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CATHERINE COOK SCHOOL RE-ENTRY PLAN

Our Approach

Catherine Cook prides itself on the integration of project based experiences in the classroom. We believe the best learning experiences develop organically from students’ interests and the experiences they bring in the forms of questions, conversations, and projects. While in-person instruction is ideal, the school places equal emphasis on the health and safety of all community members. As such, accommodations have been made to create a building environment that reflects local and state government required health and safety precautions to allow for a return to in-person instruction. Systems and policies are in place to help mitigate the risk of exposure to COVID-19. However, it is important to note, no system designed for in-person interactions and instruction is risk-free. Along with our commitment to health and safety, we prioritize the continued development of a strong and adaptable learning program and schedule that can transition between in-person and home instruction.

Process of Re-Entry

Catherine Cook’s Administrative Team and Board of Trustees determines, based on dialogue with and mandates by local and state governments, that the school facilities are successfully modified to meet the needs necessary to allow for the safe return of students, faculty, and staff to the school building.

YES
Local and state governments allow for full or modified return to school.

YES

Full Time On-Campus Learning
Community members will be expected and required to adhere to all health and safety procedures while on campus. If it is determined that an individual or a cohort must quarantine due to direct or possible exposure, or the government mandates capacity limits, individuals will move to remote learning.

NO

All-School Continuous Distance Learning (CDL)
Should the school or local community experience an outbreak that would require closure of the building’s facilities, all learning would move to a CDL model, modified to allow for a full day of remote synchronous and asynchronous instruction.

Hybrid Model*
A flexible hybrid model of both on-campus and virtual instruction will be implemented to provide continued access to Catherine Cook’s academic program and facilities in the event that health and/or facility space restrictions limit the number of students allowed on campus. Students will continue with a blend of synchronous (live) and asynchronous (teacher directed) instruction whether at home or on campus on a rotating basis.

*Current Model

Please Note:
Virtual Attendance during On-Campus and Hybrid Models will simultaneously be available to families that selected this option prior to the beginning of school or for any student(s) in need of quarantine or isolation due to exposure to COVID-19.
The Importance of Shared Commitment and Community Expectations

Each member of our community shares a significant role in helping to maintain the health and safety for all. We also know that schools function best when students, families, faculty, and staff feel safe and included. At school, Catherine Cook has placed great efforts to implement layers of recommended actions to help mitigate the risk of sickness. For these measures to be as effective as possible, we request and expect all members (students, parents/guardians, faculty, and staff) to agree to follow the safety measures recommended by the Centers for Disease Control (CDC), Illinois Department of Public Health (IDPH), and Catherine Cook safety guidelines. By enrolling your child at Catherine Cook School, we expect you agree to adhere to the following requirements:

• **Positive Tests, Contact Tracing, and Notification.** Immediately notify the School Nurse or Pandemic Coordinator if a student, member of the household, or caretaker tests positive for COVID-19, or the student has come into contact with someone who has tested positive for COVID-19. During contact tracing, you may be asked to disclose information and provide details to assist the School Nurse and Pandemic Coordinator determine the next steps for your child. If you have a COVID-19 related concern and you have not been given clearance by the School Nurse or Pandemic Coordinator do not bring your child to school. If your child has been exposed to COVID-19 and has become symptomatic all siblings must remain home as well.

• **Have a Temperature? Stay Home.** Students must stay home if running a temperature of 100.4 or higher and/or are exhibiting signs of illness. Please contact your healthcare provider and the School Nurse or Pandemic Coordinator for further instruction. If your healthcare provider is unable to diagnose your child, please have them evaluated for COVID-19. While they wait for their results, their siblings must also remain home.

• **Temperature Checking.** Temperature checks will be made on a regular basis by school personnel prior to entrance to the school building. Any student with a temperature of 100.4 or higher will be denied entry. Parents will be asked to wait in the car line or designated walk-up entry area until their student(s) register as fever-free by Cook personnel.

• **Hygiene.** Reinforce the importance of handwashing and good hygiene at home.

