



 **Collage**  
Day School

**2020-2021**

**Guidelines & Protocols**



## **Welcome to the 2020-2021 School Year at Collage Day School!**

Collage Day School (CDS) is pleased to offer programming options for all age levels to meet the unique needs of each family's situation. We are proud to support our staff and students and provide stability to the members of our community who depend on the services we provide: high-quality childcare and education. Essential workers and families who depend on us in order to fulfill their day-to-day responsibilities take comfort in knowing that CDS is here for them— and we could not do this without their support. We have had an outpouring of kindness from families within our school community and we are truly grateful.

As we continue to learn more about student and community health and safety needs, we also have amended our practices to reflect measures that ensure all members of our school community are supported. We have exhibited organizational flexibility and have gone above and beyond to continue to be a beacon in our community during these times when little stability is to be found. We remain strong and proud of all we have accomplished and look forward.

We are proud to share that we have continued our summer camp programming safely and successfully. This has provided us the opportunity to perfect best practices in promoting the health and safety of our school community. We will continue to adapt to the ever-changing needs of our school community as we prepare for onsite learning for the 2020-2021 academic year. We are also offering distance learning models for parents who feel more comfortable educating their children from home.

Attached you will find the most recent updates CDS' 2020-2021 policies and procedures. The driving force of this plan is to keep the health and safety of our school community at the forefront. We continue to implement all guidelines put forth by the Center for Disease Control and Prevention (CDC), Department of Health (DOH) and Department of Children and Families (DCF), while utilizing our vast 8-acre campus to maintain the continuity of student learning. Collage Day School will offer instruction onsite unless otherwise mandated to close. We are working with families to make accommodations individually on a case-by-case basis.

Nestled on 8-acres, Collage Day School offers students with the ability to embrace learning that is frequently embedded in an outdoor learning environment. Outdoor classroom spaces provide students with the opportunity to participate in both whole and small group learning geared towards individual learning objectives. Our outdoor sensory exploration space allows for students to collaborate and complete assignments while listening to the canvas of sounds offered by nature.

Our vast playground presents the opportunity for students to interact with peers and increase their agility and flexibility. In addition, our students learn various skills while completing Physical Education on our outdoor basketball and volleyball courts. Expansive trails on the campus of Collage Day School encourage students to make connections and wonderings as they travel through our picturesque setting infused with curiosity.



Attached you will find the most recent updates to the CDS' 2020-2021 policies and procedures. The driving force of this plan is to keep the health and safety of our school community at the forefront. Our preschool, prekindergarten, and elementary classes at Collage Day School boast class sizes well below state student-to-teacher ratios and other schools in the community. This provides the ability to physically distance students and ensure students receive a developmentally appropriate level of instruction.

Child-centered learning that focuses on the whole child approach continues to drive the instruction at Collage Day School. Now more than ever, it is crucial that students are provided the tools and environment to excel in rigorous academic programming that can be generalized to the real-world environment. Individual Learning Plans and goals created for each student at various levels of performance drive the instruction that is facilitated across all programs on our campus. For more information about specific academic programming options, please visit: [www.collagedayschool.org](http://www.collagedayschool.org) and select the "Academics" tab.

Our combination of vast programming options, individualized instructional approach and robust health and safety protocols set us apart as a beacon of best practices within our community.



## Looking Ahead / Planning for the 2020-2021 School Year

Collage Day School offers robust options that allow students to receive both ten and twelve-month programming. CDS honed policies and procedures as well as improved drop-off and pick-up routines during the summer of 2020 to embrace the regulations in place from DCF, CDC, and DOH. In the event a staff member or student contracts COVID-19, CDS will immediately contact the DOH and adhere to the state’s recommendations. In the event, the recommendation to close the classroom temporarily occurs; infants through two-year-old families will receive reimbursement. Students in preschool (age 3), through elementary, will immediately transition to distance learning until the classroom is cleared by DOH to re-open. Collage Day School has taken steps to ensure these transitions prevent the loss of instructional time to create a cohesive environment for our students whether it be on-site or off-site. Should the family member of a student test positive for COVID-19, the student will not be permitted to attend the class for 14-days. This is subject to change if DOH shortens their quarantine lengths. It is our goal to strongly encourage outdoor learning and physical distancing in the school setting. Class sizes are determined based on the age of the students and the allotted classroom space.



**Always outside**



**Inside with distance  
between students**



**Distance learning**

Activity	Learning Model	Setting
Before-Care	On-Campus Learning	Outside when possible
Arrival	On-Campus Learning	Always Outside
Morning Meeting	On-Campus Learning	Outside when possible
Academic Instruction	On-Campus & Distance Learning	Outside when possible
Timbernook	On-Campus & Distance Learning	Always Outside
Yoga	On-Campus & Distance Learning	Always Outside
PE	On-Campus & Distance Learning	Always Outside
Art	On-Campus & Distance Learning	Outside when possible
Horticulture	On-Campus & Distance Learning	Always Outside
Music	On-Campus & Distance Learning	Outside when possible
Lunch	On-Campus & Distance Learning	Outside when possible
Dismissal	On-Campus Learning	Always Outside
Incredible Years	On-Campus Learning	Outside when possible
After-Care & Enrichment	On-Campus & Distance Learning	Outside when possible



## **Safety Measures**

*Collage Day School strives to provide a safe environment for our students and staff. Collage works closely with the Center for Disease Control, Department of Children and Families, and the Department of Health to adhere to all safety protocols. Collage Day School boasts the ability to provide an outdoor learning approach utilizing all 8-acres in an effort to maintain a whole-child learning approach. The interior campus is sanitized daily in addition to partnering with local companies who provide weekly sanitization through the usage of organic solutions and ultra-violet light cleaning.*

### **Daily Screenings:**

The arrival and pick-up times of all students are staggered to ensure families are not congregating on campus. Each age group has a specific time designated to alleviate congestion. All students and staff at Collage Day School complete daily screenings prior to entering the building. These screenings include temperature checks (100.4 and below) as well as daily attestation questions to ensure both students and staff have not been exposed to an illness that may harm others on campus.

