



A Bright Horizons Montessori School

Brookfield Academy 2020-2021
Return to Learning Plans



Campus Preparations and Precautions

As public health guidelines evolve, Brookfield Academy is prepared to keep our campus as safe as possible by implementing the following.



Capacity Limits

Student capacity limits will be reduced and determined for each classroom per campus.

Physical Distancing

To the greatest extent possible, students and workspaces will be kept as far apart as possible. Students will be encouraged to maintain proper physical distance throughout the school day.

Sanitizing

Hand washing protocols are in place for students and teachers.

Cleaning

Cleaning attendants will clean and sanitize frequently touched surfaces throughout the day. At night, the campus is cleaned, sanitized, and disinfected by a professional team.

Temperature Checks

Each student and accompanying adult will have their temperature taken by Brookfield Academy personnel as they arrive on campus.

Face Coverings

All faculty will be required to wear face masks. Students Pre-K and above will be required to wear face coverings in common areas. When students are seated in their classrooms, a face covering will be encouraged, but not required, if students are physically distant and not working with others in a group.

Visitors and Guests

Our campus will be open to students and employees. Until further notice, however, campus will be closed to visitors and guests, including current parents. Essential vendors will be permitted on campus after proper screening; all other vendors will only be allowed on campus before or after school hours.

Air Filters

All air filters are inspected and changed on a scheduled basis.





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Brookfield Academy's plan is to open schools, as expected, with in-person instruction occurring on Tuesday, September 8. We also know, however, that our day-to-day operations in schools and offices will not look the same as any prior year. In any scenario, Brookfield will make use of all available space and scheduling flexibility to limit in-person distancing to the greatest extent possible, physically in one room at a time. Our fall reopening is focused on three possible scenarios for schools following the State of Michigan Safe Schools Roadmap, each of which is outlined below.

Phase 5: In-person Learning with Recommended Precautions and Safety Measures

When the state of MI has reached Phase 5 of [Michigan Safe Schools Roadmap](#), this allows schools to open for in-person instruction with minimal required safety protocols. The *recommended* guidelines include facial covering for staff, facial covering worn by PreK - 5 students in common areas, smaller class sizes, and social distancing to the extent that is feasible.

Emotional Health

Teachers will reach out to students to provide support as needed. Teachers and administration will also address any concerns they receive from parents, or teachers/staff.

The Administrative and Teaching Team is prepared for COVID-19 related trauma with appropriate social distancing. Staff will be prepared to assess and evaluate the mental health status of students and staff members utilizing questionnaires and/or direct outreach. An [Emotional Health and Wellness Website](#) will be available with resources to help parents, students and staff locate help at any time needed. Principals of each school are available to support mental health and wellness and promote resources for families, students and staff. This Principal will serve as a contact person to assist with any questions regarding the website and will support students, parents and staff with issues that might occur with the reopening of schools and the requirements instituted to keep everyone safe.

Health and Safety Protocols

All reopening phases will require Brookfield to establish and follow strict safety protocols to ensure the health and safety of students, families, and staff.

- Training for employees and students that promote behaviors that reduce the spread of the virus
- Daily temperature checks for employees and students
- Promotion of mitigation practices such as staying home when sick
- Practicing hand hygiene and respiratory etiquette (including hand washing with soap and water regularly)



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- Conducting daily health screens for staff and students
 - All staff will be required to affirm they are not experiencing COVID-19 symptoms prior to entering a building or office space.
 - Each morning, students will be screened for fever and symptoms prior to entry and those who are experiencing symptoms will not be permitted to enter the building and parents will be required to take their child home.
- Face coverings are required in common areas. Individuals are required to bring their own face coverings. Face masks must be school appropriate and worn in accordance with CDC guidelines.
- Employees whose role may require additional personal protective equipment (e.g. face shields and gloves) based on their job duties, will have those items provided to them
- Posted signs throughout buildings promoting safe practices
- Regular cleaning and disinfecting
- Proper ventilation and increased air circulation (e.g. opening doors and windows where possible)
- Limiting the sharing of objects and supplies
- Sanitizing objects and supplies throughout the day after student use and at the end of each school day.
- Social distancing is practiced to the greatest extent possible
- Food consumption in smaller, controlled settings (e.g. classrooms)
- Nonessential visitors will not be permitted in the building
- Outdoor time limited to one group at a time, with limited back-to-back use of the playground and sanitization of equipment
- Drop-offs/pick-ups are restricted to outside the school
- An “isolation area” will be designated at all school buildings so that anyone who experiences COVID-19 symptoms or feels unwell during school hours, can be isolated from others while additional steps are taken to seek care.