• **Personal Items.** To further prevent the spread of germs, students are not permitted to bring toys and other personal items unrelated to academic/program necessity.

• **Medical Forms.** All required student medical forms must be submitted prior to the start of school. In addition, parents/guardians must provide 2-3 emergency contacts, should there be a need to send a student home due to illness.

• **Daily Self-Certification.** In addition to temperature checks conducted upon arrival to school, all families will be required to certify that a health check was made at home 30 minutes prior to arrival on campus each day by submitting answers to a list of questions for each student through Magnus Health Mobile App (see page 11).

• **Face Masks.** Each student must come to school wearing a face mask (not to be mistaken with a face shield). The mask must be worn at all times while inside the building or standing in line to enter the school. However, there may be an exception to those who have difficulty breathing while wearing a face mask. The school will consider these situations on a case by case basis and will do its best to make accommodations within reason. In some circumstances, the school may request a note from your primary care doctor. All students will be provided a transparent reusable face mask. Reusable masks should be washed with soap and water after each use. Face shields that are solely worn to protect against COVID-19 are not an acceptable face
Travel Advisory
Catherine Cook cannot dictate travel limitations and personal behaviors outside of school. However, the school expects that you follow [CDPH](https://www.cdph.ca.gov/) and [CDC](https://www.cdc.gov/) guidelines regarding travel restrictions and plan accordingly. Also, families are encouraged not to travel to a states identified on the [Chicago Travel Quarantine List](https://www.chicagotransit.org/) (not a chosen vacation or extended weekend). It is important to note these restrictions and warnings are updated weekly. Please be aware of changes by frequently reviewing the aforementioned sites. If travel to one of these restricted locations is unavoidable, please consult with your respective division head to discuss the possible need for you or your child to self-quarantine. Please note, Catherine Cook’s Virtual Attendance Option was designed for long-term educational purposes and not for vacation and personal days taken throughout the school year.

Social Pods
There has been much discussion about the development of social pods outside of school grounds and requests for students to be placed in classroom cohorts based on such pods. Each year, classroom cohorts are created with careful consideration and input from teachers, with the intention of designing differentiated and inclusive learning communities. As a result, cohorts cannot be adjusted based on such requests. Catherine Cook would also like to emphasize that the development of pods may also work against the community’s collective goal of keeping all those within healthy. Observing best practices such as maintaining physical distance and wearing masks when in the presence of others outside of one’s own household continue to be some of the most effective ways of reducing the spread of sickness. In addition, as a school that values inclusion, the development of pods outside of school may inadvertently exclude others. We ask all community members to please assist us in the continued development of strong relationships amongst our entire student body.

Health and Wellness Guidelines
Asymptomatic vs. Symptomatic
Research has proven that symptoms of COVID-19 vary from person to person. Individuals may be asymptomatic, which means they don’t present any signs of illness, or they may be symptomatic, which means the person infected with COVID-19 will experience at least one of the symptoms.

Symptoms associated with COVID-19 include fever, difficulty breathing,
Community Expectations, Cont.

muscle and body aches, headache, loss of taste or smell, fatigue, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea. In more severe cases, some may experience consistent trouble breathing, persistent chest pain, confusion, lethargy, and present bluish lips or face.

Catherine Cook advises anyone experiencing symptoms to seek immediate medical attention or dial 911 if your symptoms become life-threatening.

Incubation Period
COVID-19 symptoms tend to begin 2-14 days after exposure. The incubation period is the time from when someone is exposed to the virus until the first symptoms develop. That means if you are infected, your symptoms will most likely develop 2-14 days after exposure to the virus. However, if you are asymptomatic, you will not present any symptoms associated with the virus. That is why it is so important to practice good hygiene, social distancing, and the use of protective face gear whenever possible.

