

Waiver Application Form



Milestones Montessori of Lake Forest

Please submit one application for each local educational agency or equivalent. If applying on behalf of a school district please submit one application for elementary schools in the district that are seeking to reopen for in-person instruction. If applying for an independent, private, faith-based, or charter school, please submit an application for each school.

Background Information

Name of Applicant (Local Educational Agency or Equivalent): **Milestones Montessori of Lake Forest**

Name of District/School: **Milestones Montessori of Lake Forest**

If this is a School District Consolidated Application Yes: ☒ No: ☒

(Please list each school on a separate sheet)

School Type: ☐ Traditional Public School
☐ Charter School
☒ Private, Independent, or Faith-Based School

Number of schools: **1** Enrollment: **24**

Superintendent (or equivalent) Name: **Jamie Patopoff**

Address:

23222 Lake Center Drive

Lake Forest, CA

92630

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

TK	K	1 st	2 nd	3 rd	4 th	5 th	6 th
	10/1	5/1	5/1	4/1	0	0	0

Date of Proposed Reopening: **September 23, 2020**

Name of Person Completing Application: **Jamie Patopoff**

Phone Number: **949.830.9999**

Email: **jamie@milestoneslf.com**

Signature:

Date:

9/9/2020

I. Consultation

Please confirm consultation with the following groups:

☒ Labor Organization

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

Milestones Montessori of Lake Forest does not have a labor organization. Please see below for consultation with school staff.

☒ Parent and Community Organizations

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

During the school closure, we remained in contact with families with semi-monthly letters through email and Bloomz (communication app)

to keep them updated on reopening plans. Letter was sent out to re-open the school to Essential Workers on May 18, 2020. As of June 1, 2020

school reopened to all families, COVID-19 policy and updated admissions was sent out and required to be signed for families to return.

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

May, 5 2020: administration met to discuss reopening plans before speaking to staff.

May 15, 2020: discussed reopening plans, new procedures and updated policies with staff and required to be signed.

June 1, 2020: COVID-19 School Wide Policy was given and discussed with staff as they returned and were required to be signed.

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):

☒ **Cleaning and Disinfection:** How shared surfaces will be regularly cleaned and disinfected and how use of shared items will be minimized.

☒ **Cohorting:** How students will be kept in small, stable, groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the cohort.

☒ **Entrance, Egress, and Movement Within the School:** How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

- ☒ **Face Coverings and Other Essential Protective Gear:** How CDPH's face covering requirements will be satisfied and enforced.
- ☒ **Health Screenings for Students and Staff:** How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.
- ☒ **Healthy Hygiene Practices:** The availability of handwashing stations and hand sanitizer, and how their use will be promoted and incorporated into routines.
- ☒ **Identification and Tracing of Contacts:** Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.
- ☒ **Physical Distancing:** How space and routines will be arranged to allow for physical distancing of students and staff.
- ☒ **Staff Training and Family Education:** How staff will be trained and families will be educated on the application and enforcement of the plan.
- ☒ **Testing of Students and Staff:** How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Describe how staff will be tested periodically to detect asymptomatic infections.
- ☒ **Triggers for Switching to Distance Learning:** The criteria the superintendent will use to determine when to physically close the school and prohibit in-person instruction.
- ☒ **Communication Plans:** How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.
- ☒ **School Website URL** where reopening plan and waiver are posted.

www.milestonesmontessori.com

For Internal Use Only:

Date Received

Health Officer Review

Determination Date