



REOPENING PLAN

Dear Caedmon Families,

We hope that you remain safe and healthy and that you find quality family time this summer to read and have some fun.

The Caedmon Reopening Task Force Committees, along with a Faculty Task Force continue to plan thoughtfully and diligently for the 2020-21 school year. They will continue to consult a variety of sources to inform their work, which include the New York State Department of Health and the Centers for Disease Control. We continue to review international schools who already have returned to school, our fellow NYS AIS and New York City schools, and other peer NAIS schools, nationally, who also are planning for the 2020-21 school year. Additionally, we greatly appreciate the survey feedback from you, our families, and from our faculty and staff.

Today we share with you our initial reopening plan for the 2020-21 school year. We plan for Early Childhood phase-in to begin Wednesday, September 9, and a modified Elementary phase-in beginning Thursday, September 10. This will allow us to practice protocols and ensure a smooth transition back to school for all children. The new protocols and “a day in the life” for each child are explained in this plan, which is a living document flexible to government mandates, and is intended to be a high-level overview offering.

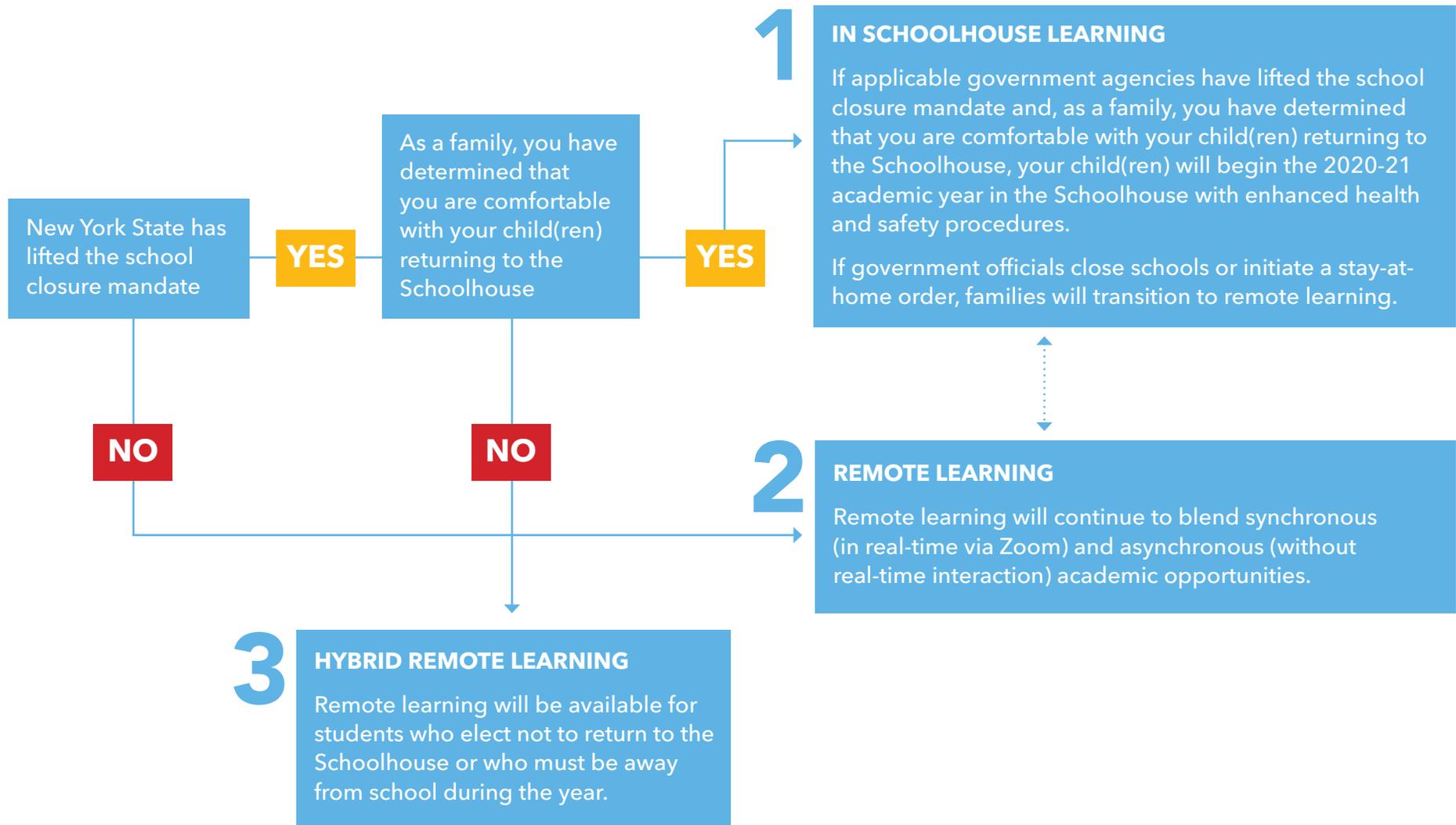
As we get closer to the start of school, we will communicate a more detailed schedule, as well as more specific details for each division.

