



Reopening Plan

Fall 2020

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A Letter from the Principal

Dear Parents and Families,

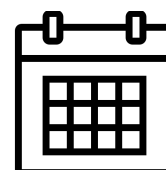
In a world that seems like more is changing than stays the same, we can not overstate the comfort our God offers because of His immutability and omnipresence. Where we lack wisdom, He is omniscient. When we struggle with the uncertainty of the future, His hope and promises abound. For each and every need we have, God is our provider. It is with these truths, and this mindset, that Manhattan Christian Academy presents our reopening handbook for the 2020-2021 school year. We are grateful for your continued commitment to Christian education for your child and for partnering with us in this amazing endeavor. It is an honor to serve you and we look forward to welcoming you back in September, Lord willing!

This handbook provides valuable information detailing plans to meet the following needs for each and every student at MCA: *Health and Safety, Facilities, Nutrition, Social-Emotional Well-Being, Schedules, Attendance, Technology, Teaching and Learning, and Special Education*. The timeline for the creation of these plans began in June with a committee of administrators, teachers, and advisors. Valuable input was also received from you, our parents and families, with surveys, questionnaires, and conversations. Thank you!

Manhattan Christian Academy is committed to providing excellent, Christ-centered education in strong, family partnership with you, while maintaining strict adherence to safety guidance from the NYSED, NYDOH, CDC, OSHA, ACSI, and others. If you have questions, comments, or suggestions, please let us know! We can be reached by phone: 212-567-5521 or email: info@mcanyc.org.

Be blessed,
Miss Manuela Katt

Important Upcoming Dates	
September 8, T	Parent Orientation Night via Zoom
September 9, W	Virtual Early Ed Play Day (PS PK & K) New Student Meet & Greet (Grades 1-8)
September 10, TH	Group B First Day of School
September 14, M	Group A First Day of School



Timeline



- **March 18:** NYS schools closed for remote instruction
- **June 23:** MCA committee met to begin reopening planning
- **July 9:** MCA held first parent/family Zoom call regarding reopening
- **July 13:** NYSED met to discuss guidelines for reopening
- **July 14:** MCA reopening questionnaire released to parents and families
- **July 16:** NYSED released public/charter guidelines for reopening
- **July 17:** NYSED portal opened for plan submission
- **July 23:** MCA held second parent/family Zoom call regarding reopening
- **July 27:** NYSED released non-public guidelines for reopening
- **July 31:** Plans due for submission to NYSED portal and DOH
 - Non-public schools will have an extension for NYSED submission until August 7th
- **August 1-7:** NYS makes determination for reopening for September
 - If NYS says yes:
 - MCA will open in a hybrid model for 1st - 8th and a 5 day in-person schedule for PS|PK and K
 - If NYS says no:
 - MCA will open for remote learning for PS|PK-8th with improvements from '19-'20
- **August:** MCA plans will be shared in full detail with various Zoom calls for orientation and a reopening handbook. Both buildings will be thoroughly cleaned, disinfected, and prepared in accordance with CDC guidelines.

Communication

- Weekly Emails | Class Dojo | Social Media | www.mcanyc.org
- Prayer Calls | Parent Devotions | Parent - Teacher Conferences
- Google Classroom: Weekly Parent/Guardian Summaries
- Phone: 212-567-5521 | Email: info@mcanyc.org



Admin	Middle School	Elementary School	EE & GMATs
Ms. Katt Principal mkatt@mcanyc.org	Mrs. Rosario ELA, ILT drosario@mcanyc.org	Ms. Alquijay 1st, EE Director zalquijay@mcanyc.org	Mrs. Palacios PS PK mpalacios@mcanyc.org
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	Mrs. Johnson Math kjohnson@mcanyc.org	Mrs. Jones 5th jjones@mcanyc.org	Ms. Lofgren Music & Art alofgren@mcanyc.org

Health and Safety

Physical Distancing

- Reopen at 50% capacity [1st-8th] to ensure safe physical distancing
 - Reopen at full capacity [PS|PK and K] due to smaller class sizes
- 6 ft or more physical distance in all directions between student desks
- Schedules and procedures to encourage safe passing between classes
 - Limited movement between classes/common areas
- Schedules and procedures to ensure permitted, limited, safe gathering of students



Signage

Signage in classrooms, hallways, and entrances to communicate:

- how to stop the spread, COVID-19 symptoms, good hygiene, wearing a mask
- preventative measures (including staying home when sick)
- school specific protocols: floor markers for distancing, single flow of traffic, etc.



