



Bounce Back for Kids Project

A GUIDEBOOK FOR PARENTS ON SCHOOL REOPENING

Proud Member of:
 Global
Schools
Program

School ID: 408290
 **DePED**
DEPARTMENT OF EDUCATION





OUR STAND ON THE FULL IMPLEMENTATION OF FACE-TO-FACE CLASSES

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According to DepEd Order No. 34, Series of 2022, all public and private schools in the country shall transition to five-day face-to-face classes by November 2022.

Prior to this announcement, our teachers and staff have been working tirelessly for the **safe reopening of our school** this SY 2022 - 2023. Although we are still awaiting for clear and specific guidelines on the full implementation of face-to-face classes, our preparations will continue according to our initial plans and strategies to ensure the safe return to face-to-face classes.

How About Hybrid Learning and Online Learning Modalities?

We will proceed with the HyFlex Learning modality for the time being, until new guidelines from the Department of Education are released. Meanwhile, we encourage families to help their child/ren prepare for face-to-face classes.

The Coordinating Council of Private Educational Associations of the Philippines (COCOPEA) has appealed to the government to allow Hybrid Learning and Online Learning modalities in the private schools sector.

As always, we will comply with the government directives and work in the best interest of all the members of our school community.



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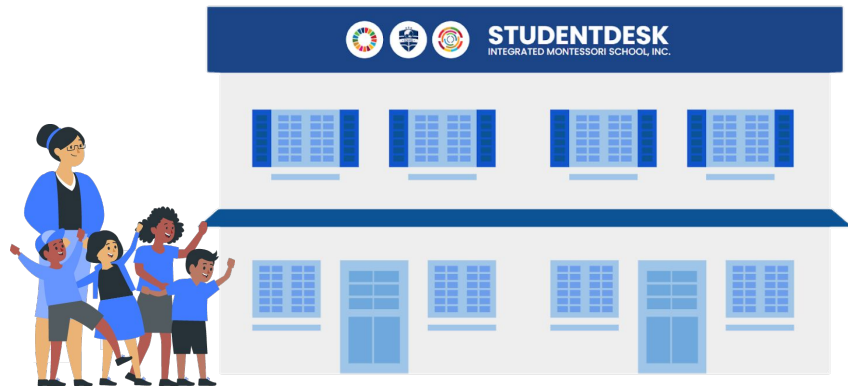
Bounce Back for Kids Project

A Guidebook for Parents on School Reopening

Dear Parents and Guardians,

I hope that you and your family are staying safe and healthy.

It has been such a difficult period for all of us these past two years but I am always encouraged by the **incredible fortitude** and **unrelenting support** that you continue to show throughout this pandemic. There is no question that as long as we remain united in supporting each other, follow public health directives, and as more people get vaccinated, we will be able to overcome the challenges of this pandemic.



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Our team, together with the Department of Education and other experts, have been working tirelessly to plan and prepare for the upcoming school year 2022 - 2023. The **health** and **well-being** of your child guides every decision we make and we always work in the **best interest of your child**, your family, and our whole community.

With that said, we are excited to share with you this guidebook which outlines key factors and considerations for the gradual reopening of school in the post-pandemic era.

We hope that this guidebook can help you in deciding which learning delivery mode to choose for your child. As always, we need your **utmost support** and **cooperation** so we can work together in ensuring that both your child and our teachers could successfully adapt to the new normal of education.

We are looking forward to a better future for all the members of our school community. Together, let's **bounce back better** for the children!

Mr. EMERSON O. FABABAER
Executive Head



Understanding the Different Learning Delivery Modes

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As we gradually return to the new normal of learning, our school will be offering **three learning delivery modalities**: HyFlex Learning, Online Learning, and the Full Face-to-face Learning would begin by November 2022 as mandated by the Department of Education.

Full In-person or Face-to-face Learning

refers to learning delivery mode in which teaching and learning takes place in a **physical classroom** or the **campus**.

