To ensure the best possible start amid the COVID-19 pandemic, we are developing a comprehensive plan for resuming campus activities. Colorado Academy will welcome students back to campus **one week early (August 18)** for fall classes.

**Our approach:**

- **The health and safety of everyone in our campus community** will continue to be our top priority as we bring students back to campus. We will continue to implement health and safety steps to the best of our ability in accordance with health department recommendations, as well as taking into account feedback gathered in parent surveys.

- **Academic instruction will return to campus** with alternate schedules that provide for remote learning and a mix (CA Flex) of on-campus and remote learning when conditions indicate.

- **As part of CA’s response, we recognize that** the current COVID-19 pandemic has made deep-rooted and pervasive inequities all the more pronounced. People of color are more likely to contract and die from the disease than their white counterparts because they are often more exposed and less protected. Our goal is to be mindful of equity in all of our practices, designs, and implementations that are part of this response.

- **To be successful, we’ll need all our students, parents, faculty, and staff to share the responsibility** of keeping our campus community healthy and safe. Understanding that all guidelines and plans are constantly in flux, we ask for your patience and flexibility as we adjust to these unprecedented times.

**More information will be added to this site in the weeks to come as our plan continues to evolve.** Please join me on Thursday, July 16, 2020, at 5 p.m. for a Zoom information session on the 2020-2021 school year. While this coming school year will be different than anything we’ve seen before, we look forward to the special learning experiences that only a CA education can provide.

Mike Davis, PhD
Head of School
Colorado Academy

*Updated June 30, 2020*
Stay at Home Everyone is required to stay at home, except for grocery shopping, exercise, and necessary activities. Only critical businesses can open.

Safer at Home While we are all still safer at home, we are also able to practice greater social distancing outdoors than in confined indoor spaces. Many businesses are open with restrictions to prevent the spread of COVID-19 and protect those at highest risk for severe illness.

Protect Our Neighbors The Protect Our Neighbors phase is the next phase after the Stay at Home and Safer at Home phases. In order to enter Protect Our Neighbors, communities must qualify by meeting scientifically established thresholds to:

- Lower disease transmission levels;
- Treat patients and handle the surge in need for intensive hospital care;
- Conduct testing and effective case investigation, contact tracing, and outbreak response.

In the Protect Our Neighbors phase, we must continue to support and provide protections for those who are most at risk of severe outcomes from COVID-19, including people with underlying medical conditions, pregnant women, and those over the age of 65. This is the least restrictive phase before lifting further restrictions with the availability of a vaccine.

Our community should be prepared for state and local public health orders to be extended, amended, or changed as needed to protect public health. This means we may move between the different levels during this pandemic. In all efforts, we must underscore for parents that our work is aimed at mitigating transmission and minimizing risk, not eliminating it altogether.
In the fall, our schedule is designed for an in-person, on-campus experience, with all of our students on campus every day of the week beginning in August. Central to this planning is observing the recommended social distance between students.

A detailed analysis of our spaces on campus means that at maximum distances, not all students in a class will be in the same classroom at the same time. There may be occasions when your child is on campus but still accessing a particular class via video conference. Conditions may also dictate that we dramatically reduce the density of people on campus such that half of our students are at home and half are on campus. Further, we are doing our best to accommodate through video conferencing students whose families are not yet ready to have them return to campus at all.

**Campus Learning**
This is learning that takes place on campus, whether a student is in the classroom or in another space on campus participating via Zoom.

**Remote Learning**
This scenario has everyone learning from home via Zoom, with no on-campus component.

**CA Flex**
This refers to the split/hybrid schedule that has students divided into two groups, with one group participating from home, and the other group on campus. The two groups would alternate days, one day on campus and one day at home, reversing order the following week. This scenario was created to reduce density and allow for greater social distancing.

Faculty are working to support on-campus, in-person learning to the greatest extent possible and support remote learning for those students unable to be in the classroom. By offering on-campus and remote learning for our students, Colorado Academy continues its focus on strong relationships and instruction for our students, efforts that are among the many strengths of a CA education. Hybrid learning, a combination of on-campus and remote learning, is a challenging endeavor for faculty, and it cannot re-create the in-class experience for those not in the room. Yet we know from our work last spring, our faculty excelled at providing remote learning experiences.
OWL Cameras

Colorado Academy is installing enhanced technology for every classroom to facilitate multiple modalities of instruction, including 360-degree OWL cameras that connect to our existing video-conferencing platform (Zoom) and provide images of a classroom, as well as camera tracking based on voices in the classroom. Whether we are on a CA Flex schedule, or whether students must be at home due to illness or quarantine, this technology provides a bridge between the physical and remote learning environments. While we believe that in-person learning provides the best experience, this technology allows students to participate, regardless of location, and to access learning from a web-enabled computer, tablet, or phone.

