

Zion Christian Academy

School Re-Opening Plan



Training Hearts and Minds for the Glory of God

Policies and Procedures to Guide Parents/Faculty

Fall 2020

*This plan may be changed or amended pending new information from the CDC, Local Health Management Officials, or directives by the ZCA Board of Directors.

Contents of Plan

1. The Plans
2. Prior to Arrival – Cleaning/Sanitizing
3. School Arrival
4. Classroom Set-up
5. Lunch/Cafeteria Plan
6. Extra-Curricular Activities
7. Multi-Purpose Room & Playgrounds
8. Before Care and Extended Care
9. Dismissal Procedures
10. Special Programs/Celebrations
11. School Visitation

The Plans:

Traditional Plan: It is the desire of ZCA to provide a robust educational experience taught in the light of God's truth to every student. Recognizing that the whole child is best served in an atmosphere of nurture, safety, peer interaction, and guided daily instruction by highly qualified teachers, **ZCA will resume school in a traditional manner beginning with the first day of school on Monday, August 3, 2020.** As of now, our plan is to continue this instruction according to the 2020-2021 ZCA School Calendar.

Hybrid Plan: Recognizing the need for daily instruction and building upon the foundational skills needed for every student, it is the intent of ZCA to remain open should COVID-19 concerns persist or escalate. Parents will have the option of continuing ZCA classes in a remote learning environment at home or they may continue to send their children to school.

Remote Learning Plan: Should COVID-19 concerns escalate to the degree that a shut down is required, students in grades 2-12 will move to a remote learning plan with online instruction by their teacher using the Google Classroom format. Students in Preschool, Kindergarten, and First Grade will continue to be able to attend school as regularly scheduled and the use of the entire lower school building will facilitate maximum social distancing.

**Note – The Head of School will make the determination as to which Plan we will follow as circumstances dictate.*



Prior to Arrival:

Prior to the beginning of school on August 3, the buildings will be thoroughly cleaned and sanitized. Water fountains will be covered with the exception of the bottle-filling fountains. Hand sanitizer will be available in every classroom. Hand sanitizing stations will be located throughout the school buildings. Common areas such as restrooms, the multi-purpose room, the gym, the media center, and office spaces will be thoroughly cleaned each day to the COVID standard.

Every faculty and staff member will be given a temperature screening upon arrival to the building each morning by 7:00am. Faculty members will then sanitize or wash their hands prior to going to their classroom. Finally, faculty members will spray and wipe all desks and chairs with a disinfectant cleaner prior to student arrival.



School Arrival

Students should arrive between 7:15–7:45am each day.

- Lower School – parents will use the normal drop off procedure by driving around the building and dropping off under the covered entryway.
- Upper School – all drivers (parents or student-drivers) will drop off at the covered awning at the gym lobby nearest the football/soccer field.

Please note: In order to maintain a clean and safe environment, no parent walk-ins or student drop-offs will be permitted.

Prior to disembarking from the car all students will have a temperature

screening performed. Students who have temperature at or above 100.00 will not be allowed in the school building. Parents (or student-drivers, if applicable) will be asked to park their car and allow us to re-check their student in 15 minutes. If the temperature is below 100.00 they may enter the school and begin the day.

A student who maintains a temperature at or above 100.00 will not be allowed to attend school for the day. When the student's temperature is below 100.00 and no other symptoms are present, they may return to school.

Masks are optional and may be worn under a parent's directive or in the event the student has persistent coughing or sneezing. We ask that all students have a mask that is stored in a Ziploc bag and kept in their backpack or on their person. This will be used in the event a cough develops during the school day.

Upon entrance into the building students should immediately sanitize their hands in the foyer prior to reporting to class.

These procedures should ensure that all our faculty and student population are clear and clean to begin the day.



Late Arrival or Early Dismissal

If a student arrives at school after 7:45 or when school has already started, the respective school office should be called, and a staff person will come outside to perform a temperature check. If the student's temperature is below 100.0, they will be allowed to enter the school building to begin school. This applies to parents dropping off their child(ren) or a student-driver at the upper school.

If a student has to leave school early for any reason, the parent should remain in their car and contact the respective school office when they arrive. A staff person will escort the child out to their car. Student-drivers may sign themselves out in the school office, provided the office has been notified by a parent or guardian.

Classroom Set-up

Each classroom will be arranged to allow for maximum distancing between student desks. Students will sanitize their hands prior to entering and exiting the classroom. Masks may be worn in the classroom at the discretion of the student and parent but are not required unless the student has ongoing coughing or sneezing issues.

- Lower School – Grade level teachers will switch classrooms rather than having student move between classrooms.



Lunch/Cafeteria Plan

Hot lunches will be available for purchase from a variety of local vendors. Meals will be ordered and delivered as prepackaged meals in order to eliminate additional handling/touching of food items. Additionally, students will continue to be allowed to bring their own lunch from home.

