



# Summer Program 2021: Policies & Procedures

## Contact Information

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## COVID-19 Disclaimer

The Advent School reserves the right to change the information contained in this document at any time, with the understanding that the Commonwealth of Massachusetts, the City of Boston, the Massachusetts Department of Elementary and Secondary Education (DESE), the Massachusetts Department of Public Health (MPH), or other body may change guidelines as more information about COVID-19 becomes available.

The risk of exposure to COVID-19 exists in any public place where people are present. COVID-19 is a contagious virus that can result in illness and death. By participating in The Advent School program on the Advent campus, you voluntarily assume all risks related to COVID-19 exposure and agree to indemnify and hold harmless The Advent School and against any COVID-19 related claims.

# COVID-19 Notification Requirements

You must notify Stephanie Foland, Director of Enrichment **immediately** by emailing [summerprogram@adventschool.org](mailto:summerprogram@adventschool.org) if your child/ren is being monitored or tested for COVID-19 because of their direct or indirect exposure to a COVID-19 positive person. It is critical that the School be informed of any potential exposure as early as possible so we can effectively and quickly communicate with the community and the Massachusetts Department of Public Health.

## Community Agreement

The health and safety of The Advent Schools Summer Program Community is the School's highest priority. The School's ability to hold on-campus programming relies on each community member doing their part to prevent the spread of COVID-19. To participate in on-campus programming, we ask that everyone abides by the terms below.

As a member of The Advent Schools Summer Program Community, I agree to participate in the shared responsibility of keeping every community member healthy by agreeing to:

- Perform the daily wellness screening on the School Wellness Screener app by 8:00 a.m.
- Stay home if I or any household members experience COVID-19 symptoms and report those symptoms to [summerprogram@adventschool.org](mailto:summerprogram@adventschool.org).
- Wear a mask at all times, except during designated mask breaks or when more than 6' away from others.
- Practice proper hand hygiene by thoroughly washing my hands with soap and water for 20 seconds or more.
- Receive a flu vaccine, according to the State mandate, before December 31, 2020, unless I have a medical or religious exemption.
- Follow the Massachusetts Department of Public Health advice and my doctor's recommendations if they advise me to get tested for COVID-19, isolate myself, or quarantine myself.
- Abide by the State's travel mandates, rules, and regulations when off campus to minimize potential impact to the Advent community.

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## Registration

- Registration opens to students who attend The Advent School and children who participated in the summer program for two out of the three previous years on Monday, January 4, 2021.
- Registration opens to the entire community on Monday, January 11, 2021.
- Email [summerprogram@adventschool.org](mailto:summerprogram@adventschool.org) to be added to our mailing list.

## About Design at Advent

Each summer, Advent's campus is transformed into a makerspace where children become designers, tinkerers, and builders. The Advent School summer program offers three completely unique two-week sessions for children ages 5 through 12.

Designers begin each session by sorting through recycled materials, learning proper tool use, and engaging in the design process. Each day, the designers and faculty set out to explore the city, play games, and gather inspiration. On the last Friday of each session, the designers will share their creations and prototypes with friends and family with a Design Expo. More information to come.

The program sees Boston as an extension of the classroom. We take advantage of our city location by making frequent trips to the Esplanade, Boston Common, Public Garden, and other outdoor spaces.

In order to get the most out of the program, Advent strongly recommends that your child attend all days and hours of the program. The curriculum is planned to unfold over the full two weeks, with content that builds and develops over the course of the session. If your child is unable to participate in all the days, they may not have the complete learning experience expected.

Families will receive a link to access a private blog when the program begins. On the blog we post images and entries related to the day's activities.

## Our Philosophy

Advent's Summer Program is grounded in the School's [mission](#). We believe:

1. All children are creative problem solvers
2. In the importance of collaboration
3. Boston is an extension of the classroom, which helps children identify the needs of their communities and find inspiration.

