



On-Campus Childcare Agreement

Please complete this agreement to sign up for our essential workers childcare. Thank you!

Disclaimer

Under the [San Francisco shelter-in-place order](#), Mission Montessori may provide childcare to children of essential workers. Parents are responsible for determining their eligibility as essential workers.

Addendum to Existing Enrollment Agreement

This agreement serves as an addendum to, and does not replace, your existing Enrollment Agreement and the Mission Montessori Parent Handbook.

Schedule

The essential worker childcare program is available from 8:00am to 3:00pm on weekdays. Please refer to the Mission Montessori calendar for more information.

Tuition

Tuition for the essential worker program will be at the normal primary tuition rate of \$2,475/month and is billed on the first of the month via Smartcare.

Pick-Up & Drop-Off

At this time, we are required to limit the number of adults entering the building. Parents must pick-up and drop-off their children from our playground **promptly** during these times:

- 8:00am - 8:30am: Drop-Off on Playground
- 3:00pm - 3:15pm: Pick-Up from Playground

Daily Health Checks

Parents must check their child every day for signs that they are becoming ill, keep them home if there is any indication that they are under the weather, and confirm at drop-off that they have not observed a fever, cough, breathing difficulties, or loss of smell and taste, within the last 24 hours. Teachers will also perform a quick health screening, including temperature checks, before signing children in.

Food Prep, Meals & Snack

To maintain safety, we will not be doing any food prep and we'll be using disposable products. Please send your child to school with a healthy lunch, snacks, and a water bottle.

Clothing & Bedding

Mission Montessori will provide all bedding for naptime. Please do not send your child to school with any additional bedding from home. Children should bring a change of clothes that will remain in their backpack.

Safety Policies During Covid-19 Crisis

Participating families and Mission Montessori employees agree to abide by the statewide and county shelter-in-place orders and to practice social distancing at all times outside of school.

School Cancellation Due to Illness

We are intentionally limiting the number of staff on campus during this time. In the event that a participating teacher in the essential worker childcare program is unable to work due to illness, and we are unable to provide adequate staffing, we reserve the right to cancel class on short notice.

Force Majeure

You also agree that the closure of school for “force majeure” events, including but not limited to fire, power outage, act of God, war, governmental action, act of terrorism, pandemic, epidemic, natural disaster, or any other event beyond Mission Montessori’s control does not relieve you of the financial obligations to Mission Montessori or entitle you to a refund. In connection with a force majeure event, Mission Montessori may, but is not required to, relocate and/or reschedule its operations, including extending or shortening the school year, abbreviating or extending scheduled breaks and/or scheduled days of no classes, or continuing its operations through alternative means or at an alternative location.

Parent Acknowledgement

I recognize that keeping our school community healthy is everyone’s responsibility, including my own. I agree to:

- Follow the health and safety guidelines contained in this document and within the Mission Montessori Parent Handbook
- Pick my child up as quickly as possible should he/she show any symptoms of Covid-19
- Continue to practice social distancing when outside of the school
- Reinforce proper personal hygiene with my child(ren) at home
- Alert school administration of:
 - any potential exposure my family may have had to Covid-19
 - any suspected or confirmed Covid-19 in my immediate family and household

I understand and acknowledge that until there is a Covid-19 vaccination available, there is no way to completely eliminate the risk of exposure to Covid-19 except for social isolation. By choosing to send my child or children back to school, I accept all risk and responsibility should any member of my household get sick and I release Mission Montessori of any liability as such.

Child 1’s Name

Child 2’s Name (Sibling)

Parent or Guardian Name

Parent or Guardian Name

Parent or Guardian’s Signature

Parent or Guardian’s Signature

Please note this document must be signed by all parents or guardians for each child at Mission Montessori before they will be allowed to return to school.

Covid-19 Health Protocols

Symptoms of Covid-19

Clinical features are fever or signs/symptoms of lower respiratory illnesses. Symptoms may include:

- Fever
- Cough
- Shortness of breath
- Loss of smell and taste
- Chills
- Muscle Pain
- Sore Throat
- [CDC website](#) updates the list of Covid-19 symptoms as we learn more.

Prevention

The following procedures should be undertaken by any member of the Mission Montessori community, including parents, to help prevent the spread of Covid-19 and protect staff and children from becoming infected:

- Wash hands often with soap and water for at least 20 seconds
- Use 60% alcohol-based hand sanitizer solution, upon entering or leaving facility and before and after eating
- Avoid touching eyes, nose, or mouth with unwashed hands
- Avoid close contact with people who are sick

The following preventative actions will be taken by Mission Montessori personnel to try to prevent Covid-19 from entering into our facility:

- Post a sign outside the entrance restricting entry to anyone with symptoms of Covid-19
- Staff will monitor themselves and children daily for signs/symptoms of Covid-19 and dismiss any staff or child with symptoms of Covid-19 from school
- Limit access to the facility as much as possible to needed staff and children attending our program

The following preventative actions will be taken by Mission Montessori personnel to try to prevent the spread of respiratory germs from spreading within our facility:

- Monitor and Isolate a Child or Staff Member with Symptoms of Covid-19
 - Immediately notify the parent or guardian of the child's symptoms and ask them to pick up child
 - Clean and disinfect the area the child or staff member used after they leave campus
- Monitor and Enforce Proper Personal Hygiene
 - Monitor and enforce proper hand hygiene among staff and children by utilizing CDC guidelines
 - Avoid shaking hands as a social greeting

- Teach and reinforce healthy hygiene in age appropriate ways on a regular basis (covering coughs/sneezes, disposing of tissues, handwashing, keep fingers away from eyes, nose, and mouth)
- Monitor and Enforce Proper Cleaning and Disinfecting of the School Environment:
 - Make available appropriate materials:
 - Alcohol-based hand rub in every room
 - Tissues
 - Stock each sink with soap and paper towels for hand washing
 - Sanitizing spray or wipes for classroom surfaces
 - Clean and disinfect frequently touched items daily, including door knobs, faucets, light switches, classroom materials, and table surfaces

School Closure

Even after the social distancing period has ended, Mission Montessori might need to implement short-term closure procedures if an infected person has been in our facility. If this happens, Mission Montessori will follow the procedures recommended by the San Francisco Department of Public Health and update our community immediately.

As Covid-19 continues to evolve, these policies and procedures will be updated to reflect the latest recommendations from state and local governments.