I look forward to greeting many of our families back on the schoolhouse steps in September and to welcoming back all of our families! I thank you for your patience and support; this coming school year will be a challenging one, and our work in partnership will be vital.

As always, please reach out with any questions or concerns.

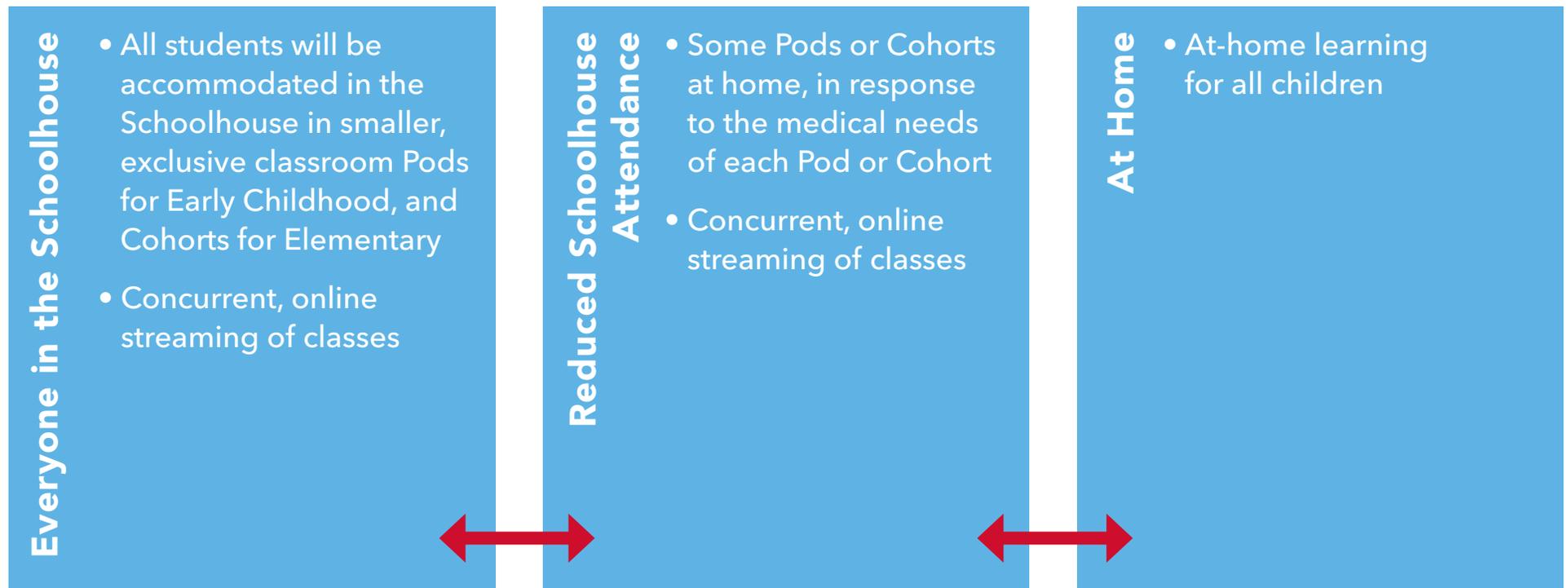
Matthew

THE PROCESS



OPERATIONAL CONTINUUM

The Caedmon School has designed three operational modes for the 2020-2021 school year. Our decisions to transition between modes will be informed by local, state, and national public health guidance and local conditions.



*A **"Pod"** is an assigned group of students/teachers within an **Early Childhood** class. Each student will have an assigned space for work time and snack/lunch time. Distancing protocols and masks will be **encouraged, though not required**.