Personal Hygiene

Handwashing

- Handwashing emphasized
 - Students and staff will be encouraged to wash their hands every two hours, if possible
 - Students will be instructed in proper hand washing protocol
- Hand-sanitizer stations will be placed in common areas and entrances
- All classrooms will be supplied with hand-sanitizer



Face Masks and Gloves

- All staff and students must arrive with face masks on
 - If a student does not have a face mask, one will be provided
 - Masks must be plain or appropriate designs
- All staff and students will wear masks:
 - Whenever outside of their classrooms
 - When not able to practice physical distancing as per state guidelines
- Students will be trained how to properly wear a mask
- All staff will wear gloves and a disposable apron if distributing food
- Students will be encouraged to avoid touching their faces
 - Particularly eyes, nose, and mouth to reduce risk of exposure

Water bottles

- Water fountains and vending machines will be closed, at least initially
- All students will bring water bottles from home

Cleaning & Disinfecting

- Nightly, weekend cleaning of all buildings by school maintenance team
 - Emphasis in classrooms with 5 days of in-person instruction
- Wednesdays: thorough cleaning/disinfecting of both buildings between A|B cohorts
- Restrooms cleaned throughout the school day



- All classrooms supplied with EPA approved disinfectant, paper towels, etc.
 - Teachers will complete and submit a daily checklist ensuring they have sufficient supplies each day (masks, tissues, hand hygiene supplies, cleaning supplies, etc.) and have inspected their classroom for cleanliness
- Frequent disinfection of PE equipment (no shared equipment)
- Air purifiers provided for each classroom
- Ensure ventilation systems operate properly
 - increase circulation of outdoor air as much as possible
 - as long as this does not pose a safety or health risk to students or staff
 - monitoring of A/C and HVAC systems
- Daily and frequent cleaning of high touch areas:
 - Student desks/chairs, handrails, doorknobs, keyboards used by multiple persons, phones, light switches, sink faucets, restroom facilities, etc.
 - When possible, doors will remain open to eliminate contact
- Removal of all plush items that are difficult to sanitize

Health Screening

- All staff will be trained to monitor students for COVID-19 symptoms
- Fall flu shots will be encouraged for MCA staff/students
 - Required for PS|PK students
- All staff/students will have temperatures taken upon arrival [prior to entering]
- Anyone with a temperature over 100° F will be sent home
 - Parents/guardians dropping off a student must remain with their child until their temperature has been taken should their temperature be above 100° F
 - Students who arrive at school on their own must be able to return home on their own if necessary [MCA will notify parent/guardian]
- Isolation rooms:
 - Provided for students who exhibit symptoms
 - MCA will call parent/guardian and ask for the child to be picked up as soon as possible
- Screening questionnaire
 - Symptoms, exposure, travel
 - Weekly completion for students
 - Daily completion by staff



Health Care

- Provide an isolation room for individuals with symptoms (both buildings)
 - any student in the isolation room will be attended at all times
 - any individual entering or exiting the isolation room will wear a mask
 - once the isolation room is cleared it will be cleaned and disinfected
- Medications may be dropped off by appointment only
- Scheduled daily medications will be brought by designated staff to the student



What if an MCA staff or student becomes ill with COVID -19 or is exposed to someone with COVID-19?

<p>Exposure*, no symptoms: Staff/student reports that they were exposed to someone with COVID-19 within the last two weeks but is NOT symptomatic.</p>	<p>Diagnosis, no symptoms: Staff/student reports that they were diagnosed with COVID-19 less than 10 days ago, but are NOT symptomatic.</p>	<p>Symptoms: Staff/student presents with COVID-19 symptoms (fever, chills, cough, shortness of breath or difficulty breathing, loss of taste or smell, sore throat etc.).</p>
<p>Sent home immediately and must contact their health care provider.</p> <p>Notify the local health department and follow procedures if the individual confirms a positive COVID-19 test.</p> <p>May return to school once it's been 14 days since last close contact, if they don't develop symptoms.</p> <p>May participate in our independent instructional program (if able) while out.</p>	<p>Notify the local health department; follow procedures.</p> <p>May return to school after at least 10 days have passed, if they did not subsequently develop symptoms since their positive test and have a negative COVID-19 test.</p> <p>Can participate in virtual teaching/learning (if able) while out.</p> <p><i>If diagnosis is reported during the school day:</i></p> <p>Sent home immediately.</p> <p>If unable to go home alone, the student will be escorted to an isolation room to await pick up.</p> <p>Close off and disinfect the facility used by the identified individual.</p> <p>Contact all individuals who came in contact with the identified individual.</p>	<p>Notify the local health department and follow procedures.</p> <p>If the identified individual confirms a negative COVID-19 test, they can return to school when at least 24 hours have passed since their last fever without the use of fever-reducing medications.</p> <p><i>If the identified individual confirms a positive COVID-19 test, they can return to work when:</i></p> <p>At least 10 days have passed since symptoms first appeared and are no longer present.</p> <p>At least 24 hours have passed since their last fever without the use of fever-reducing medications.</p> <p>They have tested negative for COVID-19.</p> <p>Can participate in virtual teaching (if able) while out.</p> <p><i>If diagnosis is reported during the school day:</i></p> <p>The identified individual will be sent home immediately.</p> <p>If unable to go home alone, the student will be escorted to an isolation room to await pick up.</p> <p>Close off and disinfect the facility used by the identified individual.</p> <p>Contact all individuals who came in contact with the identified individual.</p>

