

The Jane Justin School
COVID-19 Supplemental Handbook
2020/2021



Address:

1300 West Lancaster
Fort Worth, Texas 76102

Contact Information:

(T) 682-303-9287
(F) 682-303-9222
www.childstudycenter.org

School Hours:

8:30 am to 3:00 pm

Extended School Program Hours:

No Extended School Program Hours for the 2020 2021 School Year

Accredited and Licensed by:

- Cogna
- Southern Association of Colleges and Schools (SACS)
- Council on Accreditation and School Improvement (CASI)
- Texas Association of Non-Public Schools (TANS)
- Texas Department of Protective and Regulatory Services
- City of Fort Worth Health Department

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Classrooms

Jane Justin School will keep children in classroom groups for the 2020 2021 school year. A classroom group is denoted by the color of the classroom. Thus, JJS will have 5 classroom groups: Yellow, Green, Purple, Red, and Blue. Children in these classroom groups will freely move within them, but not between them. We will not hold events that require classroom groups to be combined (e.g., Thanksgiving Feast) and we will modify as many events as we can to accommodate classroom groups (e.g., classroom popcorn sales, Field Day, etc.). Children will not eat or go outside with other classroom groups.

Achievement Records

Because COVID-19 forced early school closure, all students will receive an achievement test in August and a post-test in May (see calendar for specific dates).

Award Ceremonies

No in-person Award Ceremonies will be scheduled for *at least* the first two quarters. Teachers will determine creative ways to celebrate quarterly performance and will share information with parents as the end of Q1 approaches.

Parent Conferences

Parent conferences will be conducted via Zoom or over the phone for *at least* the first two quarters.

Opportunities to Participate

Groups of parents will not be allowed on-campus for *at least* the first two quarters. In addition, events that require combining class groups (e.g., an activity that combines Yellow, Green, and Purple Room) will be cancelled or postponed. We will do our best to modify events so that children may experience them with others in their class group.

Volunteer Opportunities and Log

All volunteering for *at least* the first two quarters will need to be tasks completed at home or off-campus.

Parent Teacher Organization

The PTO will continue to meet monthly via Zoom. Of course, the types of events we plan for will be different during the 2020 2021 school year.

Parking and the Drive-Through, Arrival, and Departure

Drop-off and Pick-up will be done from the circle drive along Collier and curbside along Ballinger.

Yellow, Green, Purple, and Red Rooms will drop-off and pick-up in the circle drive along the front of the building on Collier Street. Please follow these guidelines:

Drop-Off

1. Drop-off is between 8:15 and 8:30. When lining up in the drop-off line, please pull all the way to the front of the circle drive (the front meaning the south side of the circle drive facing Lancaster). Between 2-3 cars can fit in this space.
2. DO NOT park in the crosswalk. This area will be marked with cones. If you are the 3rd car in line, evaluate whether your car can fully fit behind the 2nd car lined up on the other side of the crosswalk. If it can't, pull up to the front edge of the crosswalk and wait until cars in front of you leave the circle drive to pull up.
3. Students will disembark from the front 2-3 cars only. Please wait until a staff member approaches your car release your child.
4. Make sure your child is seated on the passenger side of the car and ready to go. When a teacher approaches your car, roll down the window or open the car door so that she may take your child's temperature. Your child should have their backpack ready and their mask on at this point.
5. Drop-off should take less than 30 seconds per car, which should allow for all students to be in the building by 8:35. Please help us with this by doing everything you can to prepare your child for a speedy good-bye each morning.
6. Once inside, your child will walk to his or her class. Teachers will be posted at various "check points" to ensure that every child gets to where they need to go quickly and safely.

Pick-Up

1. Pick-up is between 2:55 and 3:10. As you arrive, please follow the same rule for lining up as you did for drop-off.
2. Teachers will escort children to the first 2-3 cars only. As soon as your child is in the car and buckled, please leave the car line.
3. If you need to speak with your child's teacher, please make an appointment with her.

Blue Room and Upper School will drop-off and pick-up along Ballinger (opposite side of the building from Collier)

Drop-Off

1. Drop-off is between 8:15 and 8:30. When lining up in the drop-off line, please pull all the

way to the cone on Ballinger.

2. Students will disembark from the front 2-3 cars only. Please wait until a staff member approaches your car release your child.
3. Make sure your child is seated on the passenger side of the car and ready to go. When a teacher approaches your car, roll down the window or open the car door so that she may take your child's temperature. Your child should have their backpack ready and their mask on at this point.
4. Drop-off should take less than 30 seconds per car, which should allow for all students to be in the building by 8:35. Please help us with this by doing everything you can to prepare your child for a speedy good-bye each morning.
5. Once inside, your child will walk to his or her class. Teachers will be posted at various "check points" to ensure that every child gets to where they need to go quickly and safely.

Pick-Up

1. Pick-up is between 2:55 and 3:10. As you arrive, please follow the same rule for lining up as you did for drop-off.
2. Teachers will escort children to the first 2-3 cars only. As soon as your child is in the car and buckled, please leave the car line.
3. If you need to speak with your child's teacher, please make an appointment with her.

Access Cards

We will continue to give families access cards (4 per family), but we will limit the number of parents and visitors in the building. If a face-to-face meeting is needed, parents may schedule an appointment.