Close Contact
Close contact is anyone (with or without a face covering) who was within 6 feet of a confirmed case of COVID-19 (with or without a face covering), for a total of least 15 minutes throughout the 24 hours during the infectious period. The infectious period of close contact begins two calendar days before the onset of symptoms (for a symptomatic person) or two calendar days before the positive sample was obtained (for an asymptomatic person). If the case was symptomatic (e.g., coughing, sneezing), persons with briefer periods of exposure may also be considered contacts. Close contacts to a confirmed case of COVID-19 are required to remain in quarantine at home for 14 calendar days starting from the last day of contact with the confirmed case. Some examples would include living in the same household, carpool, restrooms, sleepovers, sports teams, parties, and large gatherings, where social distancing is challenging and use of masks maybe to maintain.

Quarantine
Quarantine is used to keep someone who might have been exposed to COVID-19 away from others. Individuals in quarantine should stay home and monitor their health for 14 days after their last contact with a person who has COVID-19.

Isolation
Isolation is used to separate people infected with COVID-19 from people who are not infected. People who are in isolation should stay home until it is safe for them to be around others. Students and staff who are confirmed positive for COVID-19 must complete 10 days of isolation from the date of first symptom onset or the date of the test was administered.

Signs of Illness
If your child is showing COVID-19 related symptoms, please stay home and contact the Pandemic Coordinator by phone at 847-466-4829 or by email at lskinner@ccookschool.org or the School Nurse by phone 312-266-3381 x2150.
or by email at nurse@ccookschool.org. You may also email COVID-19 related information or questions to our COVID Response Team at covid@ccookschool.org. Please do not send test results to this email.

It is the school’s responsibility to do its best to keep each and every one healthy and safe. Anyone presenting signs of illness will undergo a health screening. **This screening includes an assessment of symptoms and evaluation of health history.** Catherine Cook understands that seasonal allergies, common cold, and the flu exhibit many symptoms associated with COVID-19; unfortunately, we cannot diagnose, but only assess. We must take precautionary measures to ensure the safety of our community. This means anyone presenting signs of illness will be sent home.

- If your child suffers from allergies, you will need to submit a doctor’s note to the School Nurse verifying usual symptoms experienced by your child. Signs of illness that overlap with allergy symptoms will be considered in determining whether or not your child will be sent home.

- Any student on campus exhibiting any symptoms associated with COVID-19 will be immediately placed in the isolation room with the Pandemic Coordinator until they can be safely picked up by an authorized adult.

- Adults may be advised to leave campus immediately and seek medical attention. If they are not physically and safely able to do so, they will be placed in isolation until emergency personnel or an adult can retrieve them.

For individuals that are sent home due to signs of illness or suspected of having COVID-19, you are advised to seek medical evaluation and undergo treatment for COVID-19 if necessary. Clearance to return to school will only be given with proper documentation.

- If you received a rapid negative COVID-19 test result, you are required to take a confirmatory PCR test and continue to self-quarantine pending test results.

- If you received a negative rapid and a negative PCR COVID-19 test that were done consecutively and 24 hours apart, but are still symptomatic (without fever), please provide a doctor’s note verifying an alternative diagnosis, medication, and treatment plan for the School Nurse to determine eligibility to return to campus.
Negative COVID-19 Test(s) (after being exposed)
If you have been exposed, you must quarantine for 14 days.

Positive COVID-19 Test (with symptoms)
An individual with a positive test result is required to self-isolate for at least 10 days from the date of first symptom onset. All other members of the household must quarantine for 14 days from the date the positive test result was obtained. Individuals may return to campus when symptoms have improved, fever-free for 24 hours* (without the use of fever-reducing medication), and have completed isolation. Please remember to contact the school to receive clearance before returning to campus. Please note that in severe cases of COVID-19 or those who are immunocompromised, individuals may experience symptoms much longer than 10 days. In some situations, you may be asked to isolate for 20 days or longer, depending on the situation.

Positive COVID-19 Test (without symptoms)
If you have tested positive for COVID-19, you are advised to self-isolate for 10 days from the test date. Isolation begins on the first day you tested positive. After completing the 10-day isolation, please contact the School Nurse or Administration for clearance to return.