*Exposure is defined as being within 6 ft for 15 minutes or more with a person who has tested positive for COVID-19 within the last 10 days OR living with someone who has tested positive within the last 10 days.

Staff or students with secondary exposure to any of the above:

- Notify parents/guardians
- Affected class will be moved to a temporary classroom
- Close off areas used by the identified staff/student; prohibit use of these areas until cleaning/disinfection has occurred
- Open outside doors and windows (if possible) to increase air circulation in the area
- Wait at least 24 hours before cleaning and disinfection
- Clean and disinfect *all* areas used by the identified staff/student (offices, classrooms, bathrooms, common areas, etc.)
- Once the areas have been appropriately cleaned and disinfected it can be reopened for use
- Individuals *without* close or proximate contact with the identified individual may return to the area and resume school activities immediately after cleaning and disinfection
 - NYSDOH considers a *close* contact to be someone who was within 6 feet of an infected person for at least 10 minutes starting from 48 hours before illness onset until the time the person was isolated.
- NO STAFF OR STUDENT WILL EVER BE WITHIN 6 FT OF CONTACT OF ANY OTHER INDIVIDUAL WITHOUT A MASK.
 - Furthermore, staff and students will limit contact of less than 6 ft, *with a mask*, to no more than a few minutes, and only when ABSOLUTELY necessary.

How You Can Help

- Perform daily temperature checks of your children before coming to school
 - If your child has a temperature of 100°F or higher, your child must stay home
- Weekly completion of a screening questionnaire via Google Forms
 - Questions will include: symptoms, exposure, travel
- Reference the following guidelines for keeping your child home from school:



When should my child stay home from school?	
<i>Bringing your child to school with the symptoms listed below puts other children and staff at risk of becoming ill. This information is offered to help you decide if and when your child should attend school or stay at home.</i>	
<i>Appearance, Behavior:</i> If your child is unusually tired, pale or doesn't want to eat, it may indicate an illness is beginning.	<i>Fever:</i> If your child has had a fever, do not send them to school until their temperature is normal (less than 100° for 24 hours without taking medication)
<i>Ear Infections:</i> If your child has a fever or is in severe pain, they should stay home and see a healthcare provider.	<i>Eyes:</i> If your child has mucus or pus coming from the eyes, this may be an eye infection that needs treatment. Keep your child home and take him to your healthcare provider.
<i>Constant Cough:</i> If your child has a constant cough and/or mucus that is not clear but yellow or green, they should see a healthcare provider.	<i>Sore Throat:</i> If your child has a sore throat with fever and/or swollen glands, they should stay home and see a healthcare provider. Painful swallowing, red and swollen tonsils, sometimes with white patches or streaks of pus can indicate strep throat.
<i>Diarrhea:</i> If your child has 2 or more watery bowel movements in a 24 hour period, they should stay home, especially if they also have nausea and look pale. If there is an accompanying fever, see a healthcare provider.	<i>Vomiting:</i> If your child has vomited 2 or more times in the past 24 hours, please keep them at home. If there is an accompanying fever, see a healthcare provider.
<i>Nasal Drainage:</i> If your child has drainage that is not clear but yellow or green, they should see a healthcare provider.	<i>Lice:</i> If you are aware that your child is infected, please have them treated and all nits removed before bringing them back to school. Someone at school can check your child when they arrive.
<i>Rash:</i> If your child exhibits a body rash, especially with fever or itching, they should remain home and be assessed by your healthcare provider. A heat rash is not contagious and if there is no itching, your child may attend school.	<i>Scabies and/or Ringworm:</i> Children with scabies may be readmitted to school after treatment. Documentation of diagnosis and treatment is important.

