



**DATE:** 5/11/2020  
**TO:** PROSPECTIVE /NEWLY ENROLLED PARENTS  
**FROM:** MRS. MARKS, HEAD OF SCHOOLS  
**SUBJECT:** 20-21 SCHOOL PLAN  
**PRIORITY:** CRITICAL HIGH MEDIUM LOW

## PRELIMINARY 2020-2021 SCHOOL PLAN AMID COVID-19

In light of the world pandemic confronting schools and businesses, there are many questions surrounding reenrollment, the probability of suspending summer camp and addressing details for the new school year. To plan properly, we will keep our fingers on the pulse of the scientific and political climate with the understanding that those views do not always prioritize the wellbeing of our students and teachers. With that said, the following are OMNI's responses and contingency plans as we cautiously navigate these extenuating circumstances.

### *Testing*

Once your application fee has been paid, contact Mrs. Marks at [t.marks@omnischoolatl.com](mailto:t.marks@omnischoolatl.com) to schedule your child's assessment. We will synchronize schedules to establish a test date and time feasible for the parent. Students and parents must be able to pass the prescreening questions as follows:

- Are you currently experiencing a fever?
- Have you experienced a fever in the last 24-48 hours?
- Are you currently experiencing difficulty breathing, a continuous cough, or loss of smell?
- Are you currently experiencing any upper respiratory illnesses?
- Have you had contact with anyone confirmed to have COVID-19?
- Have you had contact with anyone who has had contact with anyone confirmed to have COVID-19?

**If yes to any of these questions above, you will not be permitted on campus.**

If no to these questions, once scheduled, please bring a facemask if you have one. If not, one will be provided for you. Assessments generally take 30-60 minutes depending on the age of the student. The test is completed by an assessor with the child only. Parents are not permitted in the assessment room. Students are asked to wash their hands before the assessment. There are occasions students will be asked to write. During these occasions, a student will be given a new pencil and it will remain in their possession and will not be reused. The use of manipulatives will be minimized and only used if they are washable and sanitized after each use.

### *Private Tours*

Private tours are being facilitated on select days throughout the month. Please inquire within with requests. Shortly, our virtual tours will be available online.

### *Virtual Learning*

The school has been facilitating classes in a virtual learning environment online since March 18<sup>th</sup>. This has not been ideal for younger learners but those with parental support at home have made significant gains. Although online learning is not a true reflection of what occurs on campus day to day, it is a glimpse of how the online learning environment is structured in the event we are still on this platform at the start of school. Please be mindful that online instruction was a continuation of student learning since the beginning of the year, so content will not represent first month material.

<https://youtu.be/swVSeSKmOsY>

### *Enrollment*

This world crisis has affected many of you locally in ways unimagined. After careful consideration, I have relaxed some of the deadlines for reenrollment and deposits to help relieve the burden and financial toll losses and pending losses have brought. For those experiencing hardships, the final deadline for reenrollment has been extended to Monday, June 1, 2020. Your timely reenrollment helps us to properly plan for the new school year and secure needed personnel and other resources. New parents must pay the registration, material, and enrollment fees at the time of enrollment. Deposits may be absorbed into the monthly installment plan with prior approval. Additionally, the new pay structure has been rolled back on an individual basis to include modifications of installment plans and terms as needed, but you must inquire within to access special enrollment instructions for TADS. There were previously multiple installment plans ranging from 1 month-8 months, with payments beginning as early as June 2020. Due to COVID-19, a new 10-month payment term has been added with payment plans from June 2020 through March 2021. All balances for 2020-2021 must be reconciled by March 31, 2021.

### *Summer Camp 2020*

All summer camp programs for summer 2020 are cancelled. Unfortunately, many academy parents opted out of summer camp if there were no face-to-face visits. Because parents report the virtual platform has not been ideal for working parents of toddler and preschool populations, we do not have enough numbers to successfully sustain summer classes as a school. All funds paid in advance to OMNI International School for the 2020 summer camp session will be credited to your TADS account. Due to low interest, virtual summer camp programs for upper school will also not take place.