# 2021 Sessions and Themes

## Session One, June 21 - July 2: Make It Massive



Design at Advent presents:

# MAKE IT MASSIVE

June 21 to July 2

**EXPLORE**  
engineering concepts like tension, compression, and stability.

**PUSH**  
experiments and designs until they crumble or explode, **FAILURE** is the goal!

**COLLABORATE**  
and build enormous structures and pedal powered machines!

Open to all 5-12 year olds by September 1, 2021

Contact us at [summerprogram@adventschool.org](mailto:summerprogram@adventschool.org)  
or 617-742-0520 x 43



## Session Two, July 12 - July 23: City in the Clouds



Design at Advent presents:

# City in the Clouds

July 12 - July 23

## IMAGINE...

Boston has taken to the clouds. What does the city look like? Do cars fly? What about people? The possibilities are endless! Designers in the session will:

**INVESTIGATE** renewable resources and how they influence design.

**EXPLORE** futuristic transportation from autonomous vehicles, to flying taxis, and hyper-speed subway systems.

**CREATE** multifunctional clothing that can lift you to new heights.

Open to all 5 - 12 year olds by September 1, 2021

Contact us at [summerprogram@adventschool.org](mailto:summerprogram@adventschool.org)  
or 617-742-0520 ext. 43



## Session Three, July 26 - August 6: Toys in Motion

Design at Advent presents:

# TOYS IN MOTION

July 26 - August 6:

Inspired by the Israeli artist, Noga Elhassid and the Moving Toy Workshop, designers in this session will:

- Deconstruct** toys to investigate what makes them work.
- Explore** the physics behind movement
- Create** animated toys using cranks, cams, cogs, and wind.



Open to all 5 to 12 year olds by September 1, 2021  
Contact us at [summerprogram@adventschool.org](mailto:summerprogram@adventschool.org)  
or 617-742-0520 ext. 43



## Program Fees and Hours

**Program Hours:** 8:30 a.m. - 4:00 p.m.

### Program Fee:

Advent Families: \$1,200 per child, per session

Greater Community: \$1,350.00 per child, per session

Includes all program materials, guest presenters, and a program t-shirt.

**Extended Day:** 4:00 p.m. - 6:00 p.m.

**Extended Day Fee:** \$20 per child per day

All checks can be made out to **The Advent School**.

**Deposit:** Payment of a deposit of \$200 per child per session is required and is non-refundable or transferable to another session or child.

Deposit must be received by January 18, 2021 in order for your child's registration to be accepted. If a deposit is not received by January 18, 2021, your child's spot will be given to the next student on the waitlist.

**Balance Due:** Payment of the balance due, which is the session fee less any deposit paid, must be received by March 8, 2021. If the balance is not paid in full by March 8, 2021, and the School has not received notice of your child's withdrawal from the program by that date, **you will be responsible for the full balance of the program(s) fees in which your child(ren) is/are enrolled.**

**\*Balance Due deadline has been updated to Friday, March 19, 2021\***

All fees are non-refundable or transferable to another session or child unless we can fill the spot.

### **Mail Payment to:**

Summer Program  
The Advent School  
15 Brimmer Street  
Boston, MA 02108

**Refunds:** A family may receive a refund of all monies paid under certain circumstances, if the School, prior to the start of any Summer Program Session, does the following:

- Cancels any program session
- Changes any program session dates
- Changes a program session's theme
- Alters the instruction format from on-campus to remote instruction

If a child is enrolled in a program session that is affected by one of the School's actions listed above, a family may withdraw their child from that session and receive a refund of all monies paid by the family for that session, provided the family notifies the School of their intent to withdraw their child from that session within 14 days of the School's notice of change of that session.

**Confirmation:** Once your child's registration form and deposit are processed, you will see the balance reflected in your Family ID account.

**Financial Aid:** Financial aid may be available to eligible families. Please email BOTH [summerprogram@adventschool.org](mailto:summerprogram@adventschool.org) and [jmorgan@adventschool.org](mailto:jmorgan@adventschool.org) to apply.

## **Location**

This year, our Design at Advent Summer Program will operate at both of Advent's buildings to allow for physical distancing. Drop off, program, pick up, and extended care will take place at:

- West Cedar Street Campus (formerly known as the SmartLab)

[99 W Cedar St., Boston, MA 02114](#)

- The Advent School

[15 Brimmer Street, Boston, MA 02114](#)

**\*More information to come on campus assignments for the designers.**

## Who is Eligible

### Junior Designers (5 and 6 year olds by September 1, 2021)

Reggio-inspired, the Junior Designers program provides ample opportunities for the exploration of scientific concepts and creation of new theories. Open-ended questions invite the Junior Designers to engage with materials in innovative ways, while the design process helps extend their thinking through problem solving.

Student to Staff Ratio: 9:1 + three administrators and one teacher's assistant

### Senior Designers (7 to 8 year olds by September 1, 2021)

The design process is a central focus for the Senior Designers. Identifying the problem, generating solutions, and exchanging feedback are all steps that aid in the building, testing, and creation of a final prototype. Senior Designers learn proper power tool use and create with a vast array of materials.