School policy requires that when students are absent from school, parents provide a written or doctor's note explaining the reason for the absence.

Instructional Program

Attendance

We will be marking attendance for all students regardless of the model we adopt and/or families choose come September. Attendance will be marked by the homeroom teacher daily.



Blended Model	Independent Instructional Program	PS PK & K
In-person instructional days: 2 days a week	5 days a week Google Classroom Daily Attendance Question 8:30 am to 10:00 am	In-person instruction 5 days a week
Remote instructional days: 3 days a week Google Classroom Daily Attendance Question 8:30 am to 10:00 am		

- Prevention plan for chronic absences:
 - Engaging school climate | Positive relationship with students and families
 - Good, improved attendance recognized | Chronic absence data monitored
 - Impact of absences on student achievement is widely understood

- Tardies:
 - Due to temperature checking, students will be marked tardy if they arrive after 8:05 am
 - Students arriving tardy will need to check in at the main office located in the 3816 building
 - Timeliness is of utmost importance as arrival occurs within a strict time frame
 - If a student has more than 5 unexcused tardies in a quarter:
 - Parents will be charged a fee of \$5 for each additional tardy
 - Students in our 5 day in-person instruction programs [PS|PK & K] will also follow the above procedure

- COVID-19 *unrelated* absences:
 - If a student is absent and it is *not* COVID-19 related, they are well enough to complete their school work, and it is a remote learning day, they should log on to their Google classroom in order to receive the day's lessons remotely.
 - If a student is absent and it is *not* COVID-19 related and it is an in-person learning day, they will receive their missed work on Wednesday or the next time they attend for in-person instruction.
 - If a student is absent due to having COVID-19 or is quarantined due to possible exposure, they will use Google classroom in order to complete work remotely during their absence via the Independent Instructional Program until they are able to return.
 - Any student returning to school after being out for the required days for quarantine will meet with their homeroom teacher [PS|PK - 5th] or content area teachers [MS] to create a two week Academic Support Plan to ensure the student is making up work in a timely manner with academic and social/emotional support as needed.

Schedules and Program Descriptions

In summary, our PS|PK and K classes have 5 days of in-person instruction, and our ES/MS will follow a blended schedule of 2 days in-person instruction, 3 days remote. ES/MS will both be remote on Wednesdays. We have also included sample schedules for students following the Independent Instructional Program and if all students are required to be fully remote.

- EE: PS|PK & K
 - 5 days of in-person instruction | Monday to Friday
 - 8:00am to 3:15pm

- ES: 1st to 5th Grades | Blended Schedule
 - In-Person
 - 2 days | 8:00am to 3:15pm
 - Group A: Mon/Tues | Group B: Thurs/Fri
 - Remote
 - 3 days | Structured Remote School Day | Suggestion: 9am to 2pm
 - Group A: Wed - Fri | Group B: Mon - Wed

- MS: 6th to 8th Grades | Blended Schedule
 - In-Person
 - 2 days | 8:00am to 3:25pm
 - Group A: Mon/Tues | Group B: Thurs/Fri
 - Remote
 - 3 days | Structured Remote School Day | Suggestion: 9am to 3pm
 - Group A: Wed - Fri | Group B: Mon - Wed



Blended Schedule | In-Person Instruction

The following describes what in-person instruction will look like for ES/MS during a blended schedule.

- Elementary School
 - Assembly & Bible | Phonics, Reading, Writing | Math | History & Science
 - Lunch & Recess | GMATs: Gym, Music/Art
- Middle School
 - Advisory | Bible | ELA | Math | History | Science
 - Lunch & Recess | GMATs: Gym, Music, Art



Sample Elementary School Schedule	8-9: Assembly & Bible	Sample Middle School Schedule	8:00am - 3:25pm 6, 1 hour classes: Bible Math ELA Science History GMAT
	9-11: Rdg, Wrtg, Phonics		
	11-12:30: Lunch & GMATs: Gym Music/Art		
	12:30-2: Math		
	2-3: History/Science		

Blended Schedule | Remote Instruction

The following describes what remote instruction will look like for ES/MS during a blended schedule. In general, remote instruction will be followed independently and based on instruction students received during the days they were in school for in-person instruction.