### **Staff Testing:**

Collage Day School is pleased to offer onsite screenings for staff. Staff are selected randomly for screenings prior to entering the classroom setting. Staff may also elect to be tested at any time. This is in addition to completing the daily attestations and temperature verification.

### **Campus:**

While staff are the only adults permitted inside our learning facility, Collage Day School continues to welcome the collaboration with parents by offering one on one conferences in one of our outdoor learning spaces or virtually. Volunteers will not be able to assist inside the school structure until restrictions are lifted by DCF and DOH. Collage Day School does, however, offer the ability for parents to volunteer in other capacities to further the development of our school. These offerings include attending virtual Parent Advisory Meetings, preparing instructional items for teachers (offsite), and providing donated items to ensure we maintain the academic integrity of our program.

### **Masks:**

The wearing of masks remains a personal preference for students. Students have the ability to wear a mask should they choose. Staff will now wear masks at the discretion of leadership and county officials.

### **Cleaning Procedures:**

- High traffic areas and hot-spot touch points cleaned throughout the day by a designed staff member
- Playground equipment disinfected after each group of students usage
- Student materials and manipulatives will be sanitized frequently each day and where possible, students will have own set of items that will not be shared.
- Elementary students will eat lunch in the Learning Commons space with their class only, not intermingling with other students. Tables and area will be sanitized and cleaned immediately upon the students leaving, allowing time for proper disinfectant before others enter the space.
- *Ecovasive North Florida Infection Control* – This Infection and Pathogen control program combines cutting-edge electrostatic spray technology with our BOTANICAL, EPA approved, non toxic, bleach free disinfectants.
- *UV Disinfection Solution Specialist* – This cleaning process uses UV-C (Ultra Violet C spectrum) Lights which disinfect with no chemicals, no odor, and is environmentally safe!



## **O.W.L.S. Distance Learning Program and Digital Platforms**

Collage Day School empowers students to succeed as skilled communicators, keen observers of nature and creative thinkers to become responsible citizens and innovative leaders. The Collage Day School Distance Learning Program allows for families to embrace the nature-based learning approach while also infusing academics to formulate the whole-child approach. Families have the ability to select the program that best meets the needs of each student and participate in methodology that promotes continued success. All of our programs are facilitated by certified teachers who are intentional about instruction. The Owl serves as the mascot of Collage Day School and symbolizes the learning that occurs on our 8-acre campus. Collage Day School offers the ability for students to receive a robust level of instruction that is intertwined with all nature provides for us. O.W.L, our distance learning program, pairs the resources of teachers and parents to construct a platform that takes imagination to the next level.

### **Observe**

Students have a natural tendency to serve as observers. Observations increase a student's ability to develop communication and social-emotional learning skills in a natural setting. The Observe Program allows for students to attend resources such as art, music, PE, yoga, Spanish, and Timbernook on-site while completing an academic curriculum independent of Collage Day School. Each resource session is geared towards the developmental level of each student with different groups scheduled for preschool and elementary.

### **Wonder**

Wonder drives the progressive educational approach at Collage Day School. Student interests and academics are infused together to create a learning environment that further develops the instructional levels of students. With the wonder program, students participate in distance learning offsite using live instruction paired with curriculum resources. Live instruction consists of daily language arts and math sessions paired with weekly science and social studies lessons. The Wonder Program allows for students to follow the academic trajectory of their peer group while in the comfort of their home. Progression is documented using progress reports and report cards to ensure students are meeting age and grade-level objectives. Students in the Wonder program do not participate in the on-site resources offered at Collage Day School.

### **Learn**

Learning embodies the ability to learn academic standards and generalize into the natural setting. With this methodology, students participate in optimal learning experiences and collaborate with both academic and resource teachers. The Learn Program allows students to infuse the progressive educational approach with both the Observe and Wonder aspects. Students participate in distance learning while also having the ability to attend on-site resources to spark innovation and curiosity.

### **Synchronous**

Synchronous learning allows students to participate in a distance learning platform of their choice while using experienced Collage Day School Staff to facilitate curricula onsite. This program provides the opportunity for families to ensure continuity with distance learning and their student's home school. Parents can continue to work and attend to their daily routines knowing their students receive instruction in a safe and controlled setting with limited disruptions that adhere to safety and health regulations. Collage Day School staff serve as the liaison between students and home school distance learning staff to ensure educational growth. Parents can add the "Observe" program for an additional fee to provide access to the wealth of onsite resource classes offered at Collage Day School.

## The Preferred Digital Platforms for Collage Day School

*All preferred platforms are utilized in order to create a comprehensive learning model that allows all students to access the curriculum at distance.*



**Your Collage family is here to help and answer any questions you may have.**



Dr. Katie Falwell, CEO & Founder  
Falwell@collagedayschool.org



Tiffany Clark, Head of School  
Clark@collagedayschool.org



Maura Rupert, Director of Elementary  
Rupert@collagedayschool.org



Melissa Gibbons, Director of Finance  
Gibbons@collagedayschool.org



Jennifer Peters, Director of Advancement  
Peters@collagedayschool.org



Kristen Thomforde, Palm Valley Child,  
Director of Education  
Thomforde@collagedayschool.org

**While the 2020-2021 school year may look different than years past,  
we are committed to your children, our staff and our community at large.**

# Collage Family

**WE'RE IN THIS TOGETHER!**