Exposure to COVID-19 (or suspected)
If you believe you have been exposed to someone with COVID-19, you must quarantine at home for at least 14 days. The 14-day schedule begins on the last day of exposure to the positive or suspected individual. Before you are allowed back on campus, you must get approval from the School Nurse or Administration. If you later develop symptoms of your own or test positive, you must also begin the 10-day isolation process and all household members will need to quarantine for 14 days.

Exposure to COVID-19 (same household)
If you live with someone who has tested positive for COVID-19, you will be advised to remain home and quarantine for at least 14 days. Day one of quarantine begins from the positive individual’s test date. If you later develop symptoms of your own, you would then follow the 10-day self-isolation once the onset of symptoms begins. Please note that your isolation time may be longer if other household members are still presenting symptoms associated with COVID-19.

Close Contact (known exposure) to an individual diagnosed with COVID-19:
If a student in the classroom/cohort has been identified as a close contact to an individual diagnosed with COVID-19 the student will quarantine for 14 days. The classroom or cohort will not quarantine unless the individual identified as a close contact exhibits symptoms and tests positive.
Positive Case(s) of COVID-19 on Campus

If the school receives notice of a confirmed case of COVID-19 within the immediate community (student, staff, and faculty) the school will immediately follow its emergency procedure** set forth by the Administration, and with the guidance of the Chicago Department of Public Health (CDPH):

1. Cook will quickly begin contact tracing, which is to help identify the person’s movement while they were on campus to detect possible contact with others.
2. Cook will follow CDC guidelines on cleaning and disinfecting.
3. The CDPH will be notified to determine the next steps. Be advised a temporary school closure may be recommended depending on the situation and the number of positive cases in the community. All situations will be handled on a case by case basis.
4. Communication will be sent to the Cook community by our Office of Advancement.***

*Cook currently follows the CDC’s recommendation of 24 hours fever free, but guidance changes regularly and we will modify accordingly.

**Not in any particular order, as the emergency procedure will involve many Catherine Cook personnel.

***Due to HIPAA regulations, the school will not disclose the name of any individual sent home due to illness for any reason. The School expects and appreciates the cooperation of all constituents in following this regulation.
For the 2020-2021 school year, Catherine Cook has partnered with Joffe Emergency Services, a consulting firm that works with many independent schools across the country. Laurice Skinner, our dedicated, on-campus EMT Health Pandemic Coordinator provides direct care to students and establishes and maintains systems that ensure the ongoing health and safety of the school community. The core duties of the Health Pandemic Coordinator are to:

- Daily check-in with School Nurse and Administration to identify any concerns within the community
- COVID-19 prevention, monitoring, and management, including:
  1. Development of communications plan to ensure timely and accurate distribution of information regarding disease prevention and infection control
  2. Education and training strategies to prevent and reduce the spread of infectious disease
  3. Monitoring and tracking usual rates of illness to detect outbreaks
  4. Developing protocols for responding to a COVID-19 diagnosis in the community
  5. Developing procedures for disinfection, cleaning, and personal protective equipment (PPE)
  6. Acting as liaison to the Chicago Department of Public Health
- Managing the daily attestation responses on Magnus Health
- Records management for medication and field trip forms, immunizations, and physical exams
- Coordination of family medication hand-off and administration of student medication
- Counseling support

Laurice Skinner, Health Pandemic Coordinator
The Magnus Health app has been implemented in our guidelines to promote a safe and healthy environment. Families are required to complete the daily COVID-19 health screening for every student before arriving on campus.

**Showing Symptoms? Please Stay Home!**
For any school policy or attendance questions, please contact the Main Office or School Nurse.

For any technical issues with the mobile app, such as problems logging in, or trouble completing the health screening, please contact customer support at Magnus Health SMR by phone at 877-461-6831, or by email at service@magnushealthportal.com

Also, please feel free to consult the Magnus Health Privacy and Security page at [www.magnushealth.com/privacy-and-security/](http://www.magnushealth.com/privacy-and-security/)

**COVID-19 Health Screening Questions**

1. Have you had a body temperature higher than 100.4 degrees, or have you used fever-reducing medication within 24 hours to treat a fever?