Student to Staff Ratio: 10:1 + three administrators and one teacher's assistant

### Design Leaders (9 to 12 year olds by September 1, 2021)

Combining the principles of design with leadership skills, the Design Leaders teach and support others on their journey through the design process. As they create, the Leaders share their knowledge with the younger designers. Trips into the community and visits from guest speakers extend the learning and provide material for new leadership opportunities.

Student to Staff Ratio: 10:1 + three administrators and one teacher's assistant

## Wellness Screenings

Families are required to perform a wellness screening before arriving at the program each morning. The wellness screening must be completed by **8:00 a.m.** each day for all designers.

The Advent School is using the School Wellness Screener (SWS) as its wellness screening tool. Download SWS from the [App Store](#) (iOS devices) and [Google Play](#) (Android devices). The school code required for the app is adventschool-4483. Using SWS requires access to a smartphone. If you do not have a smartphone, please contact [summerprogram@adventschool.org](mailto:summerprogram@adventschool.org).

Once you complete the screening, you will see one of two screens:

1. A green "Clear" screen that says that you are cleared to arrive on campus.
2. A red "Stop" screen that indicates you are not cleared to arrive on campus.

Students who are not cleared to be on-campus should not come to the program.

**If you do not have a smartphone or experience an issue with the app**, you must copy and paste the following questions into an email and send that email to [summerprogram@adventschool.org](mailto:summerprogram@adventschool.org) before 8:00 a.m. for each day your child is on campus.

If you are submitting these questions via email and answer NO to any of them, you are not cleared to come to campus that day. Please contact your healthcare provider for further evaluation and communicate with the School by emailing details to [summerprogram@adventschool.org](mailto:summerprogram@adventschool.org).

- In the past 24 hours, has this child had a temperature of 100.0 degrees Fahrenheit or higher, when taken by mouth?
- In the past 24 hours, has this child had a sore throat?
- In the past 24 hours, has this child had a new, uncontrolled cough that causes difficulty breathing? For people with a chronic allergic/asthmatic cough, consider if a new cough is a change in the baseline.
- In the past 24 hours, has this child experienced diarrhea, vomiting, or abdominal pain?
- In the past 24 hours, has this child experienced the new onset of severe headache, combined with a fever?
- In the past 24 hours, has this child been told by their doctor to isolate because of an illness?
- In the past 24 hours, has this child been in close contact (within 6' of an infected person for at least 15 minutes or more over a 24 hour period) with a person with a confirmed case COVID-19?

If anyone in the household is experiencing symptoms of COVID-19, the student must remain at home.

Students who exhibit a fever or other signs of illness - from a cold, the seasonal flu, strep throat, respiratory illness, or a stomach virus - must remain at home until they are symptom-free for a full 24 hours after leaving Advent's campus without medication.

The wellness screening should include temperature taking and evaluating each household member for any of the following symptoms. From the [CDC](#): "Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Look for emergency warning signs for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately:

- Trouble breathing
- Persistent pain or pressure in the chest
- Bluish lips or face
- New confusion
- Inability to wake or stay awake

## Drop Off & Pick Up Procedures

**Drop Off:** 8:30 a.m. to 9:00 a.m.

**Program:** 8:30 a.m. to 4:00 p.m.

**Pick Up:** 4:00 p.m. to 4:15 p.m.

**Extended Day:** 4:00 p.m. to 6:00 p.m.

**Drop Off:** Will take place at both campuses between **8:30 am - 9:00 am**

- West Cedar Street Campus (formerly known as the SmartLab)

[99 W Cedar St., Boston, MA 02114](#)

- The Advent School

[15 Brimmer Street, Boston, MA 02114](#)

Families and children must be wearing masks before exiting their vehicles or walking into the building.

If a child is reluctant to leave their family, the family must stay with the child until they are emotionally and physically ready to enter the building on their own.

Most program activities will take place at 99 West Cedar and 15 Brimmer Street.

**99 West Cedar Street:** A summer staff member will be outside the building each morning. Cars can park for up to 15 minutes in select spots on Cambridge St. in front of the CVS pharmacy. The Charles/MGH T stop is located across the street.