- ES/MS: Wednesdays
 - Family Chapels | Bible (MS)
 - Reinforcement | Catch Up | Enrichment
 - Independent Reading | Tutoring | Diagnostics
 - SETSS and related services, if applicable
- Elementary School
 - Group A: Thurs, Fri | Group B: Mon, Tues
 - Bible | Phonics, Rdg, Wrtg | Math | Science/History
 - Via Google Classroom
- Middle School
 - Group A: Thurs, Fri | Group B: Mon, Tues
 - Bible | ELA | Math | Science | History
 - Via Google Classroom



Sample Elementary School Schedule	9-10: Assembly & Bible	Sample Middle School Schedule	9:00am - 3pm 5, 1 hour classes: Bible Math ELA Science History
	10-11: Phonics, Rdg, Wrtg		
	11-12: Lunch		
	12-1: Math		
	1-2: History/Science		

Schedule | Independent Instructional Program

The following describes an option for fully remote instruction if the blended model is not selected by the parent/guardian. This model is for independent instruction with teacher support once a week. This option is available for ES and MS, grades 1st-8th. Opting into this plan is fixed for the entirety of the grading period.

- Elementary School | Students will be provided with:
 - At least 4 recorded lessons a week [or recorded in-person instruction]
 - Bible, Phonics, Reading, Writing, and Math
 - Plans/content for 4 days of instruction to follow independently for all subject areas
 - One check-in weekly (Wednesdays)
 - Via Google Classroom
- Middle School
 - At least 5 recorded lessons a week [or recorded in-person instruction]
 - Bible, Math, ELA, Science, History
 - 10-15 minute check-ins weekly with each teacher (Wednesdays)
 - Via Google Classroom



Elementary School Sample Schedule		Middle School Sample Schedule	
Mon/Tues/Thurs/Fri	Wednesdays	Mon/Tues/Thurs/Fri	Wednesdays
8-9: Bible	Family Chapel Check in with homeroom teacher Catch up/Enrichment Independent Reading	8-9: Bible	Family Chapel Check in with core subject teachers Catch up/Enrichment Independent Reading
9-10: Phonics/Rdg/Wrtg		9-10: ELA	
10-11: Math		10-11: Math	
11-12: Lunch		11-12: Lunch	
12-1: History/Science		12-1: History	
1-2: GMAT		1-2: Science	
		2-3: GMAT	

Schedule | Fully Remote Learning

If we are not permitted to open for in-person instruction, MCA will follow a fully remote, structured school day for all students. We will use Google Classroom for attendance, lessons, activities, assessments, etc.

- Students will follow a schedule similar to the remote days of our blended model
 - See: Blended Schedule | Remote Instruction
- We will be following structured deadlines for assignments, as possible
- Daily attendance check in question | 8:30am to 10am
- Daily assignments will include detailed instructions along with a combination of recorded instruction, synchronous instruction, and supplemental material/resources
- Students will receive training for norms for classes meeting via Google Meet
- The following outlines synchronous (live classes):

EE	ES	MS
<ul style="list-style-type: none"> ● Teachers will be cognizant of the amount of time young learners are spending directly viewing screens ● Time spent learning remotely will be devoted to authentic learning activities at home ● Breakdown of lessons <ul style="list-style-type: none"> ○ Instructional Videos ○ Supplemental material 	<ul style="list-style-type: none"> ● 6 synchronous lessons per week <ul style="list-style-type: none"> ○ M/W/F: Math ○ T/Th: Reading ○ Sci/Hist: alternating weeks ● Attendance for synchronous classes is not mandatory; all classes will be recorded ● Students will be encouraged to view missed lessons before the end of the day 	<ul style="list-style-type: none"> ● One core subject per day <ul style="list-style-type: none"> ○ Consistent schedule ● Attendance for synchronous classes is not mandatory; all classes will be recorded <ul style="list-style-type: none"> ○ Students will be encouraged to view missed lessons before the end of the day

Schedule | Early Ed

The following represents a tentative schedule for 5 days of in-person instruction for PS|PK and K. More detailed and accurate schedules will be shared during orientation.

PS PK	K
Monday - Friday	
8:00-8:50: Morning Structured Free Play & Morning Meeting	8:00-9:00: Morning Centers & Morning Meeting
8:50-9:20: GMATs	9:00-9:35: Bible
9:20-9:40: Bathroom Break	9:35-10:05: Phonics
9:40-9:55: Circle Time	10:05-11:05: Reading
9:55-10:10: Snack	11:05-11:45: Lunch
10:10-10:40: Teacher Guided Centers	11:45-12:25: GMATs
10:40-11:00: Bible	12:25-12:55: Recess
11:00-11:20: LUNCH	12:55-1:35: Writing
11:20-11:40: Bathroom Break	1:35-2:35: Math
11:40- 12:15: Movement	2:35-2:50: Snack
12:15-12:30: Story Time	2:50-3:10: Afternoon Meeting
12:30-2:00: Nap Time	
2:00-2:30 Wake up / Snack / Bathroom	
2:30-3:00 Story Time	

Academic Intervention | Mandated Services

The following briefly outlines our plans for academic intervention during our blended schedule. Teachers will reserve new content for in-person instruction. Remote instruction days will be reserved for reinforcing and practicing content areas and standards received during in-person instruction.

