



ARBORLAND MONTESSORI INFANT - 8TH GRADE PRIVATE SCHOOLS

1700 W. Valencia Drive, Fullerton, CA 92833 2121 Hughes Drive, Fullerton, CA 92833
Phone: (714) 871-2311 Fax: (714) 773-1532 Phone: (714) 871-3111 Fax: (714) 525-9925
Website: www.arborland.com E-mail: info@arborland.com

August 21, 2020

Dear Orange County Health Care Agency,

The year 2020 has been a unique one for everyone! Toilet paper is a treasure, facemasks are life savers, and human beings' endurance is definitely being tested! We have been preparing for school to open, whether in-person or remotely, while continuing to focus on our core values of **safe environment, academic excellence, personalized learning, and sense of belonging** will instill **independence, knowledge, and compassion** in all our students in both good times and challenging times.

Life is full of ups and downs. We cannot control the uncertainty and all the variables in front of us. What we can control is providing the best education opportunity to the students in a safe environment. With our students' and families' best interests in mind, we used our experiences over the past 5 months to create a solid school reopening plan that offers both 5 days in-person or 5 days remote learning options for the children according to family preferences.

Here is a summary of our Fall plans:

5 Days a Week In-Person Learning

1. Required COVID-19 Screening Questionnaire for all families and staff.
2. Measure temperature of every student and employee. Anyone with a temperature of 100.4°F and above will be sent home.
3. Everyone must wear PPE on campus except for children who are 2 or younger.
4. For everyone's safety, our campus is only open for students and employees. Parents and visitors, please remain in the front lobby area and ask our office to help you.
5. Our lobby area is limited to one family at a time for dropping off and picking up. Only one adult is needed to drop off and pick up the student. Siblings and other family members not enrolled in our in-person learning need to stay at home or in the car to avoid crowds.
6. Sign-in/out sheets will have one new sheet each day along with sanitized pens.
7. Social distance is expected at all times and we will remind the students to socialize with physical distance.
8. Hand sanitizer, soap and child-safe cleaning products provided for all classrooms and other areas around campus
9. Frequent hand washing is expected and all students will wash hands before food, after restroom, upon entering classrooms, and more when needed.
10. The children will not be sharing materials unless first disinfected by a staff member.
11. We have reduced our capacity and opened up unused rooms to allow for social distancing in the classrooms. Children will have their own tables (and cots if nappers) at least 6 feet apart from other children.
12. Regular lunch options and snack service will be available but served to individual students to prevent sharing of any kind.

13. Outdoor activities are encouraged and social distance is required for everyone. Outdoor time will be staggered so that the students will have more space and will only play with children in the same cohort.
14. Frequently touched surfaces will be disinfected at least 3 times a day or after each touch (tables, doorknobs, light switches, handles, toilets, faucets, sinks, etc.).

5 Days a Week Remote Learning

Our teachers are excellent in engaging our students to ensure everyone is learning. However, your child is not physically with us. In order for your child's learning to be successful, we need your help in the following:

1. Prepare a quiet learning environment with needed learning materials including water and stationery
2. Establish a routine and let your child visually see and understand the routine
3. Please make sure your child has gone to the restroom before school starts
4. Do not let food interrupt lessons
5. Help the child to learn that school is school. It does not matter whether the location is home or school. The child should dress appropriately, sit on a proper chair with a table for writing, and log on to the teacher's link a few minutes before school starts.
6. In the beginning, the child may need some assistance in logging on, please be patient. All children do learn quickly.
7. Please give the teacher one cell phone number for contacting you when needed.
8. Please find out the best way to contact your child's teacher.

We have safely re-opened our preschools at both campuses since May 8, 2020 in accordance with Child Care Licensing and the Department of Public Health. We passed the tele-inspection by our licensing analyst at our Hughes Campus on June 3, 2020 and our Valencia Campus on June 4, 2020, who was impressed by our execution of safety procedures. We have also safely completed our elementary Academic Summer Camp from June 1 - July 31, 2020 at both campuses providing the same 5-day remote or 5-day in-person programs that we will provide in the fall.

Attached, please find 2 waiver applications for our Hughes and Valencia Campuses as we are requesting to open both campuses for in-person elementary instruction. These as well as additional communication documents can be found on our website:

<https://www.arborland.com/covid-19-update>.

Arborland is committed to staying true to our mission while protecting our students, teachers, parents, and our community. Thank you for your support.

With appreciation,

Dr. Sueling Chen
Principal



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August 21, 2020

Dear Orange County Health Care Agency,

Please accept this application for a waiver to reopen our elementary school.

