



Bryanston Montessori Pre-Primary

The Sun Montessori Pre Primary School, T/A Bryanston Montessori Pre-Primary
Registration No: 2009/163253/23

New School Times

1. Please make yourself familiar with the NEW SCHOOL TIMES
2. We have made the decision to change the school hours to allow us time to prepare each morning and afternoon.

School Hours

07h30 – 16h30

Drop Off

07h30 – 08h30

Half Day Attendance

07h30 – 13h00

Full Day Attendance

07h30 – 16h30

SCHOOL READINESS – RE-OPENING PLAN

1. Introduction

- 1.1. The Occupational Health and Safety Act 85 of 1993 (“the OHSA”) states that an institution must ensure that it provides an environment which is safe and does not present a risk to the health of its organisation.
- 1.2. This is particularly the case when an infectious disease develops into an epidemic or pandemic, and creates increased risks for our employees, business partners, and the general public.
- 1.3. The World Health Organization (WHO) declared in March 2020 that the coronavirus (COVID-19) is a global pandemic. On 15 March 2020, The President of the Republic of South Africa declared COVID-19 to be a national disaster in terms of the Disaster Management Act. He called South Africans to joint



action and engaged all citizens to take responsibility in helping the nation combat the spread of the virus.

- 1.4. The Department of Basic Education, in terms of regulation 4(3) of the Regulations made under the Disaster Management Act, 2002 (Act No. 57 of 2002), as published under Government Notice No. R.480, in Government Gazette No. 43258 of 29 April 2020, as amended by the Regulations published under Government Notice No. R.608, in Government Gazette No. 43364 of 28 May 2020, issued the directions in the Schedule regarding the re-opening of schools and measures to address, prevent and combat the spread of COVID-19 in the National Department of Basic Education, all Provincial Departments of Education, all education district offices and all schools in the Republic of South Africa.



PROTOCOLS & PROCEDURES

As much as we are looking forward to a vague resemblance of normality, we would like to thank you for entrusting your little ones with us. We cannot wait to embark on this new journey with them. As we move forward we need to move with caution towards having our pupils back, the school is COVID-19 compliant; the staff have their Personal Protective Equipment (PPE) ready, and new Health and Safety protocols have become the bedrock of our daily functions. All the above-mentioned measures give us the necessary confidence that we are as ready as possible, as we navigate the above-mentioned measures when some of our students return on Monday 13th of July 2020.

As we embrace the change and new way of life that the COVID-19 pandemic brings us, we ask that you please be patient with us as we work through all the correct procedures and protocols. We only have yours and your little one's best interest at heart.

This letter is for you to view the protocols we have put in place and how the day will run and what can be expected on the morning of the 13th of July when returning to Bryanston Montessori.

Masks

1. It has been advised that children under the age of 6 years are NOT required to wear a mask. Therefore no face protection is needed for the children.
2. Should a child present with symptoms during the course of their time at school, a new disposable mask, provided by the school will be placed on your child, while waiting for a parent to collect them.

Procedure when entering the school

1. We please request that children be dropped off between **07h30** and **08h30**.
2. The children's temperature screening will be done before the child enters the school gate. No child with a temperature of over 37.5 degrees will be allowed into the school.
3. Parents will need to answer the screening/symptom questionnaire for their child **EVERY MORNING**.
4. All parents are always required to wear a mask.
5. All parents and child/children are required to keep physical distance as per floor marking.
6. PARENTS: PLEASE BE PATIENT and most importantly – **ALLOW ENOUGH TIME FOR THE ENTRANCE PROCEDURE WHEN DROPPING YOUR CHILD OFF.**
7. **No child may be left to stand on their own** – once the form has been completed and their temperature taken, you will say good – bye.
8. Learners will be taken down the path to the sanitising area, where all children's hands, shoes, clothes and school bag will be sanitised .
9. Under NO Circumstances will a parent or outside body be permitted into the school grounds. This is to help keep a clean environment for the children.



Procedure when collecting your child

1. When collecting your child, please be patient, a staff member inside will be notified and will then accompany them to the top gate, where we will hand them over to you.
2. We ask that NO parent enters the school, under any circumstances.