Attendance

The tardy policy remains in effect for the 2020 2021 school year. Parents who have not arrived by 8:35 will have to wait until the next drop-off window that begins at 9:30. There are several exceptions to this:

1. Appointments. If you have a morning appointment, please let your child's teacher know. If you will not arrive during one of the drop-off windows, please call the office at 682-303-9287 when you pull into the circle drive. A staff member will come up and escort your child back to his or her class.
2. Inclement Weather/major traffic on common highways. These things happen. We will naturally extend our drop-off window in these events.

3. Events out of your control (flat tire, accident, etc.). Please call the office as soon as you know you will be late, and then again when you arrive so that someone may meet you in the circle drive. Although we understand these things happen, we expect that they are rare.

Arrival

Parents will no longer sign their child in and out for the day. This has nothing to do with COVID-19, but rather with our new school management tool, FACTS. Attendance will be collected by the classroom teacher.

Dismissal

See dismissal procedure above. Because we will not have ESP for the 2020 2021 school year, JJS will have late pick-up fees similar to those in the Upper School. If you are late (after 3:10), you will be billed for extended care services according to the following schedule:

- \$10 flat fee for being late. This will be charged automatically for all pick-ups after 3:10
- After 3:15, \$1.00 for every minute late

A few examples: If you arrive at 3:12 to pick your child up, you will be billed the flat fee of \$10.00. If you arrive at 3:25 to pick your child up, you will be billed \$20 (the flat fee plus an additional \$1 for every minute after 3:15). Late pick-ups will be billed through FACTS.

Please understand that late pick-up should not be used as child-care. That is, you may not choose to pay \$25/day just to pick your child up at 3:30.

Early Dismissal

We understand that parents may need to pick their child up early, either planned or unplanned. If early dismissal is planned, please notify the teacher of an expected pick-up time so we may have your child ready to go. In either case, please pull up in the circle drive and call the school office at 682-303-9287. Lili may not be in the office, especially during unplanned times, so if no answer, please call reception at 682-303-9200 and let the receptionist know you are here to pick up your child from either Jane Justin School or the Upper School. A staff member will escort your child out of the building.

Outside Therapies (Speech, Occupational Therapy, Physical Therapy, etc.)

We recognize that these therapies can be critical for some of our students. Unfortunately, we will not be able to allow outside therapists on campus for the 2020 2021 school year. We recommend families do their best to schedule these appointments outside of school times, but we will work with families to accommodate late arrivals or early pick-ups if necessary. We also encourage collaboration between classroom teachers and therapists. We have many programs that target common speech, occupational, and physical therapy targets and teaching them are well within our teachers' competencies.

Communication Folders

Due to the unusual circumstances of 2020 2021, we will continue to use Blue Communication Folders on a daily basis. As we return to normal, we will begin to post most communication and student data on your FACTS Family Portal. One of our goals is to move to a near paperless communication model; thus, eventually, Blue Communication Folders will be a thing of the past.

Classroom and Playground Observation

No parent observations will be allowed for *at least* the first two quarters.

Lunch

We have historically welcomed families to join their child for lunch and allowed parents to drop-off lunch in the morning. These practices will not be allowed for *at least* the first two quarters. An occasional forgotten lunch will need to be delivered to the main lobby, but parents may not routinely purchase pizza or McDonald's and bring it to school.

Casual Dress Days

Although these events will look different, and perhaps be cancelled altogether, we will keep the casual dress days on the calendar.

Health Policy

Please read our Safe Return to School Plan for detailed information on our strategies for reducing the transmission of COVID-19. An excerpt from the plan detailing our response to illness is below:

- a. **If an individual fails a temperature screen.** If they have no other signs of illness, they may return to school after 3 days of being fever-free without the use of fever-reducing medication. Must have a doctor's note to return to school.
- b. **If an individual is sent home with a fever and/or other symptoms of illness.** They may return to school after 3 days of being symptom-free without the use of medication. Must have a doctor's note to return to school.
- c. **If an individual is exposed to someone with confirmed COVID-19.** Return to school after 14 days from last exposure as long as individual was symptom-free. If symptoms are or were present, see point b above.
- d. **If an individual tests positive for COVID-19.** Return to school when *all* criteria below are met:
 - i. At least three days have passed since recovery (resolution of fever without use of fever-reducing medication)
 - ii. The individual has improvement in symptoms (e.g., cough, shortness of breath)
 - iii. At least ten days have passed since symptoms first appeared; and,
 - iv. Presents a doctor's note to return to school

- e. **If multiple individuals test positive.** We will work with Occupational Health and Risk Management to determine best course of action (i.e., classroom closure, school closure, etc.). You will be communicated with directly if your child is considered an exposure risk.

*We will consult with medical professionals in the Occupational Health department at Cook Children's as needed to determine appropriate course of action in different scenarios. We will evaluate each instance on case-by-case basis.

Medication Policy

All medication needs to be checked-in with a JJS staff member by appointment. Please schedule an appointment with your child's teacher Monday – Friday either between 8:30 and 9:00 or 2:30 – 3:00. We will not accept medication in the car line. Parents will park and walk into the main lobby to deliver medication. To reduce the number of appointments, please try to check in at least a month's worth of medication each time. A staff member will meet you in the lobby to complete the medication check-in process.

Birthdays

For *at least* the first two quarters, parents and other guests will not be allowed to celebrate their child's birthday at school. Parents are welcome to send in store-bought treats, and we will celebrate within the class group.

Extended School Program (ESP)*

ESP services will not be offered for the 2020 2021 school year.