A **"Cohort"** is an assigned group of students/teachers within an **Elementary class**. Each student will have an assigned desk space and materials. Distancing protocols and masks will be **required**.

NEW SCHOOL-WIDE PROCEDURES

Ruvna Health App

- Each morning before heading to school, a parent or caregiver will take the student's temperature and answer screening questions in the Ruvna Health App.
- All faculty and staff will self-screen through the app using the same screening questions.
- The goal of the app is to screen at home before coming to school to prevent possibly ill individuals from entering the Schoolhouse.
- The app will inform the user if his/her answers mean that student or staff member should not attend school that day.

Masks/Face Coverings

- All children who are 3 and older, and all teachers and staff, are expected to wear a mask. It is strongly encouraged that 2 year-olds wear masks, if they are able.
- Please provide your child with one mask to wear and at least one spare each day, as well as a clearly labeled receptacle to store masks (Ziploc slider bag, etc.) that your child is able to open and close him/herself.
- Masks with exhalation valves are **not** acceptable for use in the Schoolhouse, as these protect only the person wearing it, and not the greater community
- Caedmon will have spare masks in each classroom.
- Children will be given "mask breaks" throughout the day.
- Children age 3 and up who are unable to adhere to the mask requirement will spend time in the "peace corner."
- Parents will be notified if a child is consistently unable to wear a mask or to behave in a manner that is safe for other students and faculty.

NEW SCHOOL-WIDE PROCEDURES (CONTINUED)

Arrival and Dismissal

- Arrival and dismissal times will be staggered. Please make every effort to arrive in the assigned time window.
- We will endeavor to minimize congestion by utilizing both our main front entrance and our back courtyard entrance.
- At drop-off and pick-up, parents and caregivers will be required to wear masks or face coverings and should observe required distancing.
- At drop-off, Young Beginner through Kindergarten students will be met at their designated entrance and escorted to class by their Pod teacher.
- Elementary students will proceed independently to their classrooms, but must maintain distance and directional protocols as marked by hallway/stairwell signage.
- Students may hold the banister for safety, and must wash hands each time they enter the classroom

Visitor Policy

- Parents and other visitors will be permitted in the Schoolhouse only for essential services or to pick up an ill or injured child, and they will be required to wear masks and maintain distancing while in the building.



NEW SCHOOL-WIDE PROCEDURES (CONTINUED)

Distancing Protocol Throughout the Building

- To the extent possible, all persons must observe required distancing.
- Classrooms have been reconfigured to allow at least 6 feet between desks.
- We have designated the front stairwell as the “UP” stairwell, and the back stairwell as the “DOWN” stairwell. To the maximum extent possible, we have designated hallways to be one-way.
- Directional signage and arrows will be displayed prominently throughout the building.

Health, Hygiene, and Disinfection

- Students, faculty and staff must wash their hands at the beginning and end of the school day, before entering their classroom each time, before and after eating, after toileting, and otherwise as directed.
- Signage will encourage proper hand washing protocols.
- Disinfectant wipes and hand sanitizer dispensers will be available throughout the building, including in every classroom and office.
- The entire school will be disinfected nightly. Restrooms and high touch surfaces will be disinfected throughout the day.
- Each floor will be equipped with a fully-stocked first aid station in order to minimize trips to the nurse’s office.
- Sanitizing protocols for daily classroom cleaning, for bathroom usage by the children, and for children needing diaper changes are currently being developed and determined. These will be shared, with detail, in subsequent communications.

NEW SCHOOL-WIDE PROCEDURES (CONTINUED)

Enhanced Technology in Every Classroom

- Every classroom will be equipped with a dedicated web camera and microphone for remote learning in tandem with in-school learning.

Expect Calendar Fluidity

- Families should be prepared for the possibility of remote learning throughout the school year, including for 2 weeks following school vacations (to allow for post-travel quarantine), or from Thanksgiving through Winter Break.
- They should also allow for the possibility of extending the school year through the end of June.

Safety Outside of the Schoolhouse

- To the greatest extent possible, we ask that each family accept responsibility for keeping our entire community safe. **Please practice the same safety precautions outside of school**, including during extracurricular activities, on weekends and on vacations, as required in school.