- Related services | Speech or SETSS
 - In-person appointments, if possible (Wednesdays)
 - Remote appointments, as necessary
- Academic supports
 - Wednesdays: Remote tutoring, small groups via Google Meets
 - Weekly Google Classroom summaries for parents and guardians

Grading

PS|PK and K will follow grading policies as stated in the EE handbook. For ES and MS [Grades 1st-8th] the following summarizes grading and assignments for offered programs:

- Blended | In-Person Instruction
 - Assessments will take place during in person sessions
 - Assessments will be varied
 - Multiple assessments per standard/content area
- Blended | Remote Instruction
 - Assignments will be due on Google Classroom the next day, by 12pm
- Independent Instructional Program
 - All assignments due on Google Classroom the next day, by 12pm
 - All summative and diagnostic assessments will take place on Wednesdays
 - may be timed and/or proctored



GMATs

We will be offering all of our GMATs. Tech instruction will occur remotely on Wednesdays, with a focus on typing. The following describes a schedule for offered programs:

- Gym:
 - In-person program
 - EE: twice a week
 - ES/MS: once a week
 - Remote assignment once per week
 - 12 ft physical distancing, no shared equipment
 - Emphasis: strength training, physical fitness
 - EE/ES: Chapel area
 - MS: Gym
 - Independent Instructional Program
 - Offered once a week, per grade level
 - Emphasis: strength training, physical fitness
 - Via Google Classroom



- Art:
 - In-person program:
 - K: once a week
 - ES: once bi-weekly | Alternating with Music
 - Music|Art integration
 - MS: once a week
 - No shared materials
 - Independent Instructional Program
 - Offered once a week, per grade level
 - Via Google Classroom
- Music:
 - In-person program:
 - PS|PK: twice a week
 - K: once a week
 - ES: bi-weekly | Alternating with Art
 - Remote assignment once per week
 - MS: once a week
 - Remote assignment once per week
 - No singing during in-person instruction unless 12 ft of physical distance
 - Music theory, history, world cultures, etc.
 - Independent Instructional Program
 - Offered once a week, per grade level
 - Via Google Classroom

Early Education

The following describes considerations taken for our 5 day program being offered for PS|PK and K students:

- School provided napping materials will be sanitized daily and assigned to specific students
- Center-based and small group learning will remain a critical component of instruction
 - Centers will not be used by multiple students at a time
- Students will be provided with individual sets of materials to avoid sharing of common items
- Teachers will follow proper sanitation guidelines from the DOH after children have been at a learning center or in small groups
- Teachers will refrain from strategies and practices that encourage physical contact such as hand-holding buddy systems

Spiritual Life & School Culture

Social Emotional Support

- Supports for students/families struggling with grief and loss:
 - Provide families with contacts for counseling/mentoring in partnership with local churches and organizations
 - Provide families with mental health resources, upon request
 - Train staff to identify, counsel, and/or refer students with social emotional needs
- General Social Emotional Learning support:
 - Integration of the following key concepts in content area lessons:
 - Self-awareness, self-management, social awareness, relationship skills, and responsible decision making
 - Active listening, constructive confronting, self-monitoring of behavior
 - Sample strategies for managing anxiety and fears:
 - Prayer, Bible reading, devotions, journaling
 - Breathing techniques while physically distanced
 - Frequent breaks and daily check ins (in-person, remote)



At-Home Online Safety/Digital Citizenship

- Google Classroom meeting norms
- Require signed adherence to online guidelines (safety, time, etc.)
- Resources for parents regarding:
 - Amount of screen time (negative vs. positive), appropriate websites, monitoring/parental controls, identifying online risks and dangers, establishing digital citizenship etc.
- Regarding cyberbullying policy, refer to student/family handbook



Chapel

Chapel is a vital part of the week. A key to a meaningful chapel program is student and family involvement; even remotely! Students and families are encouraged to sing, listen attentively, and actively participate.

- Chapels will be shared Wednesdays via YouTube
- An active listening guide for families will be provided
- Sample schedule: Prayer, Worship, Lesson, Activity



Advisory (MS)

Advisories will be held from 8am-8:25am and are organized by homeroom and led by MCA faculty.