Although the school's formal summer camp is cancelled, a few teachers are interested and available to provide 1:1 or small group virtual classes this summer in response to the variations of requests for summer school. This would be an arrangement you make with teachers on your own, and not a mandate from the school. Teachers are able to use OMNI resources and our Zoom platform to facilitate all sessions. Below is a recommended structure to prevent lapses in student growth:

*Ideally, abbreviated sessions should retain essential skills in reading, writing, arithmetic, and foreign language skills are recommended. An abbreviated schedule can take place over a 4-6 week period from once a week to a few days a week, or 1-2 hours daily; 1 hour of Foreign Language classes and 1-2 hours of ELA/Math/Reading/Writing support a week at the parent/teacher's discretion. There should be a flat fee for group and 1:1 classes. Teachers should post their schedules once finalized. This schedule will include dates of classes, cost, minimum and maximum class sizes, content to be covered. Teachers and parents should come up with goals, track weekly progress, and assess at the end of the 4-6 week period. The following teachers are available.*

*Upper School =K-4<sup>th</sup> Grade; Academy-Pk2-Pk5*

*Upper School English, Reading, Writing-Miss Cross; [k.cross@omnischoolatl.com](mailto:k.cross@omnischoolatl.com)*

*Upper School Japanese-Sensei Mayu Edwards; [m.edwards@omnischoolatl.com](mailto:m.edwards@omnischoolatl.com)*

*Upper School/Academy Chinese-Yu Xia; [y.xia@omnischoolatl.com](mailto:y.xia@omnischoolatl.com)*

*Academy ELA, Math-Miss Edwards; [l.edwards@omnischoolatl.com](mailto:l.edwards@omnischoolatl.com)*

*Academy Japanese-Kyoko Sensei; [k.thomas@omnischoolatl.com](mailto:k.thomas@omnischoolatl.com)*

*Academy ELA, Math, Reading, Writing-Mrs. Alimi; [s.alimi@omnischoolatl.com](mailto:s.alimi@omnischoolatl.com)*

### *Ongoing Sanitation*

The past couple of months have been an ideal time for the school to deeply sanitize and disinfect all rooms. All areas of the school, in addition to regular cleaning, were thoroughly cleaned and sanitized with hospital-grade cleaning solutions. These areas included doorknobs, light switches, sink handles, counters and tabletops, cots, desks, chairs, cubbies, and playground structures. The janitor will go in and perform another deep cleaning just before students and teachers return in the fall.

### *Fall 2020 Enrollment*

As of today, school is scheduled to resume on Tuesday, August 11, 2020. However, we are relying on guidance from the authorities and have developed the following three (3) contingency plans as we traverse the COVID-19 terrain.

#### ***Plan A-***

School will resume as scheduled. Parents will attend a curriculum day orientation Friday, August 7, 2020 from 9am-12pm or 9-3pm at the parent's discretion. A preliminary schedule is below.



## PARENT ORIENTATION SCHEDULE

- 900-935 Parent Welcome; Teacher Introductions; PVC, Vision; Agenda
- 935-1015 Afterschool enrichment (Piano, Jiu Jitsu, Engineering, Tennis, Spanish, Chinese, Japanese, Tutoring)
- 1015-12 Meet with teachers in classrooms (30 min per block)
- 12-1245 Lunch
- 1245-2 Upper School Electives, Technology Support and form submissions
- 2-3 Q&A (Sanctuary)

Core	CROSS (ELA/SS)	HAWAII (Math/Science)	WANG (Chinese)	EDWARDS (Japanese)		CAFETERIA	XIA (Chinese)	PORTER (English)	THOMAS (Japanese)	LI (Chinese)	EDWARDS (English)	ALIMI (English)
1020-1050	K	1 <sup>st</sup>	2 <sup>nd</sup> -4 <sup>th</sup>	2 <sup>nd</sup> -4 <sup>th</sup>			AM Chinese	AM-KH English	AM Japanese	AM Chinese	AM English	AM English
1055-1125	2 <sup>nd</sup> -4 <sup>th</sup>	K	1 <sup>st</sup>	1 <sup>st</sup>			PM Chinese	PM English	PM Japanese	PM Chinese	PM English	PM English
1130-12	1 <sup>st</sup>	2 <sup>nd</sup> -4 <sup>th</sup>	K/KH	K/K-H			Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
12-1245	Lunch	Lunch	Lunch	Lunch								
Electives	Lee (STEAM)	Cook (P.E.)	Thompson- (Music)	Garcia (Spanish)	Washington (Art)							
1245-100	K/KH	1 <sup>st</sup>			2-4	Tech Supp						
100-115	2 <sup>nd</sup> -4 <sup>th</sup>	K/KH	1 <sup>st</sup>									
115-130		2-4	K	1 <sup>st</sup>		Tech Supp						
130-145			2-4	K	1 <sup>st</sup>							
145-200	1 <sup>st</sup>			2-4	K/KH							