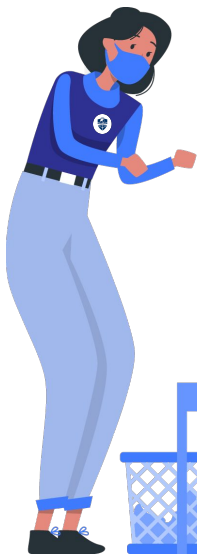
Starts on November 2022

Remote or Online Learning

refers to learning delivery mode in which teaching and learning takes place **remotely** and **virtually** using online platforms.

HyFlex Learning

refers to learning delivery mode that combines **both online learning** and **face-to-face learning**.





School Readiness for Online and HyFlex Learning



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The **Department of Education** has provided the **School Safety Assessment Tool (SSAT)** to mobilize and prepare the schools for the safe, effective, and efficient conduct of the progressive expansion of face-to-face learning. This tool focuses on four main areas: (a) Managing School Operations, (b) Focusing on Teaching and Learning, (c) Well-being and Protection, and (d) School-Community Coordination. Our school has been using the SSAT to ensure our readiness to participate in the conduct of the pilot implementation of face-to-face learning modality.



Infrastructure

We have started the renovation of our school facilities which includes changing the classroom layout and structure; setting up of stations for triage screening, handwashing, isolation; and installation of protective equipment and visuals signages, among others.



Working Committees

We have established various committee groups to work on the different aspects of our school operations.



Family Survey

As part of the preparation for the safe reopening of classes, all parents shall answer this questionnaire on or before **June 30, 2022**:

[Click Here to Submit the Survey Form](#)