- PreK – 1st Grade: Students will eat in their classrooms. Refrigerators and microwaves will be provided for each classroom. When ordered, hot lunches and milk will be delivered to their classroom.
- 2nd – 5th Grade: Students will eat in the multi-purpose room. The lunch schedule has been set to reduce the number of students eating at the same time and to facilitate additional distancing between students.
- 6th – 12th Grade: There will continue to be separate middle school and high school lunch periods. Students will use the gymnasium and a specific classroom for lunch each day. Classroom usage will rotate per grade level so that no student is required to eat lunch in a classroom every day. Refrigerators and microwaves are in the media center and available to all students.

Please note: We regret that we will not be able to allow visitors for lunch this year.



Physical Education Class

Students need time to exercise and get some fresh air throughout the school day. It is for this reason that we will allow our students to participate in outdoor PE when possible, as part of the physical education class. Social distancing protocols will be applied during these times to allow for smaller group, structured activities. The same classroom protocols will be followed concerning handwashing and the (optional) wearing of masks during PE

Extra-Curricular Activities

At ZCA, we understand the importance of extracurricular activities in the lives of our students.

- Athletics – We are continuing to wait on guidance from the TSSAA regarding the resumption of athletic activities in the fall and beyond.
- Fine Arts – Concerts, programs, plays, and musicals will continue as planned. Protocols will be used for audiences to maximize social distancing as required.
- Field Trips – There will be no field trips at least through the first semester.
 - Upper School – all overnight field trips (DC, NYC, Mission Trip, Senior Trip) are currently scheduled to occur during the same week later in the second semester. However, these trips are still subject to review based on the situation regarding COVID-19.

Multi-Purpose Room and Playgrounds (Lower School only)

Children need time to exercise and play throughout the school day. It is for this reason that we will allow our students to participate in outdoor recess as well as PE classes. Social distancing protocols will be applied during these times to allow for smaller group play and structured activities. One grade level at a time will have recess and access to the playground. Additionally, kindergarten students will use the smaller playground this year.



Before Care

Morning care begins at 7:00 am in each building.

- Lower School - Parents will drive around the building and drop off their child(ren) at the door into the multi-purpose room. Each child must have their temperature check BEFORE they exit the vehicle. Upon entering the building, they will sanitize their hands and be seated at a table. At 7:15am, all children will be released their respective classrooms.
- Upper School – Parents who drop off their child prior to 7:15am should park near the flagpole at the front entrance of the upper school building. A staff member will come to the car and each student will have their temperature checked BEFORE leaving their vehicle. Upon entering the school, they will sanitize their hands then proceed to have a seat at a table in the Media Center. Students will be released to their classrooms at 7:35am.

After Care

- Lower School – After Care begins at 3:00pm. Students will be divided into groups of ten to allow for maximum distancing. After care rooms will be sanitized before the arrival of students each day. After care staff will provide activities and instructions for each day. All students should be picked up by 5:30pm each day.
- Upper School – After Care begins at 3:20pm. Students will be seated in the media center and spaced appropriately for maximum social distancing. Students will sanitize their hands upon entry into the Media Center. All students must be picked up by 5:30 p.m.



Dismissal Procedures:

Lower School – All students will be picked up in the car line each day and placed back into the car by a ZCA staff member.

- The following dismissal schedule will be followed:
 - 2:15pm – PreK, K5, and 1st grade
 - 2:30pm – 2nd and 3rd grade
 - 2:45pm – 4th and 5th grade
- If a family has students in multiple grade levels, please plan to pick up all of the students at the latest time according to the schedule.
- If a parent needs to pick up a student early from school, please call the lower school office, 931-381-3228 and your child will be escorted to your car.

Upper School – Students are dismissed at 3:10pm.

- A double car line will form at the end of the middle school hallway.
- A single car line will form at the front of the building for high school students.
- Student drivers will be released at the same time and exit from the rear parking lot, nearest the athletic fields.
- Should you need to pick up your child early for an appointment, please phone the office at 931-388-5731 and we will bring them out to your car when you arrive.



Special Programs and Celebrations:

ZCA students love to perform and celebrate! Decisions will be made and special considerations will be taken as to what, when, and how we can safely resume many of our traditional school programs throughout the year. Some of those programs include:

- Grandparent's Day
- Open House
- Parent/Teacher Conferences
- Homecoming Events
- Field Trips
- Parties
- Christmas Programs
- Spring Programs
- Sporting Events
- Pep Rallies
- Special Guest Assemblies

Our weekly chapel services are a huge part of what we do and who we are at ZCA. We will continue to have our chapel services with appropriate spacing allowances for our students. We will not, however, be able to invite our parents to join us at the present time.

School Visitation:

At ZCA we believe that we serve in a partnership with our parents in the education of their children. As such, our policy has always been to welcome our parents into the school as guests or volunteers. Due to the Covid-19 pandemic we are having to suspend that invitation for in-school visits for a time. For any emergency situation that should arise, please contact the school office for further instructions.