OMNI

As a safety precaution, once we return to school, we will begin with firm restrictions and safety precautions keeping in line with recommendations from agencies such as the Center for Disease Control (CDC), Bright from the Start (BFTS) and scientist on the frontline of the pandemic. As students fully assimilate back to campus, we will gradually lift these restrictions and safety precautions. All field trips for the first 90 days of school will be suspended until further notice. Because we are in the middle of a pandemic, we are mandating limited access into the building as well. Access to areas beyond the front desk will be restricted for all parents, guardians, and other family members dropping students off or picking up regardless of parent passes. A carpool will be established to ensure continued social distancing and limited social gatherings at designated times in the morning and various times at pick-up. At the parent orientation, parents will sign an authorization form permitting OMNI to sign students in and out when using carpool.

At the recommendation of Bright from the Start and other health agencies, health screenings will be mandated for all students and staff upon arrival, i.e. temperature checks, pre-screening questions, etc. Parents must ensure students are not arriving to school with a fever or under medication for a fever, exhibiting respiratory symptoms including coughs, runny noses, shortness of breath, etc. Swift consequences will be in effect leading to suspension up to 14 days.

For the first 60 days of school or until further notice, students will eat lunch in their classrooms to avoid large communal settings. Additionally, as an extra precaution, student nap mats and blankets will be bagged after each use. Cots will be labeled with each child's name so that children will only use their designated cots. Cots will be separated to maintain safe distances during naptime. Students will not share toys with other groups unless they are washed and sanitized before being moved from one group to the other. Toys that cannot be cleaned and sanitized will not be used.

At orientation, parents must complete a waiver of liability to express an understanding that reopening campus does not mean students will not be at risk of infection from the virus. We will make every effort

to safeguard everyone in the school. There is no way to guarantee that returning students will be protected due to situations beyond OMNI's control, such as who students or parents are exposed to off campus. Consequently, as a private school, we have to safeguard ourselves from the potential of any legal risk if we reopen campus. Because we may be more vulnerable to lawsuits by families of students who may contract the virus, your waiver will state that parents are choosing to have their children attend sessions on their own without coercion.

### ***Plan B-***

In the event OMNI has not been granted authorization to resume school as planned on August 11<sup>th</sup> we will offer a virtual orientation for families on Friday, August 7<sup>th</sup> and resume virtual classes on Tuesday, August 11<sup>th</sup>. We understand that virtual classes are not ideal, but under the circumstances, we, like so many other schools, have limited options to continue providing services for our students. We hope to have a final determination by July 1<sup>st</sup> on how we will proceed. If we resume with virtual classes online, parents will be notified and sent dates to pick up resource material from the school for the first 60 days of school (August-September) with hopes of returning to face-to-face instruction by October 5<sup>th</sup>. We will continue to assess the possibility to return to school each month thereafter.

### ***Plan C-***

In the event OMNI has not received authorization to resume to school for face-to-face instruction as planned on August 11<sup>th</sup> and have not returned by October 2020, we will plan to resume face-to-face visits by January 2021. Although not ideal, this will be in keeping with other school districts and systems. As always, we will continue to monitor schedules, breaks, student/parent anxiety and modify our online learning policies as needed.

Because of the possibility of having to remain virtual longer than expected we are constantly assessing our staffing needs, how families are impacted and how this ripple effect impacts OMNI. Below are sensitive topics that we are continually monitoring.