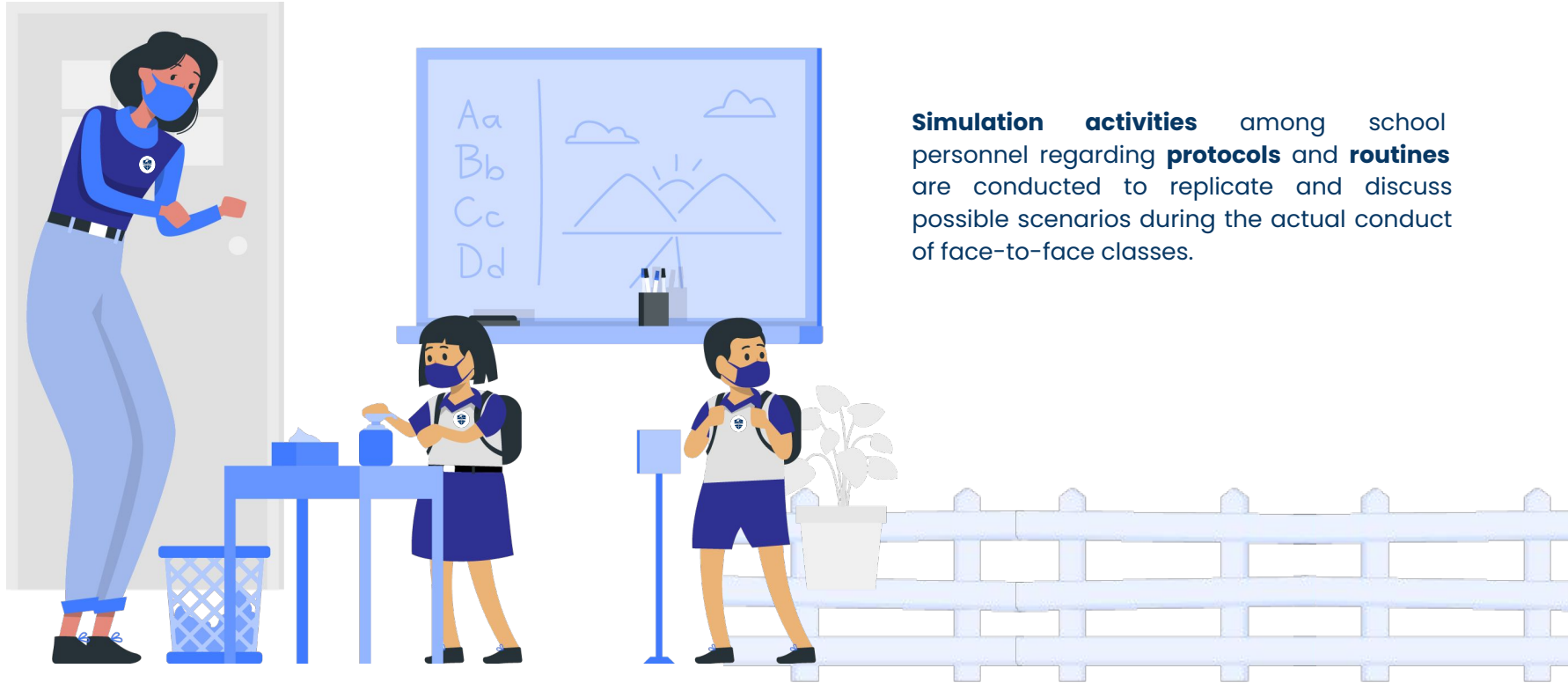
Pilot Implementation of HyFlex Learning

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Simulation activities among school personnel regarding **protocols** and **routines** are conducted to replicate and discuss possible scenarios during the actual conduct of face-to-face classes.



Class Program and Classroom Structure



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Cautious and Gradual Return to Face-to-face Classes

We will take a careful, **phase-by-phase approach** for the reopening of school. We will limit the number of days in a week for face-to-face classes as well as the number of students who will attend on certain days to better facilitate social distancing.



Movement from one phase to another as well as the exact schedule of movement will depend on COVID-19 situation and government directives.

Families and all the members of the school community will be informed ahead of time prior to movement from one phase to another to ensure smooth transition.

Phase 01

HyFlex Learning will start with once a week face-to-face classes for the first quarter.

Phase 02

We will increase face-to-face classes to twice a week on the next phase.

Phase 03

We will gradually transition to full face-to-face classes by **November 2022** as mandated by the Department of Education.



Class Program and Classroom Structure



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Sample Schedule for HyFlex Learning

Phase 1 Schedule: (once-a-week face-to-face classes)

GRADE LEVEL	M	T	W	TH	F	START	END	DURATION
Kindergarten	●	●	●	●	●	7:30	11:00	3.5 hrs
Grade 1	●	●	●	●	●	7:30	11:30	4 hrs
Grade 2	●	●	●	●	●	7:30	12:30	5 hrs
Grade 3	●	●	●	●	●	7:30	12:30	5 hrs
Grade 4	●	●	●	●	●	7:20	12:20	5 hrs
Grade 5	●	●	●	●	●	7:20	12:20	5 hrs
Grade 6	●	●	●	●	●	7:20	12:20	5 hrs

Full implementation of face-to-face classes will start on November 2, 2022.

● Face-to-face ● Online

Phase 2 Schedule: (twice-a-week face-to-face classes)

GRADE LEVEL	M	T	W	TH	F	START	END	DURATION
Kindergarten	●	●	●	●	●	7:30	11:00	3.5 hrs
Grade 1	●	●	●	●	●	7:30	11:30	4 hrs
Grade 2	●	●	●	●	●	7:30	12:30	5 hrs
Grade 3	●	●	●	●	●	7:30	12:30	5 hrs
Grade 4	●	●	●	●	●	7:20	12:20	5 hrs
Grade 5	●	●	●	●	●	7:20	12:20	5 hrs
Grade 6	●	●	●	●	●	7:20	12:20	5 hrs



Arrival, breaks, and dismissal time are staggered to avoid crowding of learners in the school premises.



Class Program and Classroom Structure



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Students enrolled in **HyFlex Study Program** and **Flexible Study Program** will have the same set of teachers and will be using the same curriculum, modules, textbooks, and other learning resources.



HyFlex Study Program

(Online+Face-to-face)

Combines both online learning and limited face-to-face learning.



Flexible Study Program

(Purely Online)

Teaching and learning takes place remotely and virtually using online platforms.





Class Program and Classroom Structure



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How it looks like:

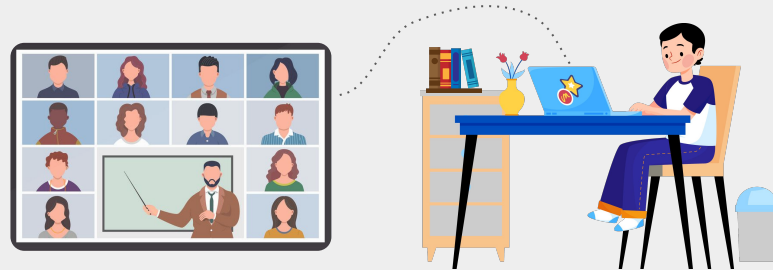
On Days Where HyFlex Students are **On Campus**:

Students enrolled in HyFlex Study Program and Flexible Study Program will be attending the same class at the same time but in different learning environments (on campus and at home).