The main door to 99 West Cedar Street will be locked at 9:00 a.m. If your child will be dropped off after 9:00 a.m., please let us know in advance by emailing us at, [summerprogram@adventschool.org](mailto:summerprogram@adventschool.org) or by calling The Advent School at (617) 742-0520 x 31.

**Pick Up:** Will be between **4:00 p.m. - 4:15 p.m.**

**15 Brimmer Street:** A summer staff member will be outside the building each morning. Families who arrive by car will be asked to pull up to the crosswalk (Brimmer St) and put their vehicle in park. The adult dropping the child/ren will get out of the car and assist the child/ren with their car seat or a seat belt, as needed.

The main door to 15 Brimmer Street will be locked at 9:00 a.m. If your child will be dropped off after 9:00 a.m., please let us know in advance by emailing us at, [summerprogram@adventschool.org](mailto:summerprogram@adventschool.org) or by calling The Advent School at (617) 742-0520 x 10.

Due to COVID-19 regulations and best practices, Advent School faculty and staff will not assist with removing children from car seats, booster seats, or seatbelts. Caregivers must put their car in park and assist their child with car seats or seat belts.

Students must have their masks on before exiting their vehicles or walking into the building.

Only those who have been authorized by a parent/guardian will be allowed to pick up children from the summer program. Everyone who picks up is required to show their photo ID. This includes parents.

If someone not on the authorized pick up list is picking up your child, please let us know in advance. This may be done in person, by emailing us at [summerprogram@adventschool.org](mailto:summerprogram@adventschool.org), or by calling The Advent School at (617) 742-0520 x 31 or (617) 742-0520 x 10.

**Early Pick Up/Late Drop Off:** Please note that off campus field trips can make it a challenge to accommodate early pick up and late drop off times. If your child needs to be picked up or dropped off outside of the set times, notify us in advance so that arrangements can be made. Contact us at [summerprogram@adventschool.org](mailto:summerprogram@adventschool.org), (617) 742-0520 x 31 or (617) 742-0520 x 10.

**Late Pick Up:** Children who have not been picked up by 4:15 p.m. will join the Extended Day Program at a rate of \$20 per day. All children must be picked up by 6:00 p.m. There is an additional \$20 fee for families who pick up after 6:00 p.m.

Families who habitually pick up after 6:00 p.m. may jeopardize their participation in the Extended Day Program.

## Extended Day Program

Extended Day is available Monday to Friday from 4:00 p.m. - 6:00 p.m. at a rate of \$20 per day. Note: There is NO extended day programming on the last Friday of each session. Please do not pay for this in advance. You will receive an invoice for the total amount of extended days attended at the end of the program.

Extended Day takes place at 99 West Cedar Street (The SMARTLab) and 15 Brimmer Street. Children will have the opportunity to play and engage in free choice time (LEGO/block building, drawing, reading, etc.) You can let us know the day of or email us in advance at [summerprogram@adventschool.org](mailto:summerprogram@adventschool.org) if your child would like to join.

## Daily Flow

**8:30 a.m. - 9:00 a.m.** Morning Exploration

**9:00 a.m. - 9:15 a.m.** Morning Meeting

**9:15 a.m. - 9:30 a.m.** Morning Snack

**9:30 a.m. - 11:30 a.m.** Design Challenges/Skill Building/Free Design

**11:30 a.m. - 1:30 p.m.** Lunch and Recess at The Esplanade

**1:30 p.m. - 3:30 p.m.** Design Challenges/Free Design/Collaborative Projects

**3:30 p.m. - 3:45 p.m.** Afternoon Snack

**3:45 p.m. - 4:00 p.m.** Design Videos

**4:00 p.m. - 4:15 p.m.** Dismissal

**4:00 p.m. - 6:00 p.m.** Extended Day (additional fee)

# What to Bring

**The Advent School's facilities are nut-free.**

Please send your child to Advent with the following items **everyday**:

- Backpack: Your child will carry their items with them on outings
- A nut-free nutritious lunch and at least two nut-free snacks with any necessary utensils. The Advent School campus is entirely nut - peanut and tree nut - free.
- Refillable water bottle
- Closed-toed comfortable walking shoes: We work with tools and messy things!
- Sunscreen already applied for the day, and for application throughout the day.
- Weather appropriate clothing that can get dirty
- Change of clothes - accidents happen.
- At least 2 additional masks each day.

**Please make sure that all clothing is labeled with your child's or family's name. There is no lost and found on campus for the 2021 Summer Program and items that cannot be identified will be discarded.** Additional items may be needed for a special event (i.e. swimsuit, towel). This information will be sent in advance by email.

