-8:15 AM)
Preschool
Pick-up (3:00-3:15PM)
Preschool

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PICKING UP INSTRUCTIONS

PICK UP

Please note for Newport Place pick up, there is no parking from the front steps to Newport Avenue on the south side of Newport Place. This allows for two-way traffic.

- > **Preschoolers (3:00-3:15 PM) Admin Entrance:** A teacher will escort students from the classroom to the Admin Door for pick up.
- > **Kindergarten (3:00-3:15 PM) Newport Place Entrance:** A teacher will escort students from the classroom to the Newport Place steps for pick up.
- > **First (3:05-3:30 PM) Newport Place Entrance:** A teacher will escort students from the classroom to the Newport Place steps for pick up.
- > **Second and Third Grades (3:15-3:30 PM) Newport Place Entrance:** A teacher will escort students from the classroom to the Newport Place steps for pick up.
- > **Fourth, Fifth and Middle School (3:15-3:30 PM) Big Bend Main Entrance:** Students in these grades should be picked up at the Big Bend Entrance.
- > **Carpools & Siblings:** If you have a carpool or sibling with a child in Preschool or Kindergarten, pick up the youngest child at the assigned time. If Preschool, drive down the ramp and pull into one of the designated carpool/sibling parking spots. If Kindergarten, take a right onto Newport Ave., another right on the drive that leads to our lower parking lot, and pull into one of the designated carpool/sibling parking spots. A faculty or staff member will escort the other sibling(s) or carpool members to your car.
- > **Walkers/Bikers:** Fifth Grade and up may walk/bike home with parent/guardian permission – this must be indicated on the Transportation Form. A parent/guardian may specifically request a younger student/sibling be allowed to walk/bike home – this request should be made in writing. All bikers/walkers are to sign out in the Administration Office.
- > **Late Pick Up Fee:** Students not picked up by 3:30 PM will be billed \$5/minute. Students will be at their assigned pick up door. They will not be taken to the After School Program.

IMPORTANT INFORMATION FOR DROPPING OFF AND PICKING UP

Staff will not be taking temperatures or asking about screener questions at drop-off this year. Please monitor your children at home for signs of illness and continue to go through [screener questions](#) with your children before arriving at school. Keep children home if sick or unwell (Covid-related or not).

Parents will not be allowed to enter the building with their children at drop off. We will periodically revisit this policy.

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BEFORE AND AFTER SCHOOL CARE

- > BSP will operate from 7:00-8:00 AM and ASP will operate from 3:00-6:00 PM. Families have been asked to sign up for these programs in advance to ensure safety and appropriate staffing. Drop-ins will not be allowed.
- > Families need to log in to Smart Tuition and click “purchase additional options” at the top of the page to enroll their child(ren) in BSP and/or ASP before August 10 for the fall semester.
- > Both programs require an additional fee; payment information is included on the registration form.
- > For those families who register, information will be shared closer to the start of school about drop off and pick up location for BSP and ASP.
- > BSP/ASP sign up for the spring semester will happen later this fall.

PARENTS/GUARDIANS AND VISITORS

- > Parents/Guardians and visitors will be allowed to enter the building only by appointment. Masks will be required.

SCHOOL EVENTS

- > Large gatherings may be restructured, rescheduled, or canceled as needed in order to maintain social distancing guidelines and reduce the risk of exposure.



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LUNCH

Lunch will be provided by the TCS kitchen staff every full school day. Lunch will not be provided on school-wide half days.

- > Menu will be posted for the entire month. Selections must be made at least a week in advance.
- > Students can choose between the two options each day. Students may also choose to receive milk.
- > Individually contained lunches will be delivered daily to students in the classroom. Items will be presented in disposable containers.
- > Students' allergies will be considered and accounted for in the making of the lunches.
- > Snacks may be sent to school with students, but may not, under any circumstances, be shared with other students.

LUNCH SCHEDULE

Preschool and Kindergarten

11:05-11:35 AM

First through Third Grade

11:45 AM - 12:10 PM

Fourth through Eighth Grade

12:15 - 12:40 PM