- Blended | In-Person : Students will be reading through the Bible, journaling, praying and fostering a habit for a personal time of devotion.
- Blended | Remote: Students will be given a schedule to continue independently.
- Independent Instructional Program: Students will be given complete schedule to follow independently
 - Occasional check ins with Student Spiritual Growth Leader

Student/Family Orientations

- Meet MCA Board, Staff and Faculty via social media
- New student orientation
 - Tentative: Host a meet and greet at the park!
 - Meet and greet Zoom calls for EE, ES, and MS
 - Recorded video tour of MCA
- Virtual Family Orientation
 - Live:
 - Meet and connect families and students with homeroom teachers
 - Introduction to classroom procedures and expectations
 - Recorded:
 - Overview of forms: transportation, lunch, emergency cards, etc.
 - Student Family Handbook
 - Introduction videos to Class Dojo, Google Classroom, FACTS, etc.



Uniforms

Students with in-person instruction will wear their MCA school uniforms. Our intention is to facilitate a full transition to in-person instruction with complete adherence to the student/family handbook guidelines. However, we recognize the hardship this presents for many of our families and will allow MCA gym uniform for both days of blended in-person instruction as necessary. Please refer to our Student Family handbook for details of both school and gym uniforms.



General School Operations



Arrival/Dismissal

Arrival | 7:45-8:00am

- Arrival at designated, preassigned entrances per grade level [see below]
 - Students and parents/guardians must arrive wearing a mask
- Temperature checks upon arrival
 - Parents/Guardians dropping off a student must remain with their child until their temperature has been taken should they have a fever
 - Students who arrive at school on their own must be able to return home on their own if necessary [MCA will notify parent/guardian]
- All students will go directly to classrooms, or designated areas, after temperature checks
 - Students will wear a mask during this time
- Teachers will be ready to greet their students
 - Students are not to wander hallways (i.e. bathrooms and water fountains) but will report directly to their homeroom teacher
- Arrival after 8:05 am:
 - Students must report to the main office to have their temperature checked, and will be escorted to their classroom
- At no time will parents or guardians be admitted to the building

401 Building			3816 Building		
Side Door, near main entrance	Main Door	9th Ave Door	204th Street Door	Main Door	Library Door
4th & 5th	PS PK, 1st, 2nd	3rd	8C 7S	8R 6K	7F

Dismissal | 3:15-3:30pm

- Bus students will be picked up from classrooms prior to dismissal
- All students will be dismissed to a designated area outside with their homeroom teacher.
- EE and Elementary
 - PS|PK & K: 3:05-3:15 // 1st - 5th: 3:20-3:30
 - EE/ES students who are not picked up by their parent/guardian in their designated dismissal window will be escorted to the after school program.
- Middle School
 - 8th: 3:15pm | 7th: 3:20pm | 6th: 3:25pm
 - Students will have 5 minutes to pack up and exit the building.
 - Students not being picked up or going home on their own, will report directly to the gym where they will meet their after school teacher.
 - Students must know whether they are being picked up or going home on their own before the end of the day. Middle school students will not be able to reenter the building.
- Family/Siblings
 - Elementary students with family members in middle school will not be able to cross over to the 3816 building.
 - The middle school student will meet their family member(s) outside the 401 building.

Transitions

We will implement standard operating procedures while taking preventative measures such as:



- Masks will be worn when outside of the classroom
- Frequent cleaning of hallways and high-touch surfaces throughout the school day
- Designated areas of the hallway (i.e. lanes) to walk to keep students separated
- Single flow of traffic and schedules for classes entering/exiting their classrooms

Transportation

K-6 students who live in Manhattan will be instructed on proper policies for riding school busses provided by the city. These policies include instructions for physical distancing and wearing masks.



- Students from the same household will be permitted and encouraged to sit together

Main Office

Parents and visitors will not be permitted inside the buildings at any time. However,

- All forms and payments are able to be submitted online
- If necessary, brief appointments for payments, forms, etc. can be held in the foyer of the 3816 building
- Meetings can also be scheduled via Zoom or Google Meet if a phone call is not feasible



Student Meals

Students will be instructed not to share food. Staff will be trained on identifying food allergies. Students receiving free or reduced lunch will have access to school meals each school day. This includes students in attendance at school and students learning remotely.

