

**Waiver Application Form**  
**(Use District/School Letterhead & Logo)**  
*(for use by a Local Education Agency or equivalent)*

Please submit one application for each local educational agency or equivalent. If applying on behalf of a school district please submit one application for elementary schools in the district that are seeking to reopen for in-person instruction. If applying for an independent, private, faith-based, or charter school, please submit an application for each school.

**Background Information**

Name of Applicant (Local Educational Agency or Equivalent): Jules Everest

Name of District/School: Sunflower Montessori

If this is a School District Consolidated Application Yes:  No:   
*(Please list each school on a separate sheet)*

School Type:  Traditional Public School  
 Charter School  
 Private, Independent, or Faith-Based School

Number of schools: 1 Enrollment: 12

Superintendent (or equivalent) Name: Jules Everest

Address:  
28251 Marguerite Pkwy.  
Mission Viejo, CA 92692

Number of students and number of classes per grade proposed to be reopened:

TK	K	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	* TK and K Will be combined in one classroom.
	12/1	0	0	0	0	0	0	

Date of Proposed Reopening: September 8, 2020  
Name of Person Completing Application: Karin Walsh  
3 TK students and 9 K students.

Phone Number: 949-364-6500  
Email: sunflowermontessorischool@gmail.com

Signature: *Karin Walsh* Date: 8/17/2020

I. **Consultation**

Please confirm consultation with the following groups:

Labor Organization

Name of Organization(s) and Date(s) Consulted:

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Parent and Community Organizations

Name of Organization(s) and Date(s) Consulted:

Sunflower Montessori reached out to the parents to determine which families would like to attend the campus and which parents would like to learn through distance. The teachers and administration met on July 24 to discuss the schedule for on campus and distance learning. Surveys went out to all the parents on August 7 to determine more accurately the number of students on campus. The survey came back 82% of the population would like to attend on campus.

If no labor organization represents staff at the school, please describe the process for consultation with school staff:

Individually met with staff week of July 27 to discuss re-opening plans and their preferences of teaching in person or remotely. 100% of staff are in support of in person education. September 1-4 all elementary staff will participate in intensive training on cleaning, screening, and sanitation protocols. There will be weekly meetings beginning on September 11 to review and revise any procedures as needed.

II. **Elementary School Reopening Plans**

Please confirm that elementary school reopening plan(s) addressing the following, consistent with guidance from the California Department of Public Health and the local health department, have been published on the website of the local educational agency (or equivalent):

- Cleaning and Disinfection:** How shared surfaces will be regularly cleaned and disinfected and how use of shared items will be minimized.
- Cohorting:** How students will be kept in small, stable, groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the cohort.
- Entrance, Egress, and Movement Within the School:** How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

- Face Coverings and Other Essential Protective Gear:** How CDPH's face covering requirements will be satisfied and enforced.
- Health Screenings for Students and Staff:** How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.
- Healthy Hygiene Practices:** The availability of handwashing stations and hand sanitizer, and how their use will be promoted and incorporated into routines.
- Identification and Tracing of Contacts:** Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.
- Physical Distancing:** How space and routines will be arranged to allow for physical distancing of students and staff.
- Staff Training and Family Education:** How staff will be trained and families will be educated on the application and enforcement of the plan.
- Testing of Students and Staff:** How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Describe how staff will be tested periodically to detect asymptomatic infections.
- Triggers for Switching to Distance Learning:** The criteria the superintendent will use to determine when to physically close the school and prohibit in-person instruction.
- Communication Plans:** How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.
- School Website URL** where reopening plan and waiver are posted.  
sunflowermontessorischool.net

**Additional Resources:**

CDPH and Cal/OSHA Guidance for Schools and School-Based Programs

<https://files.covid19.ca.gov/pdf/guidance-schools.pdf>

California Department of Education Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools

<https://www.cde.ca.gov/ls/he/hn/strongertogether.asp>

CDPH COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year

<https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Schools%20Reopening%20Recommendations.pdf>

For Internal Use Only:

Date Received

Health Officer Review

Determination Date