



Create a Difference

DAYSTAR MONTESSORI AND FROEBEL SCHOOL

January 12, 2020

Dear Cherished Parents/Guardian,

NEWSLETTER

The Child is endowed with an unknown power and this unknown power guides us towards a more luminous future. Education can no longer be giving of knowledge only; it must take a different path. The consideration of personality, the development of human potentialities must become the center of education.

Quote The Absorbent Mind Maria Montessori

We greet you and believe that you and your family are safe. We pray that the grace of the Almighty God be you and the light of God shine in your life as the **Daystar** rise in your hearts.

The 2021 academic year will begin on January 18, 2021 in line with the President's directive and the Ghana Education Service.

We request parents of continuing pupils to collect their bills from Thursday January 14, 2021.

The School is also open for parents who wish to enrol their children.

In preparation for the re-opening of schools we have expanded our facilities incorporating all the Covid-19 protocols. Please find below the School's Covid-19 Re-Opening Plan.

Regards,

Ms Lucy-Ann Dordunoo
Head Teacher

Covid-19 Re-Opening Plan

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Daystar Montessori and Froebel School (DMFS) will take all necessary precautions to provide a safe environment for your child during the 2021 school year concerning Covid-19. Our return to school will look different. We will be following recommendations from the Ministry of Health (MoH) and the Ghana Education Service (GES). We remain committed to providing a loving and safe environment to nurture growth and development where our children are concerned.

SCHOOL CLOSURES AND DISTANCE LEARNING

DMFS will closely monitor the status of COVID-19 within the country. We will remain open as long as we possibly can but, in the event, we have to close school temporarily due to COVID-19 cases, or directive from the Authorities we will begin online learning.

STRATEGIES FOR SPENDING TIME AND LEARNING at DMFS

Drop off and Pick up

Only **DMFS** students and staff will be allowed in the building. Parents will be encourage to drop off their children at designated drop off zones on the school premise. At all times during drop off and pick up parents and guardians will be required to wear the face mask. Parents and guardians without face mask will be required drop off their children at the main entrance and will not be allowed through the school gate.

Drop off times will be 6:30 – 7:30. If circumstances arise for a late arrival, the child can be escorted to the main entrance by the parent, while observing strict covid-19 protocol, of the school's reception area to complete the health assessment.

Face Masks and Cloth Face Cover

The use of face coverings will be dependent on the advice from the MoH, Staff will be wearing masks during the school day particularly when social distancing is difficult. Children will be reminded not to touch the face mask and to wash hands frequently.

- At all times staff will be required to wear a face mask while on the school premise.
- Children at 2 - 5 years will be **encourage** to arrive in face shield and or face mask
- Children at 5 - 8 years and above are **mandated** to arrive in their face mask and or face shield, and will be encouraged to wear them at all times where necessary.
- Children at 8 years and above will be **mandated** to wear their face mask at all times while on the school premise

Hand Washing

DMFS has made provision to ensure constant hand washing by setting up extra child sized sinks at vantage points on the school premise. Veronica buckets will also be station to boost this effort.

Daily Temperature Checks

All children and staff will be screened upon arrival by temperature taking and visual screening.

At the School's main entrance

Each child at drop off will have his or her body temperature checked and recorded at the point of drop off. Children with 38°C (100.4°F) and above will be required to return home and monitored. Staff and Adults with 38°C (100.4°F) and above will be required to return home and monitored.

On the School Bus

Parents will be encourage to drop off and pick up their children every day. Limited seats will be offered on first come first serve basis to adequately ensure social distancing on the school bus. The interior will be sanitized after each drop off at the school.

At the point of boarding, children will wear their face mask/ face shield, have their temperature checked and hands sanitized prior to joining the bus.

Staff will be making a visual assessment of the child while in the car seat for signs of illness. Parents must help and be on alert for signs of illness in their children and must keep them home when they are sick. Even if a child does not have a temperature, but they appear sick (cough, runny nose, diarrhoea, etc.) the Head Teacher has the right to deny the child's attendance for that day or days thereafter. Also in the case of a staff member

Within the School Building

Classroom setting

1. Each group/class of children is called a unit. Each unit will be kept in their own classroom.
2. Seating in the classroom will be spaced out as much as possible. Children within their unit will be kept in groups of ten or less (this is called a cohort).
3. Classroom furniture and learning aids will be disinfected before use each day, and disinfected at the close of day each day.
4. Younger children will be required to have their meals in their classroom.

Outdoor activities

1. The school will not entertain any form of structured gathering on the premise.
2. Units will remain socially distant from other units during outdoor play.
5. Sitting arrangement will be modified to include social distancing during mealtimes at the cafeteria.

6. Each parent must send their children to school with a water bottle and cutlery. Packed lunch and snack bowls will be returned unwashed to minimize handling, unless otherwise indicated by parent or guardian.

Limit Sharing

1. DMFS utilizes cubby holes in the hallway to store each child's belongings. These items will to be removed daily. Cubby holes will be cleaned and sanitized daily.
2. Each child will have their own pencil bag to hold any school supplies needed for table work.
3. Toys and materials are not allowed to be brought into school.
4. Snacks and food will not be shared. Each child will be served individually.
5. DMFS staff will to wear hair nets, aprons, gloves and face masks as uniform while serving children lunch at the cafeteria.
6. Classroom tables will be washed and disinfected after each use; multiple times per day.

Covid-19 Case Procedure

The School has designated a room to be used as an isolation centre in the event a staff member or student exhibits signs of covid-19.

As **DMFS** is without a clinic, in the event we learn that a staff member or student exhibits signs for COVID-19, we will contact the clinic DMFS has been mapped to and follow recommended guidelines.

In the case of a Covid-19 diagnosis, DMFS will request affected students and staff to stay away from the school premise for the recommended number of days. This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the individual and the school.

DMFS AND ACADEMIC RELATED MATTER

Reopening

As per directives from the Government of Ghana, DMFS will reopen Monday 18th, January 2021, to begin the first term of the new academic calendar. The school will be guided by reopening guidelines as outlined by the MoH and the GES. A detailed academic calendar will be made available to you at the start of the school term.

The school reception hotline will be open to address concerns of parents and guardians, please reach the school on **0302904465** should you wish to have any concerns addressed

Tuition Information

This Term's tuition can be made in one full payment in the month of reopening. Payment by instalments will require a 50% initial payment and a second payment based on payment plans discussed with the school Administrative Officer, or in the first week of the next month.

Please note that all bills will be ready for collection at the front desk from Thursday 14th January, 2021.

Outstanding Tuition/ Child Care fees

Parents and Guardians with outstanding balance owed the school are kindly reminded to settle fees before the start of the new academic year. Please contact the School Administrative Officer for your bill to that effect or pay directly into the school's account **Fidelity Bank Account No.1050950303416.**

Enrolment

We now have open enrolment for the 2021 school year. We have slots in our Preschool, Lower and Upper Primary classes. If you would like to take a look inside our school, please come! Give the office a call to schedule a time.

To support our DMFS families please know we continue to extend our 50% package to every 3rd child from the same nuclear family that joins our school.

Books and stationery

The list of recommended books for each level- preschool to primary 6- will be available at the Front desk. Please know due to concerns raised by parents', GES/NaCCA recommended reading materials are not included in the tuition, and parent will be required to purchase these for their children before or, at the start of the school term. Parents who may wish to have the school supply them should make adequate arrangements with the school Administrative Officer.

Supplementary Text book to enhance learning will be made available for purchase at the school, this is not optional and will be stated on the book list for grade levels requiring these books.