



# 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](http://www.arborland.com)    E-mail: [info@arborland.com](mailto:info@arborland.com)

---

July 9, 2020

Dear Arborland Families,

**A warm welcome to Arborland Summer School Session IV, whether you are in person or online!** As we are looking forward to a safe and educational summer, we also want to explain Arborland's COVID-19 safety procedures to ensure everyone's safety. We do follow CDC guidelines. Since we have some children join us in-person and some children join us remotely, I will use different paragraphs to go over each category. We thank you for your patience and support as we all are living through these historical moments together.

## In-Person Learning

1. Measure temperature of every student and employee. Anyone with a temperature of 100.4°F and above needs to go home.
2. Everyone must wear a mask on campus except for children who are 2 or younger.
3. 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.
4. We would like to limit our lobby area 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.
5. Sign-in/out sheets will have one new sheet each day along with sanitized pens.
6. Social distance is expected at all times and we will remind the students to socialize with physical distance.
7. Frequent hand washing is expected and all students will wash hands before food, after restroom, upon entering classrooms, and more when needed.
8. The children will not be sharing materials. Please send your child with his/her own stationery. They will have their own tables (and cots if nappers) at least 6 feet apart from other children.
  - a. Materials and toys will not be shared among children.
  - b. Regular lunch options and snack service will be available but served to individual students to prevent sharing of any kind.
9. Any school equipment/materials will be disinfected before allowing other students to use.
10. Outdoor activities are encouraged and social distance is required for everyone.
11. 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.).
12. Please keep your child home if you or your child is sick.

In order to minimize virus exposure, we would also like to know your drop off and pick up time to schedule our staff.

## 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 are all in this together! We want to make sure your child is safe and has fun learning whether physically or remotely with us. As always, you are our most important allies in your child's education. Please do not hesitate to ask any questions.

We thank you very much for your continued support!

With appreciation,

Dr. Sueling Chen  
Principal