2. Have you experienced any GI symptoms such as nausea, vomiting, diarrhea, or loss of appetite in the past 24 hours?

3. Are you experiencing shortness of breath or difficulty breathing?

4. Do you have a new cough that you cannot attribute to another health condition (example: allergies)?

5. Do you have a headache that you cannot attribute to another health condition?

6. Do you have a new or worsening sore throat, muscle aches, or chills?

7. Have you recently developed a complete loss of smell or taste?

8. Do you have a bacterial infection such as pink eye or strep throat for which you have not been on an antibiotic for at least 24 hours?

9. Have you been asked to self-isolate or instructed to quarantine by a medical professional or local health department official?

10. Have you been in close contact with anyone who has been diagnosed with COVID-19?

11. Have you traveled to a state with a travel advisory in the past 14 days?

12. Are you awaiting COVID-19 test results due to close contact with an individual diagnosed with COVID-19?
Catherine Cook’s Virtual Attendance Option (VAO) was designed for long-term educational purposes and not for vacation and personal days taken throughout the school year. We hope this provides clarification and helps with any future planning. Please contact your respective division head with any additional questions.

The following policies are effective through the end of Trimester 2. Students may participate in the VAO:

- For an entire trimester at a time
- If the student currently participates in On-Campus Learning, but the family needs to quarantine for approved reasons:
  - Travel to states or territories identified on the Chicago Travel Quarantine List (not a chosen vacation or extended weekend). Scenarios may include but are not limited to a family emergency, medical care, and parental shared custody. Please check with the School Nurse and your division head about your specific situation to determine approval*
  - Close contact with a person with a confirmed case of COVID-19
  - Documented recommendation by a medical professional
- If the student participates in On-Campus Learning, but will be home recovering from an extended illness:
  - For a 24-hour illness, the student should rest at home, consult with a doctor, and not participate in school.
  - For illness that lasts longer than one in-person day, please be in communication with the School Nurse and consult with your division head in advance, who will work with you about whether virtual attendance will be beneficial during the student’s recovery. As with usual school policy, an extended absence will require a doctor’s note.

* Catherine Cook takes the health and wellness of its community seriously. The school strongly advises following the city of Chicago’s travel suggestions and avoid all unnecessary travel. If you have decided that travel for Thanksgiving is necessary to any state or territory on the Chicago Travel Quarantine List, your family is obligated to report these travel plans in advance, by November 9 to your respective division head and your child’s teacher/advisor, and to quarantine upon return to Chicago as required by city mandate. Your child will be provided with access to the VAO from November 30-December 11, without any exceptions. Failure to comply will result in the student(s) being placed in the VAO for the remainder of Trimester 2. The school will not accommodate last minute requests. Access to the VAO in this manner is specific to Thanksgiving Break and is not applied to other vacations, extending vacations, non-essential trips, or extended weekends.
Catherine Cook opened its doors to students on Tuesday, September 8, using a Hybrid Learning Model known as our On-Campus Transition Plan. Effective, Monday, November 2, we continued with a modified version of our Hybrid Model. Lower School added one day of in-person instruction, bringing them to four full days on campus and one remote day. Since the Middle School schedule requires more frequent exposure to various faculty/staff traveling between cohorts on a daily basis, Middle School increased to three days of on-campus instruction with two remote days. Students learning from home will continue to follow a daily schedule similar to that provided for on-campus instruction.

Catherine Cook will continue to offer the Virtual Attendance Option (VAO) for students through Trimester 2 (November 21 - March 5).

While school continues to look different from usual, we are committed to providing students with the highest quality of education and experiences that supports and cultivates the health, well-being, academic growth, and development of the whole child. With the health and safety of every student in mind, we have limited the number of individuals students come in contact with by assigning them to appropriately sized, consistent cohorts during the day. Additionally, enrichment teachers will continue to be itinerate to limit student movement throughout the building. This has allowed us to reduce the risk of virus transmission to the greater student population and assist in contact tracing. It will also allow for specific cohorts to quarantine and shift to CDL in the event of infection without requiring complete campus closure.