Brookfield’s food service providers are prepared to safely serve students in flexible locations instead of cafeteria settings.

Custodial services will adjust to schedules that allow for deep-cleaning of classrooms and high-traffic areas on a regular basis. While cleaning was modified in January to address the spread prior to the closure, more intensified, systematic cleaning would take place upon a return. [Bright Horizons cleaning details.](#)

Instruction

Brookfield students can expect to receive the same high-quality in-person education they have received in the past.



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As always, teachers will begin the year with ability-based content, making use of pre-tests and assessments to determine student needs.

Elementary special classes (music, art, technology, gym, and Spanish) will be available to Brookfield Academy students. Special teachers will be brought into the classroom so students do not have to move to a different location.

Preschool special classes (music, gym, Spanish) will be available to Brookfield Academy students. Special teachers will be brought into the classroom so students do not have to move to a different location.

Teachers will incorporate virtual platforms into their teaching and plan for teaching students how to access online programs to prepare should Brookfield Academy move to intermittent closures or remote learning. Students will engage in traditional services, learning and grading practices.

Designated classrooms at each grade level will provide before and after care with the same safety practices in place as during the school day.

Please note: Students classroom placement may change based on use of before and after care.



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Phase 4: In-person Learning with *Required* and Recommended Precautions and Safety Measures

In this scenario, the state has reached Phase 4 of the [Michigan Safe Schools Roadmap](#). This allows schools to open for in-person instruction with *required* safety protocols. The required guidelines include facial covering for staff, facial covering worn by Pre K-5 students in common areas, smaller class sizes, and social distancing to the extent that is feasible.

Emotional Health

Teachers will reach out to students to provide support as needed. Teachers and administration will also address any concerns they receive from parents, or teachers/staff.

The Administrative and Teaching Team is prepared for COVID-19 related trauma with appropriate social distancing. Staff will be prepared to assess and evaluate the mental health status of students and staff members utilizing questionnaires and/or direct outreach. An [Emotional Health and Wellness Website](#) will be available with resources to help parents, students and staff locate help at any time needed. Principals of each school are available to support mental health and wellness and promote resources for families, students and staff. This Principal will serve as a contact person to assist with any questions regarding the website and will support students, parents and staff with issues that might occur with the reopening of schools and the requirements instituted to keep everyone safe.

Health and Safety Protocols

All reopening phases will require Brookfield to establish and follow strict safety protocols to ensure the health and safety of students, families, and staff.

- Training for employees and students that promote behaviors that reduce the spread of the virus
- Daily temperature checks for employees and students
- Promotion of mitigation practices such as staying home when sick
- Practicing hand hygiene and respiratory etiquette (including hand washing with soap and water regularly)
- Conducting daily health screens for staff and students
 - All staff will be required to affirm they are not experiencing COVID-19 symptoms prior to entering a building or office space.
 - Each morning, students will be screened for fever and symptoms prior to entry and those who are experiencing symptoms will not be permitted to enter the building and parents will be required to take their child home.
- Face coverings are required in common areas. Individuals are required to bring their own face coverings. Face masks must be school appropriate and worn in accordance with CDC guidelines.