On Days Where HyFlex Students are **At Home**:

Since face-to-face classes are still limited, both students in HyFlex Study Program and Flexible Study Program will be attending online classes together on most days of the week.





Class Program and Classroom Structure

Standard Class Size for Face-to-face classes

Grade Level	Class Size
Kindergarten	Maximum of 15 learners
Grade 1 to Grade 6	Maximum of 20 learners

Number of Hours for Face-to-face classes

Grade Level	F2F Contact Time
Kindergarten and Grade 1	3.5 hours / 4 hours
Grade 2 to Grade 6	5 hours

We will continue to maintain appropriate group sizes and teacher to children ratios (smaller class size for younger group) to **ensure that nobody in the class will be left behind.**

This allows teachers to devote more time to each child for one-on-one conversations, engagement on activities, observation of child's interests, and assessment of progress and delays. As a result, teachers are able to develop lesson plans that respond to individual children's learning styles, needs, strengths, and weaknesses.



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Class Program and Classroom Structure



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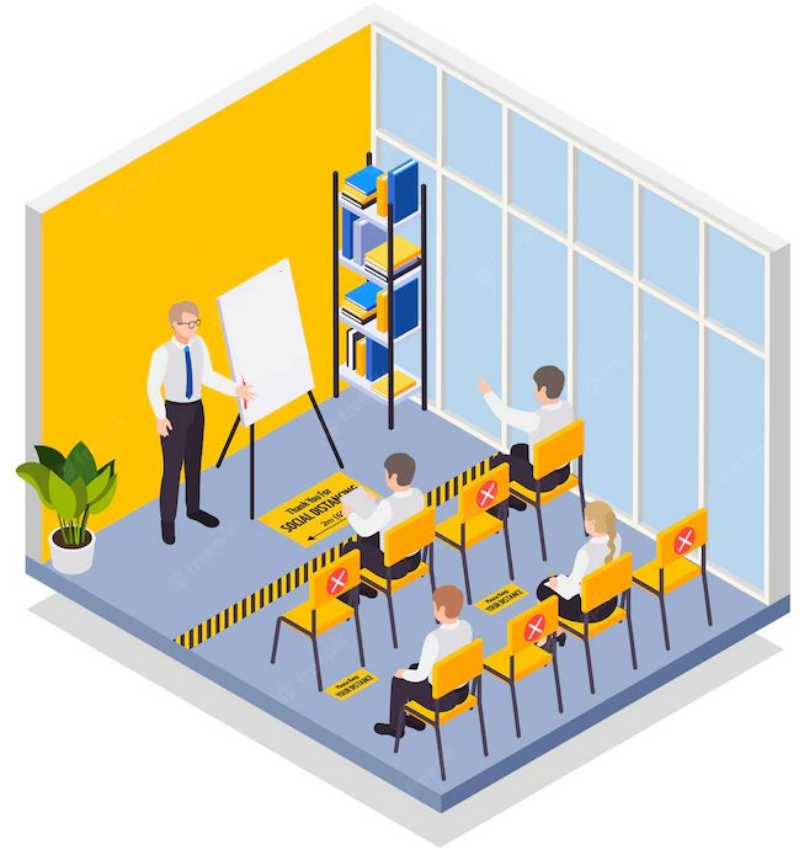
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Classroom Structure and Layout



We have established mechanisms inside the classroom to ensure minimal to zero COVID-19 transmission of the learners and ensured that all heating, ventilation, and air conditioning systems are working with increased ventilation whenever possible.

- Number of seats to be occupied must not exceed the required number of maximum learners in the classroom.
- Presence of markers and stickers on the floor to manage traffic systems and physical distancing inside the classroom.
- In non air-conditioned spaces, windows and doors are open.
- In air-conditioned spaces, exhaust fans and HEPA filters will be installed.