Preparing for Interruptions

As we have learned from current research and the observed experiences of other communities over the last several months, there may be times when on-campus instruction is interrupted due to a rise in COVID-19 cases within the school or local community. Should there be reason to reduce the number of individuals on campus or close on-site facilities (i.e. individual classrooms, divisions, and/or the entire campus), a transition to a different version of Hybrid or Continuous Distance Learning will occur within 48 hours of the announcement.

If the physical campus closes or individual students are required to quarantine, families will be extended refunds Extended Day. Lunch will be refunded as agreed upon through the service provider.
Catherine Cook’s expanded CDL model is designed to maintain the academic rigor and mission of the school – engagement, agency, and innovation – even when we are not able to be physically together on campus. Attention to both the social-emotional and intellectual components of learning will be addressed through a combination of synchronous and asynchronous learning. Time is spent fostering both the independent and collaborative nature of the school’s curriculum and programming through individual assignments, group discussions, and special projects. Teachers will use a variety of assessment methods to allow students to demonstrate their understanding of concepts.

If Catherine Cook is required to shift to CDL, we will provide a smooth transition from on-campus to remote learning. We recognize that a CDL experience requires additional consideration for work/life balance, especially as it relates to the use of technology and screen time. Catherine Cook will incorporate opportunities for brain breaks, mindfulness, and exploration of personal interests, reflecting a modified on-campus school day that includes activities like recess, snack time, and play.
Extended Day Leaders
Extended Day is provided to families needing consistent childcare in the afternoons. Extended Day will be available from school dismissal until 6:00 p.m. for students registered for Trimester 2. We will only provide Extended Day to families needing child care each day your child is on campus. We will not be able to accommodate drop-ins.

After School Adventures (ASA)
Given the need to reduce the number of visitors in our building and the guidelines of maintaining small exposure groups for students, all After School Adventures (ASA) will be Virtual Adventures for the Winter 2020 trimester. We will provide information for families to connect with our outside service providers for virtual programs, and Catherine Cook educators will host some of our usual favorites. You may plan for Catherine Cook Virtual Adventures to begin the week of November 30. View our After School Guide here.

Music Instruction & Band
Most of our Catherine Cook-approved private music instructors are providing music instruction virtually. You may check out our list of instructors here and contact the instructors independently. Music Education Services will continue providing instruction to current band members. At this time, we are not adding new members or starting a Beginning Band. You may contact Music Education Services directly for further details.
Prior to arrival on campus each day, all families will be required to use the Magnus Health app to complete a self-certification health check for their child(ren) at home that morning. It will include a careful examination of known COVID-19 symptoms. Please see “Magnus Self-Certification” on page 11 for more details.

In addition to self-certification, school personnel will conduct temperature screenings before students are allowed to exit the vehicle. Any student with a temperature of 100.4 or higher will not be permitted to unload. Students should have their mask on and be ready to unload prior to entering the drop-off zone (defined below). Parents/guardians must also wear a mask in the drop-off zone.

Arrival windows are as follows:
- 7:45-8:00 a.m. - Middle School and Early Drop-Off
- 7:55-8:10 a.m. - Lower School and Early Drop-Off
- 8:10-8:25 a.m. - Early Childhood

If you have more than one child at the school across
multiple divisions, drop your children off during your oldest child’s drop-off window and register for Early Drop-Off. For example, if you have a child in Senior Kindergarten and a child in 5th Grade, drop them both off between 7:45-8:00 a.m. Alternatively, you may drop off your oldest child first, and then circle the block or stage elsewhere until it’s time to drop off your younger child(ren).

Entrance locations are as follows:
- **Walkups (regardless of grade) – North Park Entrance**
- **Early Childhood – Main Entrance**
- **Lower School – Gym Entrance**
- **5th-7th Grades – Cafeteria Entrance**
- **8th Grade – Cobbler Square Entrance**

The north side of Schiller Street is used as the drop-off lane for all other grades. Drop-off occurs between North Park and Weiland (drop-off zone), and vehicles will be directed to pull forward as far as possible before unloading. School personnel will be positioned on the sidewalk to welcome children and escort them to their entrance if they need assistance.