LIFE AT CAEDMON

To Be Updated as CDC/DOH Recommendations Evolve

Learning Pods and Cohorts

- Each child will be assigned to a learning Pod (Early Childhood) or Cohort (Elementary).
- Each Pod and Cohort will remain in its classroom during the entire school day, except for visits to the courtyard.
- The courtyard will be sanitized after each play session.
- Throughout the school year, Caedmon will provide families with COVID-related information affecting their children's Pods or Cohorts, and the school more generally, via email or text messages/voicemail (to relay more time-sensitive messages)

Lunch/Snack

- The kitchen staff will deliver lunch and snack to the outside of each classroom
- Each Pod/Cohort will eat lunch and snack in its classroom.
- Masks may be removed and should be placed in the baggie/ receptacle brought from home for eating and drinking.



LIFE AT CAEDMON (CONTINUED)

Specialists

- Specialists will “zoom in” to classes, rather than coming to class in person.
- Students will do all specialist work at their assigned desks in their Pod/Cohort classroom.
- A specialist or other teacher or staff member will be assigned to each Pod or Cohort to allow the homeroom teachers to take breaks.

Student Materials

- Sanitizing protocols for shared objects such as toys and works are currently being developed and determined. These will be shared, with detail, in subsequent communications.
- There will be no shared musical instruments or group singing.
- Students should bring and use their own pencils and cases. A recommended list of supplies will be provided as we get closer to the start of school.