## Valuables

The School does not have secure storage for student possessions. Students are advised to bring to Advent only those things necessary for schoolwork and sharing. Valuables such as toys, treasured items, money, etc. should be left at home.

## Student Device Policy

Any devices that can make or receive calls and texts - including mobile phones, smartphones, and smartwatches - are considered "cell phones." The devices must be kept in a student's backpack with the ringer turned off at all times during the school day, on or off-campus. The call and text capability of smartwatches must be disabled while the student is in class.

There are times when faculty may grant permission for students to use their devices for class sanctioned activities; however, devices are not to be used without the consent of the faculty member. The School is not responsible for lost or damaged devices.

# Home & Program Partnership

The Advent School values the partnership between families and the school. Keeping the Advent Summer Program healthy will require the efforts of the entire community.

The Summer Program is relying on the cooperation of the community to notify the program if someone in their household:

1. displays symptoms of COVID-19;
2. tests positive for COVID-19; or
3. is exposed to a COVID-positive person;

At any time during the program. Your adherence to these protocols is vital to the safety and health of the entire community. Noncompliance puts the entire Advent Summer Program community - students, faculty, staff, and families - at risk.

## **HOW IS ADVENT DEFINING "HOUSEHOLD"?**

A household is any combination of adults and children living together in the same space. The School's definition includes relatives and friends whose families have been "podding with" during the State shutdown.

The Advent Summer Program is committed to continuing to build a culture of shared goals and mutual respect - with students and mission at its center - during this unprecedented time. To continue this partnership, the Advent Summer Program has outlined the following expectations:

<b>WHAT YOU CAN EXPECT FROM ADVENT</b>	<b>WHAT ADVENT EXPECTS FROM FAMILIES</b>
Communication on an established schedule.	Families read and stay current with the Program's communications, including the daily blog.
Communication methods (Zoom, email, surveys) that allow families to ask questions.	Families use the program staff as their primary resource when a concern arises, and engage in a conversation that keeps students and mission at its center.
An invitation to deepen the partnership with families to ensure the best possible program outcomes for the community.	An understanding that we are in this as one community and the community's needs outweigh the needs of the individual.
An informed and well-prepared faculty and staff who have the best interest of children at heart.	Trust in the Advent Summer Program that it is making the best decisions for children with the information it has.

## Campus Visitors

In order to reduce the density of adults in our building, the Advent Summer Program will not allow visitors on campus during the program day. **This includes families and caregivers.**

All campus visitors - vendors, maintenance technicians, or essential workers - will be limited and monitored; masks must be worn the entire time they are on campus.

Individuals will not be permitted to enter the Advent Summer Program buildings.

## Travel

Community members are expected to follow any state and federal travel restrictions as they are released. As of [August 1, 2020](#), Massachusetts has implemented the following travel policy:

"Effective August 1, 2020, all visitors and returning residents entering Massachusetts must follow new travel orders. The Commonwealth has made great progress to slow the spread of COVID-19 and gradually re-open the economy, and all visitors have a responsibility to help us keep transmission levels as low as possible." - [mass.gov](#) website

## Health & Safety

### Masks Requirements

For the safety of all community members and to minimize exposure to the COVID-19 virus, The Advent School requires that all community members - families, students, staff, and faculty - wear masks during drop-off and pick-up. This policy is effective until further notice.

In addition, faculty, staff, and students are required to wear face coverings while moving through the building and in classrooms or anytime when maintaining a physical distance of 6' or more is impossible.

Families are required to provide face coverings for each child enrolled in the summer program. Face coverings must be washed and dried, according to [CDC recommendations](#), at the end of each school day and before reusing.

We suggest procuring ten (10) cloth face coverings for each child: two for each day on campus. Like all personal belongings brought into the School, masks should be clearly labeled with the child's name. If an item is brought into the school without a label or other identifier, the School will write the child's name on the item.

If a child forgets, loses, or damages their personal face covering, a disposable face covering will be provided for their use for the remainder of time on-campus.

If you feel you will be unable to provide ten (10) cloth face coverings for your child due to financial hardship, please reach out to [Stephanie Foland](#) for assistance. If a student has a medical condition that prevents them from safely wearing a face covering, please contact [summerprogram@adventschool.org](mailto:summerprogram@adventschool.org).