We ask that you be patient and follow directions from traffic control and school personnel. For the safety of students and school personnel, all students should exit the vehicle on the curbside only. **Parents/guardians will not be permitted to exit their vehicles or accompany children into the building.** Both sides of Schiller are drop-off only lanes, meaning there is no standing traffic or parking allowed anywhere on either side of Schiller from Wells to North Park. Drop-off is not permitted anywhere other than the designated drop-off zones.

**EARLY DROP-OFF**
The building officially opens at 7:45 a.m. Early Childhood and Lower School families that require early drop-off may sign up to drop their children off at school between 7:45-8:00 a.m. or 7:55-8:10 a.m. Upon arrival, all students will report directly to their classrooms. No students are permitted to be on campus prior to 7:45 a.m., as proper supervision is not available.
COOK
Drop-Off and Pick-Up

DISMISSALS

PRESCHOOL HALF-DAY DISMISSAL PROCEDURES
Preschool half-day students will be dismissed from the Main Schiller Street Entrance at 11:50 a.m. Families are provided with a color-coded dismissal placard. Preschool half-day placards are green and coded with “PS-AM.” Students will wait inside their classroom and be dismissed from the Schiller Street entrance to parents/guardians, who will need to show the dismissal placard. We ask that parents/guardians wait outside the school to pick up children from Preschool half-day.

Please make sure all caregivers, carpool buddies, and potential pick-up people are listed on the appropriate form and have an appropriate placard. Additional placards can be printed by sending a request to main.office@ccookschool.org, and the additional placards will be sent home in your child’s backpack.

AFTERNOON DISMISSAL PROCEDURES
With just over 560 students and limited space available on the streets surrounding our school, we have implemented dismissal procedures that best serve the
entire community. These procedures are specifically designed to promote a neighbor-friendly, efficient, and safe dismissal process.

We dismiss utilizing an “all-call” system. Families are provided with color-coded placards, which must be prominently displayed in the pick-up vehicle’s windshield before turning on Schiller. The placard must remain visible until your child is safely in your car. School personnel will call each placard as vehicles enter the carline. Students will wait in their classroom until their placard is called. When their placard is called, they will be dismissed from their classroom to their designated exit door location, where school personnel will be waiting to assist students to their vehicle. Parents/guardians must wear a mask when school personnel are helping students load.

Dismissal traffic flows westward down Schiller Avenue. With the exception of 8th Grade families, parents/guardians should utilize both sides of the street. 8th Grade families should use the south side of Schiller whenever possible. No parking is allowed on either side of Schiller, or any school zone during dismissal for any reason. The Chicago Police Department often monitors our dismissal for safety and may ticket cars that are not in compliance with our dismissal procedures.

Pick-up windows, exit door locations, and placard colors are outlined in the chart in the upper right. If you are picking up multiple children, please arrive at the oldest child’s dismissal time. Younger children who wait for older siblings to be dismissed will be waiting in their classrooms with appropriate supervision.

It is very important that you arrive at your child’s designated dismissal time. DO NOT COME EARLY. There is not enough curb space to accommodate early-arriving vehicles. Each division needs both sides of Schiller, from Wells to North Park, for dismissing during their designated time. If you arrive too early, traffic control may require you to circle the block until it is time for your child(ren) to be dismissed.

Even if you arrive within your pick-up window, there may be times when the pick-up line is full on both sides of Schiller. If this happens, we ask that you circle the block until curb space is available. Please do not block traffic at the Wells and Schiller intersection. If Weiland is available, traffic control may direct you to pick up there.

### VEHICLE SAFETY

Use extreme caution when driving along Schiller during pick-up and drop-off times. Parents/guardians and/or school personnel will be walking across the street with students, and cars may be pulling out into the flow of traffic. The word “hurry” is a dangerous term during arrival and dismissal. Please be patient.
Before loading and unloading, please pull all the way forward in the line to keep traffic moving. Once students are safely loaded/unloaded, please signal, use caution, and pull out slowly into the center lane. Avoid backing up; some students are too small to be visible in rearview mirrors.