- General guidelines:
 - We are unable to heat up meals; please pack any hot meals in a thermos
 - Cleaning and disinfecting will happen prior to and following all meals
 - Student hand washing before and after meals
- Lunches will be eaten in student classrooms | Options:
 - Bring lunch from home:
 - preferred method: in a disposable bag (i.e. gallon Ziploc bag)
 - in a lunch box, which will need to be cleaned and sanitized daily
 - or alternate lunch boxes daily
 - School lunch:
 - bagged lunch provided by DOE



Early Care

We will be offering modified morning care with flexible drop off times beginning at 7:00am and ending at 7:40am in the 401 building.

- Rate: \$2 a day | breakfast provided
- Physical distancing will be maintained
 - students will be in a larger and mixed cohort of students [PS|PK - 8th]

Afterschool

We will be offering a modified after school program while in a blended schedule. After school will be offered in the following time segments: 1, 2, or 2.5 hours. After school will be held in the 401 building for PS|PK to 5th grade and in the 3816 building for middle school.

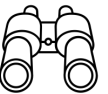


- Sample Program:
 - Homework Help | Reading Program | Devotion | Enrichment | Art and Music
- Health and Safety:
 - We will follow school protocols with the exception of mixed cohorts.

	3:30-4:30 1 hour	3:30-5:30 2 hours	3:30-6:00 2.5 hours
1st Child	\$6	\$12	\$15
Additional child(ren)	\$5	\$10	\$12.50
Per day	\$6	\$12	\$15
Per day [2 children]	\$11	\$22	\$17.50
Per day [3 children]	\$16	\$32	\$40

Field Trips

We are not permitted to participate in in-person field trips while the region is in Phase 4. However, after Phase 4 we will follow the guidance of health professionals on the feasibility of future field trips. In the meantime, we will offer virtual field trip experiences!



Athletics

Athletics are canceled until restrictions allow. We anticipate participation in the spring track and field season as activities are contactless and physical distancing can be maintained.



Emergency Drills

We will continue conducting both lockdown drills and evacuation (fire) drills as mandated by the state. Plans will be shared during initial orientation/training with students participating in the independent instructional program to facilitate their return to school.



- Evacuation drills
 - Staggered schedule (one class at a time)
 - Masks and physical distancing
 - Detailed information shared frequently in addition to modeling and practicing
- Lockdown drills
 - Training without practice of sheltering/hiding
 - unless physical distancing can be maintained
 - masks and physical distancing

FAQs

Will changes be made to the current tuition for the 2020-2021 school year? What happens if my family experiences unexpected job loss or financial hardships during the school year and paying tuition becomes difficult?

We are unable to offer tuition reductions. While this school year may look different, MCA will continue to provide a rigorous academic experience while supporting the spiritual development of each student. Our school depends on tuition revenue to pay our employees who do this work and to support other school-related expenses.

We are a community that cares for one another. If you experience financial hardship, please contact MCA for information about applying for financial aid. We have limited financial support available however, we will do our best to support those in need. We ask that any family who may need to make a late payment communicate with us so arrangements can be made.

If you find yourself financially blessed during these times, please consider a gift to MCA to help enable other students to continue attending.

Contact Mrs. Yari Griffiths, ygriffiths@mcanyc.org, if you would like more information on financial aid, payment plans, or donating to our scholarship fund.

What circumstances/data will require the school to close?

It is our intention to keep MCA open unless governmental authorities mandate school closure. We understand families have different thresholds which is why flexible learning options are a critical component of our reopening plan. Our flexible learning options include the blended model or our independent instructional program.

How will the school notify parents when a child or someone in their household is exposed to or diagnosed with COVID-19?

Clear and timely communication is our goal, especially during these uncertain times. In every circumstance we will communicate to parents in a reasonable and responsible manner. You will be informed through our established methods of communication i.e. Dojo, email, phone call. We will maintain the privacy of the student and/or family that has been diagnosed.

How will students manage making up school work if absent for a prolonged period of time?

We understand that it can be overwhelming for a student to make up several days of missed work. Students who may be returning after a prolonged absence or a period of quarantine will receive an academic support plan outlining work missed, work completed while out, and necessary work to catch up.

Once a vaccine is developed, passes all FDA approvals, and becomes available for the general public, will students and teachers be required to be vaccinated?

We do not plan to adjust our stance on vaccinations should a COVID vaccination become available. We will continue to follow the regulations of NYS as a nonpublic school.

What security plans and measures are in place to ensure the safety of staff and students in the upcoming school year?

Safety and security are of utmost priority at MCA. In addition to evacuation and lockdown drills, MCA will maintain the following safety and security protocols: locked entrances in both buildings, cameras in all locations (interior/exterior) of both buildings, ensure that all visitors must enter and be admitted through the 3816 building's main entrance (when permitted), monitor situations that may arise in our neighborhood, etc.