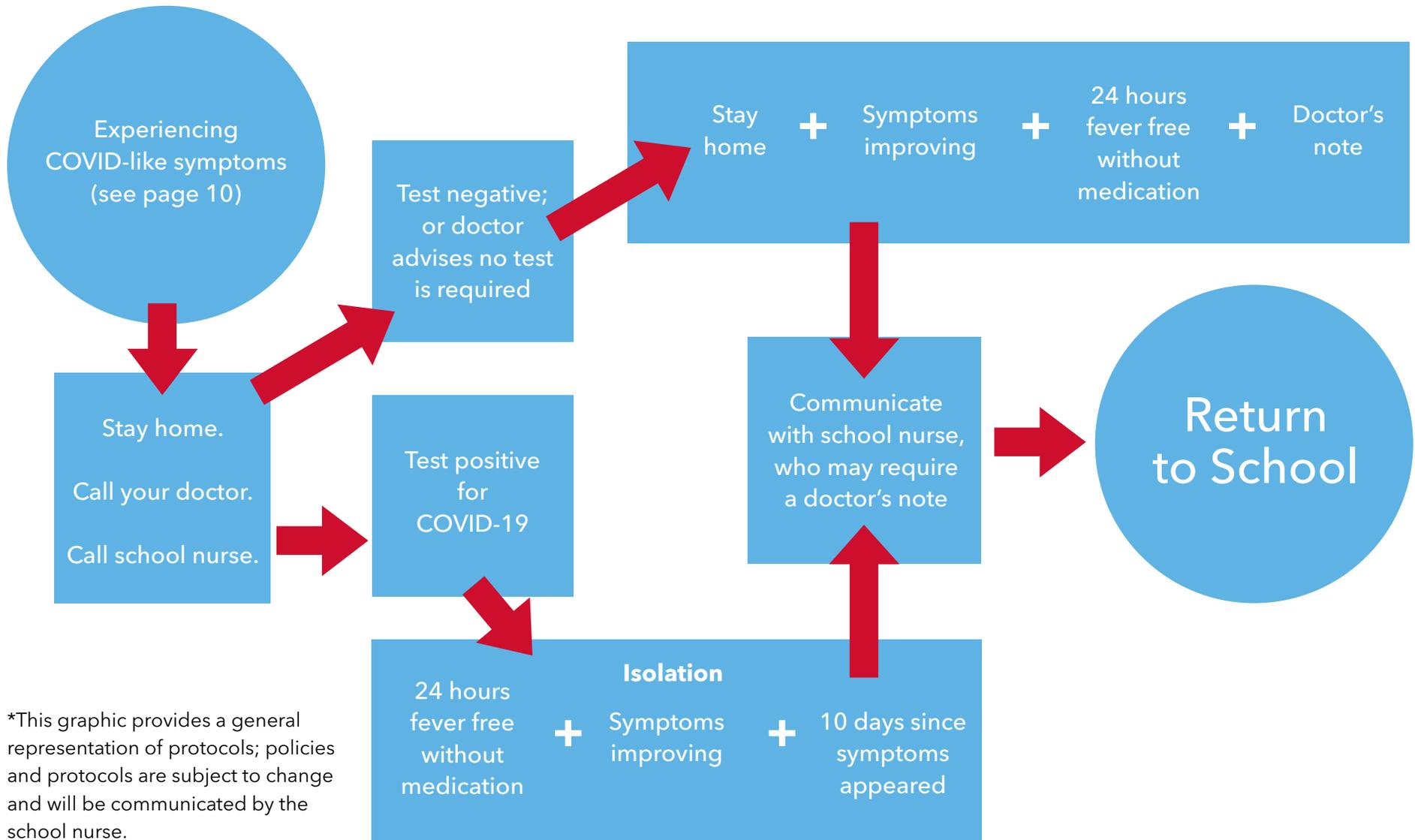
IF YOU OR YOUR CHILD ARE SICK

People with COVID-19 have reported a wide range of symptoms, ranging from mild to severe. Signs and symptoms include the following:

- Fever
- Cough
- Nasal congestion or rhinorrhea
- Sore throat
- Shortness of breath
- Diarrhea
- Nausea or vomiting
- Fatigue
- Headache
- Muscle Pain
- Poor feeding or poor appetite

Source: U.S. Centers for Disease Control

PROTOCOL



PROTOCOL (CONTINUED)



*This graphic provides a general representation of protocols; policies and protocols are subject to change and will be communicated by the school nurse.



Source: U.S. Centers for Disease Control

EARLY CHILDHOOD (YOUNG BEGINNERS – EARLY PROGRAM): A TYPICAL DAY AT SCHOOL

Arrival

- Symptom pre-screening at home via the Ruvna app
- Staggered arrival at designated school entrance with times to be determined
- Symptom pre-screening at drop-off before parent/caregiver departs entrance area
- Student escorted to classroom by Pod teacher

School Day

- Full Caedmon Early Childhood experience; arts integrated into classroom learning
- Students remain with Pod in their classroom throughout the day
- Lunch/snack in classroom
- Recess with Pod in the courtyard

Departure

- Staggered dismissal from designated exit with times to be determined
- Caedmon is determining whether it will be able to offer Extended Day (until 6:00 p.m.) for Early Program Full-Day students.

ELEMENTARY (KINDERGARTEN THROUGH UPPER LEVEL): A TYPICAL DAY AT SCHOOL

Arrival

- Symptom pre-screening at home via the Ruvna app
- Staggered arrival at designated school entrance with times to be determined
- Symptom pre-screening at drop-off before parent/caregiver departs entrance area
- Students proceed to Cohort classroom

School Day

- Full range of Elementary curriculum
- Students remain with Cohort in their classroom throughout the day
- Lunch/snack in classroom
- Recess with Cohort in the courtyard

Departure

- Staggered dismissal from designated exit with times to be determined
Caedmon is determining whether it will be able to offer Extended Day (until 6:00 p.m.)

AFTERNOONS@CAEDMON

After School and Music School

The Caedmon After School program will offer a full array of virtual classes online. These classes will commence at 4:00 or 4:30 (TBD) to enable students time to travel back home. Registration is expected to open soon.

Extended Day

We are currently consulting with medical professionals to determine the safest way to continue our Extended Day Program, for families requiring childcare at Caedmon after 3:30 p.m. This is an important element of the school's program, and information about a plan will be shared as it is determined.

Caedmon Chorus

Caedmon Chorus will be conducted online and will begin at 4:00 or 4:30 p.m. (TBD)



ADMINISTRATIVE TEAM

Matthew Stuart

Head of School

Saniya Mehdi

Assistant Head of School,
Director of Early Childhood

Jelecia McGregor

Interim Elementary Director

Simon Prosser

Director of Finance

Jennifer Tarpley

Director of Admissions

Cindy Rodriguez

Director of Development

Ali Foresi

Director of Communications

Andrew Kagan

Director of Alumni Relations
Director of After School

Roe Kessler & Sonya Neis

Co-Health Directors

REOPENING PLANNING COMMITTEE

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Caedmon School Psychologist

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Kathleen Kilbane

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Kara Zanger

Caedmon Parents

Scott Samuel

Ashtin Building Management Company



**The
Caedmon
School**