Please save conversations with teachers or friends for later; the flow of traffic will be interrupted.

Do not use cell phones, especially to call or text your child at dismissal, either during your commute or in the pick-up line. It is illegal to be on a cell phone while driving, and distracted drivers create unsafe conditions for our students and school personnel.

There is traffic support to help everyone understand how the traffic is supposed to flow. Please be courteous to the school personnel who serve you by helping to make dismissal an efficient, safe, and neighbor-friendly process.

**WALKING PICKUP**
Walking parents/guardians should go directly to the North Park Entrance. Please carry your placard and hold it up for school personnel to see as you approach campus. After your placard has been called, please line up along the building. Keep your placard visible until your child is safely with you. Please do not enter the building or block entrances or sidewalks.

**LATE PICKUP**
It is expected that all children will be picked up on time. Please call the Main Office if you are running late. This courtesy call does not absolve parents/guardians of late fees, but may reduce stress and uncertainty for children and staff. Students not picked up in a timely manner may be checked in to Extended Day, and parents/guardians will incur a charge of $55/student for emergency drop-in childcare. At no time will students be allowed to remain unsupervised in the school building.

Note: Students checked into Extended Day due to a late pick-up will be supervised by a staff member in a designated area separate from Extended Day groups.

**EXTENDED DAY PICK-UP**
Students registered for Extended Day will be dismissed via a rolling pick-up window between 4:00-6:00 p.m. via carline. We kindly request all adults picking up from Extended Day remain in their vehicles or on the sidewalk if walking to pick up. If you are picking up prior to 4:00 p.m., please call the Main Office upon arrival, and Extended Day staff will assist your student(s) in dismissing safely.

**EXTENDED DAY CARLINE PICKUP**
We will dismiss students from the Main Entrance using an “all call” system. For more information, see Afternoon Dismissal Procedures.

**EXTENDED DAY WALKING PICKUP**
Walking parents/guardians should go directly to the Main Entrance. For more information, see Afternoon Dismissal Procedures.

Students not picked up by 6:00 p.m. will be charged a $2-per-minute late fee. Please note: If a student is repeatedly picked up past 6:00 p.m., they will lose the privilege of participating in Extended Day.
EMERGENCY SCHOOL CLOSINGS
In the event of a school closing, communication will be shared with parents/guardians via text message, the homepage of the school website, and e-blasts. Make sure your e-mail and phone number are up to date in the Cook Portal to receive these alerts. You may manually opt-in to receive text alerts by texting “Y” to 67587.

PARKING
The school does not provide parking, and on school days between 7:00 a.m. and 6:00 p.m. the city does not permit parking in front of the school on Schiller (School Zone). During arrival and dismissal times, no parking is allowed on either side of Schiller (from Wells to North Park) or in any designated School Zone. Outside of arrival and dismissal times, parents/guardians may momentarily stand/park in the School Zone on Schiller and walk to the Main Entrance for late drop off/early pick up. Make certain to leave your vehicle’s hazard lights on. Double-parking is not permitted. The school will not reimburse parents who are ticketed for parking illegally under any circumstances.

When visitors are permitted on campus, the commercial parking lot at North Park and Schiller offers a discounted rate for persons visiting the school for two hours or less. Discount tickets are available at the Main Office and the Security Desk. Metered parking is available on many of the surrounding streets. Parking on Wieland and North Park is by resident permit only.

CAMPUS LIMITS
The safety of our students is paramount. The campus includes only the school building and the Cobbler Square space. During school hours, all students are expected to be inside the school building unless accompanied by a member of the Catherine Cook faculty or staff. The school cannot assume responsibility for students walking to and from school. Students are not allowed to wait unsupervised outside the building for their parents to pick them up, regardless of the student’s age. When athletics are offered, students who participate on teams will be dismissed to the coach or, if there is a gap between dismissal and practice, to Extended Day. Students who disregard these policies regarding safety and supervision jeopardize their participation in Catherine Cook activities.
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