

Secret Garden Montessori School Health & Safety Procedures

Updated July 2025

Student Health Records:

All health forms need to be received on or before the child's first day of school or summer program. All immunization documents must be up to date. Required medications must be documented on the school's medication administration form prior to the child's start date.

Daily Health Screening:

Attendance will be taken daily. If a child is absent, we ask parents to inform the school via email (rosalie@secretgardenmontessori.org) or phone and include a reason for the absence, i.e., sickness, vacation, family event, etc. Absence notifications will be forwarded to the classroom teacher.

Children are expected to be in good health when in school. Parents are asked to keep their children at home when showing any signs of illness.

**Symptoms can include fever, chills, fatigue, cough, runny nose, and headache, chest discomfort, chills, cough, decrease in appetite, diarrhea, fatigue (tiredness), fever or feeling feverish, headache, muscle or body aches, new loss of taste or smell, runny or stuffy nose, sneezing, sore throat, vomiting, weakness, wheezing.*

Children with a fever in excess of 100.4 degrees Fahrenheit, or who have vomited or had diarrhea within 24 hours before returning to school shall not be allowed to enter the facility.

Students with symptoms of a respiratory virus should stay home and away from others until:

- The individual is fever free for 24 hours without fever reducing medication AND
- **Symptoms are improving**, which means the individual is no longer feeling ill and able to participate comfortably in educational and other activities as they did before they were ill. Any remaining symptoms, such as cough or runny nose are mild or infrequent.

Masking:

Individuals should take additional precautions when returning to school. These precautions include:

- Wearing a well-fitting mask.
- Practicing good hand hygiene and respiratory etiquette.
- Testing for respiratory viruses to determine next steps such as treatment.

Hygiene:

All children will be encouraged to wash hands thoroughly upon entering the building, and throughout the day as needed, according to what is appropriate for that age group and recommended by the CDC. Teachers are responsible for setting and maintaining these routines.

Notifications and Closures:

SGM will notify families of any increase in illness or outbreak of disease so that additional precautions can be taken according to individual family needs. Prompt notification to families regarding exposure to infectious diseases, including common respiratory viruses, allows for rapid testing, early treatment, and prevention of further spread.

SGM follows all guidelines from the NJ Department of Health for all illnesses outlined on the NJ Exclusion List provided in the Registration Packet. The school will implement partial or full closure of programs as required by the state. If there is a need for a physical closure, parents should expect contact from the Head of School announcing either an early dismissal (via email and phone call) or full closure (via email). Closures can last for 1-14 days. In the event of a facilities closure, depending on length of time, the school may implement an alternative virtual learning program. Please note that the school's operational costs remain the same for both in-person and virtual learning. As such, in the event of a school closure, tuition remains the same.