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- Employees whose role may require additional personal protective equipment (e.g. face shields and gloves) based on their job duties, will have those items provided to them
- Posted signs throughout buildings promoting safe practices
- Regular cleaning and disinfecting
- Proper ventilation and increased air circulation (e.g. opening doors and windows where possible)
- Limiting the sharing of objects and supplies
- Sanitizing objects and supplies throughout the day after student use and at the end of each school day.
- Social distancing is practiced to the greatest extent possible
- Food consumption in smaller, controlled settings (e.g. classrooms)
- Nonessential visitors will not be permitted in the building
- Outdoor time limited to one group at a time, with limited back-to-back use of the playground and sanitization of equipment.
- Drop-offs/pick-ups are restricted to outside the school
- An “isolation area” will be designated at all school buildings so that anyone who experiences COVID-19 symptoms or feels unwell during school hours, can be isolated from others while additional steps are taken to seek care.

Brookfield’s food service providers are prepared to serve students in flexible locations instead of cafeteria settings.

Custodial services will adjust to schedules that allow for deep-cleaning of classrooms and high-traffic areas on a regular basis. While cleaning was modified in January to address the spread prior to the closure, more intensified, systematic cleaning would take place upon a return. [Bright Horizons cleaning details.](#)

Instruction

Brookfield's students can expect to receive the same high-quality in-person education they have received in the past.

As always, teachers will begin the year with ability based content, making use of pre-tests and assessments to determine student needs.

Elementary special classes (music, art, technology, gym, and Spanish) will be available to Brookfield Academy students. Special teachers will be brought into the classroom so students do not have to move to a different location.

Preschool special classes (music, gym, Spanish) will be available to Brookfield Academy students. Special teachers will be brought into the classroom so students do not have to move to a different location.



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Teachers will incorporate virtual platforms into their teaching and plan for teaching students how to access online programs to prepare should Brookfield Academy move to intermittent closures or remote learning. Students will engage in traditional services, learning and grading practices.

Designated classrooms at each grade level will provide before and after care.

Please note: Students classroom placement may change based on use of before and after care.



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Phase 1-3: Remote (Virtual) Learning

The state is currently in Phase 4 of the Michigan Safe Schools Return to School Roadmap, the phases can move backwards as well. Should state guidelines change that restrict in-person learning to a point where remote learning is necessary, Brookfield will be prepared to continue learning in an online capacity.

Emotional Health

Teachers will reach out to students to provide support as needed. Teachers and administration will also address any concerns they receive from parents, or teachers/staff.

The Administrative and Teaching Team is prepared for COVID-19 related trauma with appropriate social distancing. Staff will be prepared to assess and evaluate the mental health status of students and staff members utilizing questionnaires and/or direct outreach.

An [Emotional Health and Wellness Website](#) will be available with resources to help parents, students and staff locate help at any time needed. Principals of each school are available to support mental health and wellness and promote resources for families, students and staff. This Principal will serve as a contact person to assist with any questions regarding the website and will support students, parents and staff with issues that might occur with the reopening of schools and the requirements instituted to keep everyone safe.

Elementary Instruction

Brookfield's students can expect to receive the same high-quality in-person education they have received in the past.

As always, teachers will begin the year with ability based content, making use of pre-tests and assessments to determine student needs.

Brookfield Academy will continue to use Google Classroom and other digital platforms for grades Preschool through 5th grade in the time of distance learning. Lessons will be assigned, coursework submitted, and grades administered through FACTS.

Students will be expected to submit assignments to receive feedback from their teachers that indicates where students have been successful and where they may want to spend more time. Periodic feedback will guide students in developing understanding and the ability to apply concepts.

Students who have circumstances that interfere with their ability to participate in an assignment should contact their teacher.

Students daily groups and special schedules will remain the same as the in-person school schedule.



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Daily Expectations for Learning

- Check daily posts in Google Classroom (grades K-5) from your teachers. Expectations for the day will be posted by 8:00 a.m. the day class is meeting so that students and/or families don't need to continue to check back throughout the day for additional posts.
- Students need to complete learning activities for each class by the date identified by the teacher.
- Students need to respond to any teacher email or question on assignments within 24 hours, Monday-Friday.
- Establish a good work space at home (Separate space, clean and organized, have all the tools/items you need, distractions set aside, etc.)
- Establish a consistent schedule to complete independent class work
- Follow the set Norms and Participation Expectations established by your teacher.
- Expectations for student interaction virtually with students and staff is the same expectation as if in the classroom.
- Learning will be a combination of multi-faceted methods and resources
 - Written assignments, online quizzes, reading, or other work to be completed mostly independently will be included.
 - This will include live and recorded instruction, and instructional videos which will be posted of presentations, explanations, supplemental information, etc.
 - Students may be asked to record themselves -- for language, talking through math problems, reading for fluency and comprehension, doing physical activity, music lessons, art projects, etc.

