



Casa Montessori Mis Pequeñas Manos

Carr. 992 km 3.9 Mata de Plátano Sector
Luquillo, Puerto Rico 00773
Tel. (787)315-6413

To : Educational Montessori House My Little Hands Community

For : Montessori House My Little Hands Administration

Matter : Information for the school year 2021-2022
Face-to-face modality

Date : August 3, 2021

It is with great joy and enthusiasm that we inform you that as of August 11, 2021, we will be offering our educational services in the modality of face-to-face education. After a year full of challenges and trials, God has allowed us to meet again to, as we have longed for, continue sharing as a community and family. We have fully complied with all the requirements established by government authorities and we are ready to receive our students.

The face-to-face education has been issued following the guidelines of the new security measures established by the Puerto Rico Department of Health and the CDC because of Covid-19 and its variants. Below are the details for this modality:

I. Vaccination:

- Students 12 years of age or older must present the vaccination certificate or document certifying that they have been vaccinated against Covid-19, to be admitted in person. For the purposes of this requirement, a communication will be issued later, in which a link will be provided where you must submit the vaccination evidence. For these purposes, it will be sufficient to demonstrate that the vaccination process began with the first dose; if the second dose is necessary, you will need to complete the process. The exceptions for religious reasons and health reasons established in Law no. 25, supra.

See below: [OA 509 To establish security measures in the school and university system for COVID-19.pdf \(health.gov.pr\)](#)

II. Entry protocol:

- a. Check-in time is at 7:30 am.
- b. The students of Casa de Niños 1, Casa de Niños 2 and Taller 1, must be delivered by their parents or guardians at the school's main gate (located near the convenience store).
- c. Students from Taller 2 and Taller 3 will enter through the gate located in front of the main street.



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- d. Students will enter the school without the company of their parents or guardians. They may accompany them to the gate that corresponds to them, where a checkpoint will be located to take the temperature of each student and authorize entry to the school.
- e. They must keep physical distance while they wait to be cared for. The mask must be used at all times.
- f. Parents or guardians who are going to accompany their children to the gate, they must park in areas near the school, and in reverse to keep our students safe.
- g. We ask parents to avoid gatherings in the parking lot. Agglomeration should be avoided at all times.
- h. An express lane will be enabled only for the Taller 2 and Taller 3 groups, close to the main street of the school. This is for those parents who are only going to leave their children and do not want or cannot get out of their vehicles. There will be official personnel attending to these students, taking their temperature, and disinfecting their hands. These students will enter through the gate located near the main street.
- i. Students will report to their classroom immediately after passing through this checkpoint. The Guides and staff of the institution will be receiving them to indicate the following guidelines: cleaning, preparation of material and equipment, use of masks and their hand sanitizer, among others.

III. Exit protocol:

The parents or guardians of the students of Casa de Niños 1, Casa de Niños 2 and Taller 1, will follow the same exiting protocol as the one used for entry to the school. No student will exit the school without the presence of their parents or guardians.

The students of Taller 2 and Taller 3 will have their parents or guardians pick them up in their vehicles at the gate located near the main street. They must present authorization from their parents to leave in the vehicles and they must keep a sign on the dash with the school's identification (provided by the school with the student's name and workshop).

The exit will take place in the following order:

- **2:00 pm**- Casa de Niños 1, Casa de Niños 2
- **2:15 pm**-Taller 1
- **2:30 pm**- Taller 2 and Taller 3

Students who are still in the pick-up area, after 15 minutes of their dismissal time, will be sent to after school daycare (Extended Hours)

IV. Inside the school:

- a. The rooms, corridors and stairs are properly labeled with information indicating direction and instructions to follow.



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- b. Students must bring their materials properly identified and will not be able to share them.
- c. Students will be positioned in each room keeping the recommended physical distance of three feet.
- d. All students must bring their own water bottle. The water sources will be closed until further notice.
- e. **The physical distance of three feet and the use of masks will be maintained at all times.**
- f. There will be continuous surveillance in the bathrooms, hallways, and surroundings to avoid crowds and maintain order.

V. Within the environment:

- a. The groups from Casa de Niños to Taller 3 will take their classes in their respective environments, except for extracurricular classes (physical education, music, and garden).
- b. Each classroom will have a hand sanitizer and alcohol spray available to disinfect. Students may bring disinfection items for personal use.
- c. The physical distance of three feet and the use of masks will be maintained at all times.

VI. Visits:

- a. Parents who need to visit the office should make an appointment to attend. The office will strictly receive parents who have made an appointment.
- b. The appointments with the Guides will be through video conferences. The cases that might require a face-to-face appointment will be evaluated.

VII. Food:

- a. The student must have a good breakfast at home before arriving at school and bring food in their lunch box, in case they do not wish to use the dining room services.
- b. Students will be able to bring their snack or lunch and consume it in their classroom according to the schedule assigned to them and following the protocol of physical distancing of three feet.
- c. Food cannot be shared.
- d. The stipulated time for snack and recess will be informed later. Distraction and rest are necessary for the proper functioning of the mind and are a fundamental basis for learning. All security measures will be taken to guarantee this essential space during school hours.



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VIII. Clothing:

Students may dress casually until further notice.

IX. Extended schedule:

Parents who wish to enroll their children in Extended Hours will receive instructions to carry out this procedure. In addition, it will be included in the security protocol of this service.

X. Orientation to parents and students:

The parent orientation will be held by video conference on Tuesday, August 10, 2021 from 1:30 pm to 2:30 pm. You will receive further details of the orientation later.

Next, the academic calendar 2021-2022.



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School Calendar 2021 - 2022

August	September	October	November	December
Tuesday, August 3 Faculty start	Friday, September 3 Faculty meeting No class	Friday, October 1 Faculty meeting No class	Friday, November 5 Faculty meeting No class	Friday, December 3 Faculty meeting No class
Monday, August 9 Delivery of materials Children's House: 8:00 am - 11:00 am Taller 1: 10:00 am - 11:00 am Taller 2 and Taller 3: 1:00 pm - 2:00 pm	Monday, September 6 <u>Holiday</u> - No class <i>Labor Day</i>	Monday, October 11 <i>Day of race</i> <u>Holiday</u> - No class	Thursday, November 11 Veteran's Day <u>Holiday</u> - No class	Friday, December 17 Last day of class
Tuesday, August 10 <u>Parent's meeting (virtual)</u> 1:30 pm - 2:30 pm			Friday, November 19 <i>Discovery of Puerto Rico</i> <u>Holiday</u> - No class	Monday, December 20 - Tuesday, December 21 Academic Assessments
Wednesday, August 11 Beginning of students Casa de Niños (Preschool) Taller 1: only students of <u>third grade</u>			Wednesday, November 24 to Friday, November 26 <u>Thanksgiving break</u> No class	December 22, 2021 - January 12, 2022 * Christmas break
Thursday, August 12 Beginning of students Taller 2, and Taller 3 Taller 1: only students of <u>second grade</u>				
Friday, August 13 Taller 1: only students of <u>first grade</u>				
Monday, August 16 Formal start of classes for all grades				

* Calendar, subject to change

*Faculty will begin on January 7, 2022