Daily Screening and Sanitising

1. Screening will be done three times throughout the day.
2. If a learner presents with a temperature or any of the symptoms as listed on the screening schedule, they will go to the quarantine area and parents will be contacted immediately and need to please collect your child within 30 minutes.
3. All children's hands will be washed and sanitised regularly throughout the day (for example, after each bathroom use, before eating etc.)

Absenteeism

1. Should your child be absent from school for ANY reason, the school MUST be notified as to why your child is not at school.
2. Should your child visit a health practitioner for ANY reason the school MUST please receive a copy of the medical certificate, which will be filed.

School Bags

1. School bags will be used as per normal. Each bag will be sanitised every morning.
2. Each Bag MUST contain:
 - A change of clothes, underwear, socks, pants, t-shirt and warm top (please check that the clothes provided fit your child) and are clearly marked with their name.
3. Please DO NOT have unnecessary items in your school bag (toys, books, pens etc.)

Meals

Snack Time

Snack Time will remain the same and parents are to please continue to provide their child with a morning snack and water bottle.

Lunch and afternoon snack

All school meals will be served as per normal (12h15)

Water Bottles

Water bottles will no longer be stored together in a basket, they will be placed onto their Teacher's shelf. She will keep them separated and assist the children when drinking their water.



In the Classroom

1. Each child will continue to have their own locker
2. Each child in the classroom will have a designated place to sit and work, it may be either on the floor or at a desk depending on the work allocated.
3. Each child will have their own stationery jar, to avoid children touching each other's items. Each jar will have their name on it and these will be sanitised daily by the fogging machine.
4. All tables and chairs are set out to maintain a social distance of 1.5 m and where a child is sharing a table there are Perspex dividers between them on the table.

Sleeping Time

1. Each child will sleep on their own mattress, which will be sanitised before sleep time.
2. If your child requires a blanket to sleep, please bring a small blanket that is clearly marked with your child's name on it. We will be sanitising these blankets daily and they will be sent home once a week (Friday) for washing.
3. After sleep time every mattress cover will get a wash before the next day.

Waste Disposal

1. Separate dustbins (with lids) within the classrooms will be used for the disposal of tissues and wet wipes – these will be emptied, cleaned and sanitized regularly.
2. A dustbin with a lid will be put in the bathroom for paper towel used after washing hands- these will be emptied, cleaned and sanitized regularly

Outdoor Play

1. The outdoor play will be at staggered times, this is to ensure that each group of children will have a turn to play outdoors and still maintain social distancing.
2. The Sandpit will remain closed and out of bounds.

Cleaning

1. All classrooms will be cleaned three times a day with a mixture of bleach and water along with the 70% alcohol surface sanitisers as per government regulations.
2. All surfaces and equipment touched by children will be cleaned with a 70% surface disinfectant each time the children touch it. (before another child uses it)
3. All bathroom surfaces will be cleaned with a 70% alcohol surface disinfectant after each time a child uses the bathroom.



4. All classrooms, kitchen, bathroom areas will be deep cleaned and fogged on a daily basis.
5. The fogging machines in the school work on a timer and are set to go off at 18h00 each evening once all children and staff are off the premises. This ensures that the following morning the school is completely sanitised when we re-open each morning.

Staff

1. All staff travelling on public transport, be that a Bus, Taxi or Uber, will be required to change their clothing in the bathroom, before entering the classroom environment.
2. All staff have received training on how to put on PPE's, hand hygiene and environmental and surface cleaning .(this includes ground staff)
3. The staff members temperatures will be checked three times a day.
4. All staff will be required to wear a mask and a shield throughout the day.
5. Staff will wear disposable aprons and gloves where necessary (for example; during nappy changes or preparing/working with food)

Restrictions and Access

- No sick learners/staff to attend at School
- No visitors/No parents (except ONLY for emergencies)
- No office payments
- No sport/extra mural activities
- No learner/staff member permitted in the office

Go & No Go Areas

GO

- Dedicated classrooms
- Toilets
- Dedicated play area
- Dedicated routes to all areas – these have been demarcated with tape.