#### *Staffing Needs:*

OMNI's on-site hours catered to the work schedule of many working families with accommodations as early as 7:30am-6pm daily. Since we are off campus, there has not been a need for before-care, after-care, or daily janitorial services while away. Unfortunately, staff in these positions are without employment during this time. Currently, our core staff are prioritized, followed by our contract, ancillary, and elective staff who are also currently released from their duties until we return to campus. In addition to maintaining our core teaching staff, we are also maintaining operating expenses related to our lease, utilities, water, cable, internet and others. Where costs related to utilities might decrease, having an online presence has increased with our paid subscription services, virtual learning platform, and increased access and connectivity related costs for higher bandwidth on internet services.

Core teachers are negatively affected by school closures over the summer. Your small group or 1:1 classes will help significantly if they are not able to take advantage of unemployment benefits over the summer.

In the event we move to Plan B and remain virtual at the start of school, our Upper School electives will be integrated back into the curriculum on Mondays. We will be mindful of costs associated with this in light of student attrition and reenrollment.

*Tuition:*

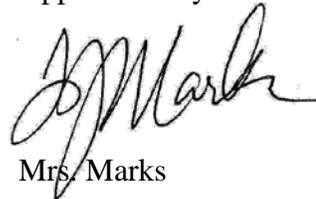
Our annual budget is based on operating expenses related to teacher's salaries, utilities, vendors, and other costs associated with running a business. Each year, teacher salaries comprise approximately 88% of the annual tuition with the remaining 12% of expenses being offset by enrollment fees, etc. As a small private school, our current rates are roughly 30-50% below market for a brand school of our caliber. Fortunately, OMNI does not have astronomical costs associated with the overhead of a new facility or associated amenities, which means our tuition as set covers primary expenses to operate. This means, we have already trimmed the fat and are working on lean offerings. We have considered and determined that although we have moved to online learning, we cannot afford any discounts or concessions for student tuition at this time. Parents experiencing hardships should inquire within. There are limited funds in our Apogee Scholarship portal, thanks to the donation efforts of parents. I hope the concessions made on the terms of the annual tuition is beneficial for your family.

In an effort to maximize tuition dollars and minimize breaks in learning, we have proactively developed and implemented a remote learning environment. While school buildings are closed, student learning has not. All extra fees for programs and services such as before care and afterschool, field trips, etc. will not be charged up front for the new year and have been refunded from the 2019-2020 school year.

As a response to COVID-19, I personally wanted to make sure our students were not left to their own devices and would continue to receive daily instruction with their teachers. Many schools have tasked parents and students with the responsibility to work on their own online with little to no interface with teachers. I hope you consider these efforts when committing to resume your studies with us over the next year.

OMNI International School's COVID-19 policies reflect current school practices and concerns gleaned from worldwide responses in public and private sectors. We will continue to assess the school's response to this pandemic and follow applicable laws and government mandates to protect the wellbeing of our students and teachers, which is our paramount concern. At times, our personal judgment must supersede these and school policies. We thank you for being an integral part of our community in steadily upholding our school's mission and vision. Your questions and comments are welcome at any time at 404-717-7722, [t.marks@omnischoolatl.com](mailto:t.marks@omnischoolatl.com), or a quick Zoom call.

Appreciatively in service,



Mrs. Marks

*Mission Statement*

OMNI's mission is to develop the whole student on all developmental domains and prepare them to be active and engaged in an interrelated world with an international advantage. We operate under the premise that language is an integral component to world interconnectedness and the key to global citizenship. We emphasize foreign language proficiency, cultural diversity, and above all, academic excellence.

*Vision Statement*

OMNI's vision is to provide an unparalleled opportunity for language acquisition in a dual immersion environment with high emphasis on math, science, and technology. Our vision is to be an exemplary educational establishment dedicated to the highest quality of standards at all levels and in all areas of endeavor. All students, parents, personnel, and community members are each viewed as equitable partners respecting and valuing each other and taking ownership of our responsibilities to further awaken the natural genius in each child. We are committed to providing all students with an education that enables them to live successfully in an ever-changing society. OMNI's vision is built on the promise that each child will rise to a level of "excellence" when that is the expectation. It's built for the purpose of ensuring that each child is maximized to their fullest potential and gain godly principles of living with integrity, character, and values.

VIRTUAL SCHOOL IN ACTION