Please reach out to your student's teachers should they need extra support.

Student Attendance

- Students need to complete learning activities for each class by the date identified by the teacher. If there is extended research/project, there may be a daily check-in or reflection on progress.
- Classroom teachers will reach out to students who have been inactive for two days. If the teacher is unable to get a response from the student, the teacher will contact the parent. If this situation is not resolved, teachers will then report these individuals to the assistant principal or principal. Assistant principals or principals will monitor those students who have been reported by the teacher as being inactive.

Grading

Brookfield Academy's current grading policy will be in place for all virtual learning.



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Note on Intermittent Closures

This assumes that schools have been allowed to reopen, but makes considerations for school closures, as determined by state and local health departments following a case or widespread outbreak of COVID-19 within a school or schools in our district. **The state and health department would determine whether or not we are closed, but we would determine how to continue learning in this scenario.**

Emotional Health

See phases 1 through 3

Instruction

See phases 1 through 3

Health and Safety Protocols

Brookfield will utilize cleaning teams to disinfect and provide deep cleaning within our buildings.

Buildings will be quarantined once cleaned to prepare for student return.

[Bright Horizons cleaning details.](#)

The Brookfield Return to Learning Plan and Guidelines are subject to change based on new regulations and mandates provided by Bright Horizons, local government and field experts.



Brookfield Academy Frequently Asked Questions

Q. Are Parents and Volunteers allowed in the building?

A: During phase 4 and phase 5 of Michigan Re-Engagement Plan all nonessential visitors will not be allowed in any Brookfield Academy building. Only essential partners will be allowed in the building, and they must adhere to the same protocols including daily symptom checks, negative COVID-19 testing, and wearing of face coverings.

Q. What if a positive case (or several cases) of COVID-19 is confirmed at Brookfield Academy during phase 4?

A. Brookfield will follow CDC guidance on what to do when students and staff exhibit symptoms and when a case is suspected/confirmed. Students or staff who exhibit symptoms will be directed home to self-isolate and seek medical attention, as necessary. Positive or suspected cases will be confirmed with the local Department of Public Health who will assist with developing a recommended next step based on the level of potential exposure. Staff and families will be notified if they or a student has been in “close contact” with a confirmed case and will be directed to self-isolate and monitor themselves for potential symptoms. This may result in the temporary closure of school buildings. At a minimum, in the event of a confirmed case, the school may close off portions of/an entire building for a period of 24 hours and allow for additional cleaning/disinfecting before reopening. Before returning to work in person, anyone who has tested positive for COVID-19 must wait at least 72 hours since symptoms ceased (resolution of fever and improvement in respiratory symptoms) and 14 days since symptoms first appeared. They must also be re-tested and indicate a negative result before returning. Should a school need to close temporarily, all coursework will be completed virtually.

Q. What About a “Second Wave” of COVID-19?

A. Public health experts and elected officials have all warned about the possibility of a “second wave” of COVID-19 even after cases see a significant and sustained decline. Brookfield Academy is actively preparing for all scenarios and will be prepared to shift to more (or entirely) virtual operations should a spike in COVID-19 cases force temporary or prolonged closures. While we hope additional closures are not a reality, data from other countries and the uncertainty of an available vaccine tell us that we must be prepared for the possibility of such an increase in cases in the Fall. If students and staff return to a full online learning structure, then grades will still be provided.



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Q: How will drop-off operate?

A: Until further notice, parents will not be able to walk students to classrooms in the morning. All students will be dropped off using the car line. Faculty and staff will be available to greet students and if necessary, escort them to their classrooms.

Morning valet drop-off will begin at 7:30 a.m. and end at 9:00 a.m. Drop off times will be staggered to provide time for required health checks.