#### Effective Masks:

- Are made out of fabric
- Contain at least two (2) layers of cloth ("2-ply")
- Cover the wearer's face from chin to nose
- Are easy for the wearer to put on and take off on their own
- Abide by Advent's Halloween costume guidelines, and do not depict violence, weapons, or gore; do not include profanities; and [do not appropriate from a culture that is not the wearers](#).

#### Ineffective Masks:

- Include neck gaiters, bandanas, or "buffs" made of thin, single-ply fabric
- Are made of cloth that is less than two (2) layers of fabric
- Cannot be removed easily by the wearer
- Include profanities; depict violence, weapons, or gore; appropriate from a culture that is not the wearers.
- Include face shields, when worn without a mask

Resources about the importance of wearing masks and how to talk to children about masks:

- [Masks are Rad!](#) from The Advent School
- [The Task of the Mask](#) from Conscious Discipline
- [How to Help Your Child Wear a Mask](#) from the NY Times
- [Considerations for Wearing Masks](#) from the CDC
- [How to Wear Masks](#) from the CDC

#### Mask Breaks

The Advent Summer Program understands that children, especially younger children, may need to take masks breaks during the day. In order to reduce potential exposure to COVID-19, students may take mask breaks when they are 6' or more away from other people. During mask breaks, students participate in quiet activities that discourage talking.

Faculty and staff will plan into scheduling monitored mask breaks by carefully considering physical placement of furniture in the classroom and orientation of students in the room (e.g., facing opposite directions). Mask breaks will be planned around times of the day when students are eating and drinking water, specifically snack and lunch.

## Lunch & Snack

Students will be physically distant from one another during lunch and snack. Because of this, masks may be removed during snack and when eating lunch. Once they are done eating, students must replace their masks.

Students eat in their rooms or outside. Due to COVID-19 restrictions, we ask that families:

- Send in containers that children can open and close themselves
- Clearly label your child/ren's lunch boxes and containers
- Wash your child/ren's lunch box, utensils, and food and drink containers thoroughly each night

A student's performance can be affected by what they eat. Please be thoughtful about the food you pack for your child and avoid including candy, soda, or fast food in their lunch box.

## Nut Policy

Because students eat in their classrooms, the School has made the decision to eliminate all nuts (peanuts and tree nuts) and nut products from the School at every grade level. We ask for your help to keep classrooms free of all nuts and all products containing nuts or nut oil. Please do not send your child to school with any or foods containing nuts, nut oils, or nut butter. If a child has a snack containing nuts, they will not be allowed to eat it in the classroom.

We do not allow students to share food from home with their classmates, as it is possible that some foods contain nuts or other allergens of which we may not be aware, and to reduce potential exposure to germs. Please talk to your child about this "no food sharing" policy and explain to them that Advent has made this decision on behalf of children with allergies.

## Handwashing & Hand Sanitizer Use

Hand washing will be mandated at specific times, including but not limited to arriving on campus, before snack and lunch. Hand sanitizer will be available for everyone to use when soap and water are not readily available. Hand sanitizer use will not replace proper handwashing.

## Emergency Contacts

Emergency Contacts are individuals - other than the child's parents - that families authorize to make decisions about their child's care in the event that a parent/primary caregiver is unavailable. In the event of an emergency (e.g. unexpected school closure, early pick up due to fever or vomiting,

emergency room visit) and if the School cannot contact the parents, the School will contact the persons listed below.

By listing these individuals here, you are also authorizing that your child can be released to them and that they can make medical decisions for your child

## Student Illness During Program Hours

If a student who passes their morning Wellness Screening exhibits symptoms of illness after they arrive at school, caregivers will be called to pick up their child within the hour. The child will wait in the Resting Room until picked up. If the School is unable to reach a primary contact, the Administrative Coordinators will call any listed emergency contacts. Students must be free of symptoms for a full 24 hours - from the time they leave campus - without medication before they can return to the program.

## First Aid

A student with minor injuries will be treated at the School. All faculty and staff at Advent are trained in first aid and CPR.

## Serious Injury

In case of serious injury the student is taken immediately to the emergency room of Massachusetts General Hospital (MGH) or to an emergency room that the EMTs deem appropriate.

If a serious injury occurs in or out of school, a student must be cleared for movement activities before returning recess. A doctor's note stating that the student is able to participate in all activities, or activities with some restrictions, is required. Any restrictions must be clearly stated in the doctor's note. Families may email the [summerprogram@adventschool.org](mailto:summerprogram@adventschool.org) to ask that a student not participate in recess, but must have clearance in order for the student to return.