NO GO

- Office
- Kitchen
- Sandpit

School Fees

- Full payment of school fees will resume, on return
- July month will be prorated (from the 13th July)



School Calendar

A revised school calendar for the remainder of the year will be sent out via email.

We trust you find the above in order, if you have any questions or concerns about the above, please do not hesitate to contact me via email.

Until then we are sending you much love, strength and hugs.

The Bryanston Montessori Team



COVID 19 CONTACT INFORMATION SHEET

Child Name & Surname	
Age	
Mother Name & Surname	
Mother Cell Phone Number	
Mother Work Number	
Mother Email Address	
Mother Home Address	
Father Name & Surname	
Father Cell Phone Number	
Father Work Number	
Father Email Address	
Father Home Address	
In case of an Emergency	
Contact 1.	Name & Surname:
	Cell Phone Number:
Contact 2.	Name and Surname:
	Cell Phone Number:



LEARNER HEALTH QUESTIONNAIRE - COVID-19

COVID-19

Online Resource & News Portal
SAcoronavirus.co.za



Dear Parent/Guardian/Caregiver

The evidence emerging from countries around the world is clear and consistent: children are less likely to catch COVID 19. The Department of Social Development and Health are establishing health safety measures to keep all children safe during this pandemic. However, a small number of serious medical conditions may put children at risk of becoming severely ill, and the Department needs to know this to ensure that the necessary support and protection are provided in schools.

Please complete the form below regarding any MEDICAL CONDITION/S your child has.

Your child's health information will be kept confidential.

- **DO NOT** send your child/children to school if they are unwell or sick this includes having a sore throat, runny nose, any kind of cough, headache or mild fever (high temperature). If needed, take them to a health practitioner or nearest clinic.

Name of Learner	
Gender of Learner	
Name of Parent/Guardian	
Relationship to Learner	
Parent/Guardian ID Number	
Physical Address	
Cell Phone Number	
Doctor Name	
Doctor Contact Number	

Below is a list of conditions that may cause your child to be severely ill if COVID-19 is contracted. To respond, please answer YES if your child has the condition or NO if he/she does not have it.

Asthma	
Tuberculosis	
Chronic severe respiratory tract diseases (inherited conditions, e.g. Chronic lung disease)	
Congenital Cardiac Disease (not corrected by surgery)	



Severe immunodeficiency (both inherited and acquired). This includes HIV infection with low CD4 count, cancer (on treatment) or children on immunosuppressive drugs e.g. after a transplant	
Other (e.g. diabetes) not covered above	

The above mentioned information has been completed to the best of my knowledge

Parent/Guardian Name and Surname: _____

Parent/Guardian Signature: _____

Date: _____

Daily Compulsory Questionnaire for Parents

Daily screening will take place digitally using your cell phone.

Your child's health & safety is as important to us as it is to you. Therefore, it is important that you go through each of the below questions every morning & answer them truthfully. This will help you decide as to whether your child can come to school or whether they should stay at home on a day.

Each Parent will be required to fill out the digital screening EVERY morning before dropping their child off at school.

Should you tick yes to any of the symptoms, your child is to remain at home until completely clear.



Acknowledgement

We, the parents/guardians,

(Father Full Name and Surname):

(Mother Full Name and Surname):

of (Child's Full Name and Surname)

_____,

acknowledge that I have read through and agree to the Protocols and Procedures presented to me by Bryanston Montessori Pre- Primary.

We the Parents/Guardian of (Child's Full Name and Surname)

_____, FULLY UNDERSTAND that we are

VOLUNTARILY sending our child back to Bryanston Montessori Pre - Primary,

knowing full well that there is currently a Worldwide COVID-19 pandemic.

Father Signature: _____

Mother Signature: _____

Date: _____

We trust you find the above in order, if you have any questions or concerns about the above, please do not hesitate to contact me via email.

Until then we are sending you much love, strength and hugs.

The Bryanston Montessori Team