All students and parents must have face coverings in place prior to arriving in the valet line for health check process. Parents and students will have their temperature taken by Brookfield Academy personnel as they arrive on campus. Parents will be required to take their child home if they have a temperature of 100.4 or greater, or answer "yes" to any of the required health screen questions. For the safety of our community and to set a positive example for students, parents must wear masks while in the drop-off line.

Q: How will pick-up operate?

A: All students must have face coverings in place during dismissal. Times will be staggered to adhere to physical distancing guidelines. For the safety of our community and to set a positive example for students, parents must wear masks while in the pick-up line.

Q: Will faculty and staff be required to wear face coverings?

A: Until further notice, all faculty and staff will wear face coverings.

Q: Will students be required to wear face coverings?

A: Until further notice, students ages Pre-K years and older will be required to wear face coverings in common areas such as hallways and valet lines. When students are in their classrooms, a face covering will be encouraged, but not required. Face coverings must be school appropriate and should be worn in accordance with CDC guidelines.

Q: How will this impact Special Classes?

A: Specials classes will be brought to the classrooms instead of having students move to different locations.

Q: How many students will be in each classroom?

A: Student capacity limits will be reduced and determined for each campus.

Q: How will music and band programs operate?



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A: Though band and music classes are being offered for the 2020-2021 school year, these courses will be modified with the safety and health of students and faculty in mind. Planning for band and music is ongoing through the summer.

Q: What will the PE program look like?

A: Classes will focus on physical fitness skills, health, and nutrition. Equipment will be disinfected throughout the day as appropriate.

Q: How will recess operate?

A: Staggered scheduling will allow each class daily recess opportunities. Use of playground equipment is being evaluated and will adhere to CDC guidelines.

Q: What protocols are in place for snack and lunchtime?

A: Preschool through 5th grade will eat snacks and lunch will be eaten in the classrooms. Hand washing/sanitizing will occur before and after eating.

Q: What protocols are in place for restrooms?

A: Faculty and staff will ensure students follow the appropriate guidelines and capacity limits while visiting shared restrooms. Until further notice, bathroom capacity will be limited. Hand washing protocols will be stressed. Bathrooms will be sanitized throughout the day and disinfected each night.

Q: Will you institute capacity limits at group gatherings? Will the School continue to host assemblies or line-ups?

A: Group gatherings, assemblies and field trips have been eliminated until further notice.

Q: Will the School still be using outside lunch vendors? If so, what precautions will be put in place?

A: Yes. Brookfield will continue to use outside lunch vendors. Lunches will also continue to be in single-serve containers prepared by school staff. Lunches will be delivered to classrooms.

Q: How will lockdown, fire and tornado drills, continue?

A: Teachers will follow safety and security protocols during a drill according to the Emergency Procedures. Simulations will be run with teachers during pre-planning days, followed by students at the beginning of the year.

In the event of an ACTIVE Lockdown, Fire, or Tornado situation, students will follow the emergency procedures. Teachers and students will put safety first.



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Q: If virtual learning is required during this school year, will the remote learning program be the same as it was this Spring? What changes have been implemented?

A: Brookfield Academy has enhanced and improved their remote learning model based on feedback from parent and faculty surveys, and remote learning professional development. Instead of the asynchronous remote learning experience from this past Spring, the Brookfield Academy will be primarily using a synchronous learning schedule.

Brookfield Academy remote learners will participate in daily scheduled live instruction via Zoom/Google Meet that mirrors the schedule of on-campus learners. Lessons will be recorded and posted on Google Classroom only if a remote learner misses a lesson, but the expectation is that remote learners will attend all live virtual lessons.

Should the campus need to close long term at any time through the school year, Brookfield Academy has planned to seamlessly switch to a fully remote situation. Brookfield Academy faculty and staff are spending the summer working on remote learning professional development and preparing instructional materials should a fully remote situation become necessary.

Students will be expected to log onto Zoom/Google Meet for live, scheduled teacher-led instructional lessons as well as guided practice in all subject areas throughout the remote learning day. Each lesson's length and content will be developmentally appropriate.

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