Class Program and Classroom Structure

Prioritization of Learners for Face-to-face Classes



Following the guidelines of the Department of Education, learners who will participate in face-to-face classes will be prioritized according to the following criteria:



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- Learners who reside within the city/municipality where the school/learning center is located.
- Learners who can walk to school, or ride with available private transport, or with regulated public transportation.
- Learners without existing comorbidities.
- For learners with existing comorbidities but may want to participate in the face-to-face classes, written consent from the parents/guardians must be secured.
- While vaccination of learners is encouraged, all learners may participate in face-to-face classes regardless of COVID-19 vaccination status.
- Prioritization of learners who cannot manage independent learning, such as those whose parents must work outside the home, or who do not have directly available and immediately responsible adults/guardians at home.
- Prioritization of learners who struggle to meet required learning competencies.
- Prioritization of learners who are documented to be affected by mental health concerns that may be eased by face-to-face interactions.



Learning Management Systems

Learning Management Systems and Recommended Gadgets



Functions expected of the learning device:

- connecting to the internet to access websites or search for information/data
- taking photos and videos (camera)
- joining a video call and online discussion (camera, microphone)
- creating documents and presentations
- recording audio file
- editing photos
- editing videos
- recording screens
- access and use G Suite or Google Apps (ex. Gmail, Google Docs, Google Slides, Google Sheets, Google Drive)
- Upload classwork in photo or video form through Google Keep/ Google Classroom



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For Kinder to Grade 3	For Grade 4 to Grade 6
LMS/ Platform / App	LMS/ Platform / App
Kindred, Google Keep	Kindred, Google Classroom
For All Levels	
Recommended Gadgets	
Laptop	or Desktop
Windows Laptop	Clone or Branded
Chromebook	Minimum Requirements:
Intel Core i3 - i9 Processor or equivalent	Intel Core i3 - i9
processor speed for Non-intel based laptop.	or equivalent processor speed for Non-intel based computer.
Any brand with Intel Celeron/Pentium /Core i3	Note: <ul style="list-style-type: none"> • Existing personal computers with higher processor specifications than those listed are acceptable. • Earphones/headphones with microphone • Printer
processor or higher MacBook	
MacBook Pro/Air 13" (2019-2020 model)	
Or higher models	



Assessment of Learning and Development



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While learners may have different learning modality, they follow the same curriculum, they are expected to meet the same learning competencies and standards prescribed by the Department of Education. As such they will take the same assessments measuring the same skills, knowledge and understanding, with some provisions for variations in terms of delivery.

Learners are expected to be proactive in updating their teacher of their situation, progress and challenges encountered. They will be asked to upload their written works and projects in Google Keep / Classroom. Our expectation, and that of the Department of Education, is that learners, with the support of their parents, will do their best to complete all assigned tasks according to set deadline..

Parents and guardians play a crucial role in guiding their children in adapting to the changes of distance learning processes. They are expected to read and respond accordingly to all communications sent by the teachers and the school regarding the needs and status of their child. They are also expected to monitor their child's compliance with the different tasks assigned by the teacher by regularly checking our official Task Tracker. Parents and guardians are encouraged to regularly communicate with the teacher to give updates on their child's situation, progress, and challenges encountered.

In addition, the value of **academic integrity** will be consistently promoted across the different subjects to deter acts of dishonesty. There will also be strict sanctions for cheating offenses.

Specific plans, tools, and processes for the assessment, evaluation, and reporting of learner's progress will be discussed during our **Annual Parent Orientation Program**.



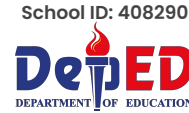


School Uniform

Wearing of our official school uniform is required for both students in HyFlex Study Program and Flexible Study Program (Pure Online).

For those attending face-to-face classes, this is crucial in helping school authorities easily identify the students on campus. For those attending classes from home, this is a good step in helping them transition to face-to-face learning later on.

The usual PE uniform shall be worn on the PE day.