## Immunizations & Flu Vaccine Requirement

Immunizations for DTP (diphtheria, tetanus, pertussis), MMR (measles, mumps, rubella), hepatitis B, polio, and varicella (chicken pox) are required in order for a student to attend The Advent School.

On August 18, 2020, the State of Massachusetts announced that "State public health officials today announced that influenza immunization will be required for all children 6 months of age or older who are attending Massachusetts child care, pre-school, kindergarten, K-12, and colleges and universities" ([source: mass.gov](https://www.mass.gov)) by **December 31, 2020**.

The state notes that "Students will be expected to have received a flu vaccine by December 31, 2020 for the 2020-2021 influenza season, unless either a medical or religious exemption is provided" and

continues to say "Elementary and secondary students in districts and schools that are using a remote education model **are not exempt.**"

Proof of immunizations, or a medical or religious exemption, must be submitted to the [Administrative Coordinators](#) before the first day of school in order for the student to be allowed to attend. Should there be a report or incidence of a case of any of the above illnesses, all susceptible children, including those with medical or religious exemptions, are subject to exclusion until further notice.

## Medical Records & COVID-19

The School understands that doctor's offices are not scheduling in-person appointments unless your child's immunizations are out of date due to COVID-19. For the required medical form, please include your child's most recent physical form and a copy of their immunization record. If your child's immunizations are out of date, you may be able to schedule an in-person appointment. Please consult your physician.

## Prescription Medications

Families are asked to inform the [program administrators](#) of any medication a child takes during school hours.

Prescription medications will only be dispensed with a signed Consent for Medication Administration form on file with the Administrative Coordinator. Copies are available by emailing [summerprogram@adventschool.org](mailto:summerprogram@adventschool.org).

The following forms are required for prescription medications to treat chronic or short-term illnesses (e.g., antibiotics):

- A physician order must be provided for any and all medication
- A signed Consent for Medication Administration form
- An action plan, if not included in the physician's order, that details the dosage, timing, and any additional information needed to administer the medication

All medication must be sent in its original container and may contain only the amount needed by the child while at Advent.

An action plan is required for children with asthma or allergies. This is required in order to have your child's rescue medication (e.g. inhaler, EpiPen) available to them at all times. If your child participates in an After-School class that leaves the campus, we may request a second EpiPen/inhaler to ensure the medication is available at all times.

The school does not keep over the counter (OTC) medications like Tylenol, cough drops, or cough syrup on hand for student use.

## Communicable Diseases

The School notifies the community when cases of communicable diseases occur at the School. These types of illnesses may include, but are not limited to:

- COVID-19
- Influenza
- Measles
- Meningitis
- Pertussis (whooping cough)
- Pinworms
- Rubella
- Streptococcal Pharyngitis (strep throat)
- Varicella (chicken pox)

An email may be sent to the community that provides the pertinent information including the type of illness, a list of common symptoms, and information about next steps when necessary. We strive to maintain the anonymity of an affected student, but families should be aware that that might not be possible in all cases.

Families are to notify the School of such illness in their families, which includes parents, siblings, and relatives that may live with the student. The student must be free of fever, vomiting, diarrhea, and/or other signs of illness before returning to school.

## Head Lice

A case of head lice is a common problem that can affect anyone, but is especially common among elementary school children. Lice are spread through direct contact with an infested item such as a hairbrush, hat, or helmet. The major symptom of head lice is itching. Persistent scratching of the scalp and back of the neck may be a sign.

The School's consulting nurse performs checks for head lice periodically throughout the year. If a student is suspected of having an active case of head lice during school hours, the School will:

- Remove the student from class for inspection
- Perform an inspection of the student's hair
- Notify the student's family if nits or lice are found

In keeping with revised recommendations from the Centers for Disease Control, a student may stay in school if head lice are found. Once school is dismissed, Advent strongly recommends that the student be taken to their healthcare provider to be diagnosed and treated. The student may not return to school until treated.

Upon returning to school, the student must be checked by designated school personnel prior to returning to the classroom. A guardian must stay on-campus in case nits are found and the student is sent home.

If you discover your child has head lice during a school break, please notify the School so that appropriate measures can be taken to avoid its spread.