Background Information

Name of Applicant (Local Educational Agency or Equivalent): Arborland Montessori Children's Academy

Name of District/School: Arborland Montessori Children's Academy, Hughes Campus

If this is a School District Consolidated Application: No

School Type: We are a Private Independent School

Number of Schools: 1

Enrollment: 88

Superintendent (or equivalent) Name: Dr. Sueling Chen, Principal of Arborland Schools

Address: 2121 Hughes Drive, Fullerton, CA 92833

Number of students and number of classes per grade proposed to be reopened:

Grade	Number of Students in Grade	Number of Classes in Grade
1st	20	1
2nd	14	1
3rd	14	1
4th	12	1
5th	16	1
6th	12	1

Proposed Date of Reopening: September 4, 2020

Name of Person Completing Application: Veronica Chen, Assistant Principal

Phone Number: 714-871-3111

Email: msveronica@arborland.com

Signature:

Date: August 21, 2020

I. Consultation

Please confirm consultation with the following groups:

Labor Organization

Name of Organization(s) and Date(s) Consulted:
Arborland does not have a labor organization.

Parent and Community Organizations

Name of Organization(s) and Date(s) Consulted:

Arborland does not have a parent organization. However, since March, we have begun bi-weekly communication with parents to keep families updated on safety procedures and school plans. All communication is posted on our website's COVID-19 page by date, including 3/16/20, 3/26/20, 4/6/20, 4/17/20, 5/4/20, 5/6/20, 6/1/20, 6/15/20, 6/29/20, 7/9/20, 7/17/20, and 8/10/20. The page has now been transformed into our Reopening page. We have conducted parent surveys on 6/19/20 and 8/14/2020 to obtain parent feedback, in addition to daily individual phone and email communication between our administration and parents. In response to parents frequently asked questions about school reopening, we put together a Fall FAQs document also posted on our website. To give students and parents a visual of the school safety procedures, we also created a School Safety Procedures video that was shared with parents on 8/4/20 and can be found on our website as well as YouTube (<https://www.youtube.com/watch?v=Kb9SL9gLAAs>).

If no labor organization represents staff at the school, please describe the process for consultation with school staff:

On 5/3/20, a draft of school reopening plans was sent to all staff and asked for feedback. Staff was encouraged to share concerns and provide alternative solutions where needed. Staff was also asked if they would be comfortable returning to work on-campus. Staff were then invited to attend meetings on 5/5/20 to work out detailed safety procedures. Any staff who did not attend 5/5/20 collaboration meetings and intended to return to work was required to attend 5/6/20 staff training on COVID-19 safety procedures. On 5/7/20, staff was provided the opportunity to prepare the classrooms for social distancing and children returning. On 5/8/20, our preschool reopened under Child Care Licensing with new safety procedures. We were able to accommodate our elementary teachers' requests to continue to teach remotely for the rest of the school year.

In preparation for fall, staff was informed on 7/11/20 of our intention to reopen with additional COVID-19 screening measures. On 7/18/20, staff were asked to respond if they would be returning to work in the fall with the same guidelines established in May and followed for our Academic Summer Camp. We were able to accommodate two teachers who presented a doctor's note requesting to teach remotely due to underlying health conditions. They are teaching our students remotely until they are cleared to teach on-campus. On 7/27/20, all staff were informed that to return for fall, they would be required to pass a COVID-19 test with a negative result. On 8/4/20 and 8/5/20, all staff were provided with Return to Work Guidelines and COVID-19 safety training.

II. Elementary School Reopening Plans

Please confirm that elementary school reopening plan(s) addressing the following, consistent with guidance from the California Department of Public Health and the local health department, have been published on the website of the local educational agency (or equivalent):

Since March 2020, our school has been closely monitoring all guidelines set forth by local and federal health authorities. We have continually consulted the [California Department of Public Health's Guidance for Schools and School-Based Programs](#), tracked the [Orange County Department of Education's Orange County Together](#)

[Reopening Guide](#) and followed the [Centers for Disease Control and Prevention's Considerations for Schools](#). Any updates or changes were immediately emailed to parents and posted on the school website.

Arborland Montessori Children's Academy Hughes Campus is also licensed under the [Department of Social Services's Child Care Licensing](#) program for our toddler and preschool program. We passed a tele-inspection with Child Care Licensing on June 3, 2020 and have not had an incident since opening on May 8, 2020.

Our [Parent Handbook](#) published on our website specifically addresses the following topics in a consistent fashion to guidance from the California Department of Public Health and Orange County Health Care Agency:

- Cleaning and Disinfection
- Cohorting
- Entrance, Egress and Movement Within the School
- Face Coverings and Other Essential Protective Gear
- Health Screenings for Student and Staff
- Healthy Hygiene Practices
- Identification and Tracing of Contacts
- Physical Distancing
- Testing of Students and Staff
- Family Education
- Triggers to Switch to Distance Learning
- Communication Plans
- Website URL

Staff training has taken place already and will continue to take place during weekly teacher meetings.

For a visual representation of our school plans, please watch our YouTube video: <https://www.youtube.com/watch?v=Kb9SL9gLAAs>.

Please see our website for our COVID-19 reopening plans: <https://www.arborland.com/covid-19-update>.