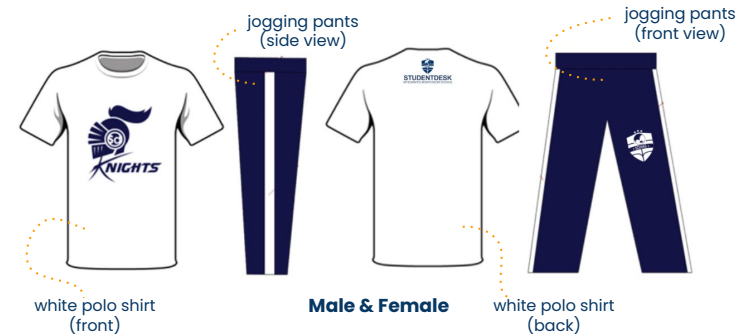


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School Uniform Paired with knee-high white socks and black leather shoes.



P.E. Uniform Paired with rubber shoes.



Please be informed that the SD IMS School Uniform & P.E. Uniform is not included in the assessment of fees. Fees will be applied accordingly.

Please wait for a further announcement on how to order your child's school uniforms.



Health, Safety, and Resurgence Protocols

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Student Health and Safety Kit



Each student who will be attending face-to-face classes would need to have the following items in their Health and Safety Kit:



Health & Hygiene Kits



Personal protective equipment (PPEs)



Toothbrush & Toothpaste



Face Shield



Face Mask



Alcohol



Soap



Bottled Water



Band Aid



Cotton



Tissue or Wipes

Emergency Kit



First Aid Kit



Contact Numbers



Flash Light



Whistle



Safety Helmet

Other items may be added to the list as needed.



Health, Safety, and Resurgence Protocols

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COVID-19 Management Strategies & Protocols



The school has developed comprehensive management strategies and protocols to prevent, detect, and isolate/treat COVID-19 infections including contact tracing and health referral systems. We will release this in a separate document and discuss it at our Annual Parent Orientation Program. The following are some of the strategies and protocols we will be implementing:

- Conduct of hand hygiene and temperature checks using a thermal scanner prior to entering the school
- Prioritization of non-face-to-face communications and coordination through available platforms and discouragement of entrance of school visitors and other external stakeholders
- Conduct of daily rapid health checks in the classroom
- Conduct of necessary disinfection activities especially in the areas of the school frequented by personnel or learners that tested positive
- Availability of surgical face masks and school clinic for further assessment of anyone who will show symptoms of COVID-19
- Establishment/setting-up/refurbishment of a school clinic to provide basic health services to all school-goers.

Contingency Plan for School Lockdown



We have prepared a Contingency Plan in case of COVID-19 resurgence. In the event of a school lockdown, our school is ready to provide fully remote instruction and services to all students. Specific schedules and additional details will be provided at that time.





Parental Support and Involvement

Together, Let's Bounce Back Better

COVID-19 has put thousands of small private schools under financial stress due to significant drop in enrollment, difficulties in fee collection as many families lost their job / livelihood, high cost of meeting new standard operating procedures, inflation rate, fuel hike, among others.

As a result of this financial stress, over 800 small private schools were forced to stop operation and many are continuously struggling to survive.

We are committed to **continually work with you** in raising the next generation's leaders and nation-builders. We have been working tirelessly for the safe reopening of our school and we trust that you, our primary partners in education, will continue to **support us** moving forward.



[Click Here to Make Donation](#) 



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Volunteering



We appreciate the many ways that parents support our school. As we develop our plans for the school reopening, we will have many opportunities for parents to volunteer. We will be communicating in more detail about these opportunities as we get closer to the opening of school.



Fees & Payment Plan



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Applicable to: Preschool & Kindergarten

PAYMENT PLAN	ANNUAL	SEMI-ANNUAL	QUARTERLY	MONTHLY
TUITION FEE	61,631.10	62,863.72	64,096.34	67,794.18
MISCELLANEOUS FEE	17,400.00	17,400.00	17,400.00	17,400.00
Registration Fee	600.00	600.00	600.00	600.00
Learning Materials	5,500.00	5,500.00	5,500.00	5,500.00
IT / Digitalization	1,000.00	1,000.00	1,000.00	1,000.00
Instructional Materials	2,000.00	2,000.00	2,000.00	2,000.00
School Supplies	2,000.00	2,000.00	2,000.00	2,000.00
Facility Services	1,200.00	1,200.00	1,200.00	1,200.00
Other Utilities	1,600.00	1,600.00	1,600.00	1,600.00
Minimal adjustment fee*	3,500.00	3,500.00	3,500.00	3,500.00
TOTAL SCHOOL FEES	79,031.10	80,263.72	81,496.34	85,194.18

*To cover costs for new and additional requirements due to COVID-19 such as health and safety standards, tools, equipment, etc..