## Safety Guidelines for Field Trips

Safety during field trips is our first priority. Teachers, students, and chaperones must observe our safety guidelines at all times. Parents are notified ahead of time by an administrator if students will ride the T or take a bus.

Children are expected to be respectful and listen to instructions from faculty, chaperones, and staff at the field trip destination. Children are given one warning for negative or unsafe behavior during the field trip; continued unsafe and/or disrespectful behavior is grounds to exclude a child from the next field trip. Children wear wristbands with The Advent School phone number whenever they leave the building. Children wear their summer program t-shirts on field trips.

**\*More information to come regarding field trips.**

## Safety Drills

Advent practices fire drills and Silent Safety Alert (SSA) drills on the first day of each session.

Fire drills and SSA are initiated using the School's telephone intercom system.

The School may call for a (SSA) for a variety of reasons. These reasons include:

- A developing emergency situation, either inside of the School or in the neighborhood
- Threat in the neighborhood (e.g. active shooter, bomb threat, chemical spill, etc.)
- A person or persons have entered the building with the intent to do harm

Teachers discuss the reason for each drill with their children using developmentally appropriate language for each grade. During a SSA drill teachers and students will shelter in place in a designated area of their classroom until the "all clear" signal is given.

## Resources

The Advent School and the Planning Teams consulted the following resources to create the School's reopen plan:

- [MassGeneral's COVID-19 School and Community Resource Library](#)
- [American Academy of Pediatrics COVID-19 Planning Considerations: Guidance for School Re-entry](#)
- [CDC Considerations for Schools](#)
- [Massachusetts Department of Elementary and Secondary Education](#)
- [Massachusetts Department of Public Health](#)
- [Harvard School of Public Health Guidelines for Reopening](#)

## Definitions

These definitions were taken from the [State Minimum Requirements to Reopen Child Care Centers](#). If a modification was made for Advent, it is noted.

**Clean:** Cleaning removes germs, dirt, and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.

**Close Contacts** (Advent addition): "Someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period\* starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated." - [Source: CDC](#)

**Communicable Disease:** A disease that is spread from one person to another in a variety of ways, including travel through the air, contact with bodily fluids, contact with a contaminated surface, object, food or water, and certain animal or insect bites.

**Coronavirus:** Any of a family (Coronaviridae) of large single-stranded RNA viruses that have a lipid envelope studded with club-shaped spike proteins, infect birds and many mammals including humans, and include the causative agents of MERS, SARS, and COVID-19.

**COVID-19:** A mild to severe respiratory illness that is caused by a coronavirus (severe acute respiratory syndrome coronavirus 2 of the genus betacoronavirus), is transmitted chiefly by contact

with infectious material (such as respiratory droplets) or with objects or surfaces contaminated by the causative virus, and is characterized especially by fever, cough, and shortness of breath and may progress to pneumonia and respiratory failure.

**Disinfect:** Disinfecting kills germs on surfaces or objects. Disinfecting works by using chemicals to kill germs on surfaces or objects. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection. Disinfecting may be appropriate for diaper tables, door and cabinet handles, toilets, and other bathroom surfaces. Changing tables should be cleaned and then disinfected after each use.

**Exposed:** Having had close contact with someone symptomatic of COVID-19 from the period of 48 hours before symptom onset until 10 days from when they first had symptoms.

**Face Covering** (Advent addition): May be used interchangeably with the word mask. A cloth face covering that is worn to reduce the risk of exposure to COVID-19.

**Fever:** A measured or reported temperature of greater than (>) 100.0° F.

**Group** (Modified for Advent): Children and educators who participate in the same activities - on-campus and remotely - at the same time for the duration of the academic year.

**Personal Protective Equipment (PPE):** PPE is used to minimize exposure to hazards that cause serious illness or injury. Gloves, masks, and gowns are all examples of PPE.

**Program** (Modified for Advent): Any academic or enrichment activity that takes place remotely or on-campus.

**Resting Room:** (Advent addition): Also known as isolation rooms, these are rooms at both Brimmer Street and West Cedar Street where children who are exhibiting symptoms can wait to be picked up by their families or caregivers.

**Sanitize:** Sanitizing lowers the number of germs on surfaces or objects to a safe level, as judged by public health standards or requirements. This process works by cleaning and then sanitizing surfaces or objects to lower the risk of spreading infection. Surfaces used for eating and objects intended for the mouth (food service tables and highchair trays, pacifiers, mouthed toys, etc.) must be cleaned and then sanitized both before and after each use.