

**NEWPORT AVE PRESCHOOL
& KINDERGARTEN**

WAIVER APPLICATION

8/2020

Waiver Application Form
(Use District/School Letterhead & Logo)
(for use by a Local Education Agency or equivalent)

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): Newport Ave Preschool & Kinde

Name of District/School: Tustin Unified

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: 15-20

Superintendent (or equivalent) Name: Ms Manil Gunasekara

Address:

13682 Newport Ave
Tustin CA 92780

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
	14	6					

Date of Proposed Reopening: 08/24/2020

Name of Person Completing Application: Ms Manil Gunasekara

Phone Number: 714-730-3424

Email: newportaveps@gmail.com

Signature: 

Date: 08/5/20

I. **Consultation**

Please confirm consultation with the following groups:

Labor Organization

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

N / A

Parent and Community Organizations

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

We do not have a PTA. Contact information of parents who are interested in continuing for in-person learning and childcare full time is available upon request.

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

Please see attached letters from K-1 staff and Asst. Director

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.newportavepreschool.com

**NEWPORT AVE PRESCHOOL & KINDERGARTEN
(WAIVER APPLICATION PLAN DETAILS)**

SCHOOL REOPENING PLANS:

○ **CLEANING AND DISINFECTION:**

Children will have their own set of non-sharing essential school supplies and textbooks individually bagged and stored. Items that are shared (toys, manipulatives etc) are sanitized by the Teachers between each use. A sufficient variety of items will be available to meet the needs of the students to minimize the need to share. These will be sanitized after each use as well as at the end of the session.

○ **COHORTING :**

A stable group of K-1 Students will be in a between 10 and 12:1 student to teacher ratio group with the same teachers every day. Their class space, restroom and play area is physically separate from other classes. As a result, no intermingling or sharing of spaces or staff will take place.

○ **ENTRANCE, EGRESS & MOVEMENT WITHIN THE SCHOOL**

No visitors or families are allowed inside the facility or classrooms at any time. No outsiders will meet or be in the vicinity of children. K-1 students will have their separate classroom, restroom and play spaces away from other groups. There will be no intermingling

○ **FACE COVERINGS & ESSENTIAL PROTECTIVE GEAR :**

From the beginning of the Pandemic all Students (2 years and up) were required to wear face covering except during meals and nap. Children have adapted very well with no resistance.

All Staff is required to wear full PPE (Face mask **AND** shield (both), gloves and Vinyl apron always.

○ **HEALTH SCREENING FOR STUDENTS & STAFF:**

Daily well and temperature checks for students are performed by teachers and logged in by parents at drop off and pick up times. Symptoms as stated by CDC are monitored as part of our well check throughout the day. If a child is unwell, we immediately remove them to our isolation space and contact the parent for immediate pick up. We will follow up with parents for regular status of the child's condition. Children can return to school with a doctor's release

Staff undergoes a daily well check and temperature check upon arrival and departure and logged in. If they are unwell, they will be asked to leave immediately and will be followed up. Staff can return with a doctor's release.

- **HEALTHY HYGIENE PRACTICES:**

K-1 have their separate restroom with multiple toilets and sinks. There is antibacterial wall mounted soap dispenser, toilet paper and multifold napkins accessible to children. Children are regularly taken to the restrooms under the supervision of a teacher to ensure proper handwashing and social distancing. Hand Sanitizers are available in the classroom to be used under the supervision of the teacher. Before each transition (learning, play, meals, rest time etc) children are taken to handwash. Restrooms and high-contact spots (sink top, handles, etc) are sanitized immediately after each use by the supervising teacher who will have a bottle of sanitizer with her – as well as on the hour by the designated staff.

- **IDENTIFICATION & TRACING CONTACTS:**

In the event of a case of COVID in the school, the Director or Assistant director will immediately contact the persons involved (Student, Family, Staff) to obtain as much information as possible. Then Director will immediately contact the governing agencies: OC Healthcare Agency, Community Care Licensing, CDC and submit timely reports via phone or email and proceed to take all steps to follow guidance given by these agencies with regards to notifications, tracing, quarantine etc.

Designated Persons: Manil Gunasekara (Director) and Mayra Barajas (Asst Director)

- **PHYSICAL DISTANCING:**

Each student has their own assigned desk and chair spaced apart from one another. They also have their own book cubby, personal cubby and rest space.

Daily activities are carefully planned to promote independent learning or play. Essential group projects will minimize the participants to no more than 3 students. During outdoor planned activities (Yoga, Zumba, lunch etc), children are required to maintain social distancing and wear masks (See pictures)

- **STAFF TRAINING & FAMILY EDUCATION:**

Staff handbook and Parent Handbook is provided with detailed information of our protocols and procedures. Regular updates, posters and notifications from State and local agencies are shared with parents via email and school app (Remind) as well as Parent and Staff notice boards. Teachers are updated with all the current PINS and latest notifications via email

- **TESTING OF STUDENTS AND STAFF:**

We will share the list of testing sites provided by OC Health, CDC and Dept. of Social Services as well as the number of the same day testing centers to families and staff.

- **COMMUNICATION PLANS:**

We will report any COVID19 cases to OC healthcare agency and follow their instructions closely to ensure the privacy of the persons effected. Our communications and notifications will be given in print, email and School APP to families and staff as per instructions by the agency.

SCHOOL WEBSITE: www.newportavepreschool.com

Please see under COVID19 tab. This was added to our website in May 2020.

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