PAYMENT PLAN	DUE UPON ENROLLMENT	INSTALLMENT DUE	INSTALLMENT DUE DATES	
Semi-Annual	36,259.12	22,002.30	August 05, 2022	December 02, 2022
Quarterly	36,628.90	11,216.86	August 05, 2022	September 02, 2022
			December 02, 2022	March 04, 2023
Monthly	37,738.25	5,931.99	August 05, 2022	September 02, 2022
			October 07, 2022	November 04, 2022
			December 02, 2022	January 06, 2023
			February 03, 2023	March 03, 2023



Fees & Payment Plan



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Applicable to: Elementary Levels (Grades 1 to 6)

PAYMENT PLAN	ANNUAL	SEMI-ANNUAL	QUARTERLY	MONTHLY
TUITION FEE	36,437.50	37,166.26	37,895.02	40,081.26
MISCELLANEOUS FEE	17,900.00	17,900.00	17,900.00	17,900.00
Registration Fee	600.00	600.00	600.00	600.00
Books & Other Inst. Materials	8,500.00	8,500.00	8,500.00	8,500.00
IT / Digitalization	1,000.00	1,000.00	1,000.00	1,000.00
School Supplies	1,500.00	1,500.00	1,500.00	1,500.00
Facility Services	1,200.00	1,200.00	1,200.00	1,200.00
Utilities	1,600.00	1,600.00	1,600.00	1,600.00
Minimal adjustment fee*	3,500.00	3,500.00	3,500.00	3,500.00
TOTAL SCHOOL FEES	54,337.50	55,066.26	55,795.02	57,981.26

*To cover costs for new and additional requirements due to COVID-19 such as health and safety standards, tools, equipment, etc..

PAYMENT PLAN	DUE UPON ENROLLMENT	INSTALLMENT DUE	INSTALLMENT DUE DATES	
Semi-Annual	29,049.88	13,008.19	August 05, 2022	December 02, 2022
Quarterly	29,268.51	6,631.63	August 05, 2022	September 02, 2022
			December 02, 2022	March 04, 2023
Monthly	29,924.38	3,507.11	August 05, 2022	September 02, 2022
			October 07, 2022	November 04, 2022
			December 02, 2022	January 06, 2023
			February 03, 2023	March 03, 2023



Communication

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Communication is key to develop and sustain the effective and trusted relationship between students, teachers and parents/caregivers, most especially in times of crisis like the COVID-19 pandemic. As always, our teachers and school personnel are here for you and your child. We want this to be an easy and smooth transition for everyone. Please let us know if you have questions or concerns. You may email studentdesks@gmail.com for assistance and support. Rest assured that your email will be forwarded to the office or person concerned.

NATURE OF CONCERN	CONCERNED PERSONNEL	CHANNEL
Academics	Teacher / Program Director	sdims_academics@studentdesks.org
Admissions	Admissions Team	admissions@studentdesks.org
Student Records	Registrar / Admin Team	registrar@studentdesks.org
Technical	Teacher or Admin Team	kindred@studentdesks.org
Finance	Accounting Team	accounting@studentdesks.org





Communication

Website	www.studentdeskims.org
Learning Management System	KindrEd Site
Facebook	ww.facebook.com/studentdeskims
Mobile Numbers	0956 930 4476 (Globe/TM) 0923 450 5600 (Sun/Smart)
Viber / Telegram Account	0956 930 4476
Email Address	studentdeskims@gmail.com



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A GUIDEBOOK FOR PARENTS ON SCHOOL REOPENING

The information presented here is accurate as of June 23, 2022. Studentdesk Integrated Montessori School Inc., will notify parents and students if adjustments and updates are made.