Upper School Late Start

If CA’s Upper School is in the On Campus Learning mode or the CA Flex mode, classes will begin at 9:30 a.m. If the Upper School is learning remotely, class begins at 8 a.m. The late start helps to reduce the density on our school buses by approximately 30%, and staggers student arrivals, also thought to help limit transmission.

Note that families who need to have their Upper School students on campus earlier than 9:30 a.m. may do so; there will be a designated location on campus where students may be part of a supervised study hall or similar program.
We are putting in place safety protocols that include health screenings, physical distancing, and the required wearing of masks. We will share detailed information with parents, faculty, staff, students, and CA vendors; all members of our community are expected to support our collective safety. We also understand that guidelines may change based on the course of the pandemic in Colorado, Jefferson County, or at Colorado Academy specifically.

- All persons coming onto campus to enter school buildings will be required to complete a simple wellness screening.
- All persons will be required to practice social distancing.
- All faculty/staff and students will be required to wear cloth masks or face coverings.
- All persons will be required to observe handwashing and hygiene protocols.
- Additional cleaning protocols will be in place.
- CA will observe state guidelines on group gathering limitations.
- Throughout the school year, CA anticipates short-term school closures that will be necessitated by suspected and confirmed COVID-19 cases.

Wellness Screening

- **Health Checks** – Daily health checks will need to be completed by each family prior to coming to school or to getting on a CA school bus. These will be reported via a smartphone app. Those without complete health checks each day will need to complete them at a health station on site. While temperature and symptom checks don’t provide 100% assurance that an individual is not infected with COVID-19, these health checks do allow for any individual presenting with symptoms to be isolated and directed to testing. CA is required to report confirmed COVID-19 cases to Jefferson County Public Health for detailed follow up and contact tracing.

- Parents should work to complete all health-related paperwork through the Magnus platform as early as possible and in compliance with school deadlines.
- Parents should ensure that children’s vaccinations are up to date.
- Parents should have a conversation with their child’s pediatrician regarding flu shots. The influenza vaccine is strongly recommended by health experts for children and adults in anticipation of additional COVID-19 illnesses during the coming months.
- Parents should consider the purchase of a thermometer so that daily health screenings can quickly and easily be completed at home prior to boarding the school bus or coming to school.
- Students and staff should not come to school if they have any symptoms related to coronavirus. Persons who develop symptoms while on campus will be isolated and should leave campus as soon as possible to go home or seek medical help.
- Students who show signs of illness or have a fever will be supervised in a space well removed from the rest of the school community before going home from school. A member of school leadership, the nurse, health assistant, or a teacher will contact parents to arrange for immediate pick-up of the sick child.
- Students and employees that are ill should follow the public health guidelines for returning.
- Additional information coming soon!
For your child’s health and safety, Colorado Academy will enhance its onsite health capacity as part of its response to COVID-19. Currently, CA contracts for school nursing services with Children’s Hospital. Through training and supervision by a registered nurse, CA’s full-time onsite health assistant administers to the health needs of students due to illness or injury, performs selected health care responsibilities as delegated by the Consultant Registered Nurse, and provides assistance in the assessment, development, and evaluation of health services. The school nurse consultant functions as a liaison between the Children’s Hospital and the school by providing health information and consultation, health care planning, medication training and delegation, health referrals, and resources. The nurse consultant assists schools to provide the safest, most appropriate health care within the school setting. CA’s health office serves all divisions at the school.

Reporting an Illness

Upon confirmation of a case, the school will implement “close and clean” measures including:

- A suspected or known case of the virus in the school community (someone who was physically present on school grounds has the virus); and
- A suspected or known case in the household of a community member (e.g., a student’s sibling).

In these instances, the school or an area of the school will close to permit a 24-hour cleaning window that will include a disinfection by the school’s janitorial staff in accordance with CDC guidance. Unless a larger outbreak necessitates city or statewide closures, the Jefferson County Public Health Department is CA’s health partner for determining closures and for completing contact tracing. CA is obligated to report to Jefferson County Health the names of any students with confirmed cases. Based on health department guidelines, CA can report to students and families the occurrence of a known exposure. CA will not disclose the names of any individual students or families with a suspected or confirmed case of COVID-19 to the school community.

To be updated as CDC and local health and government recommendations evolve.
Health and Safety/ Public Health Assumptions

Cleaning & Hand Hygiene

- Every effort should be made to limit face touching.
- Handwashing should happen regularly. Students should wash hands with soap and water after each restroom use, before eating, and always after sneezing or coughing. When soap and water are not available, students should use hand sanitizer.
- Hand sanitization will be required upon each entry to a building.
- Hand sanitizer will be placed at all entrances and common areas and in each classroom. Classrooms will be stocked with hydrogen peroxide-based cleaning supplies for sanitation of tables between each class.
- Frequently touched areas and restrooms will be cleaned regularly; there will be added janitorial staff on duty during the school day.
- Students’ use of the restroom will be focused on reducing groupings to avoid gatherings and groups congregating.
- To the extent possible, students will be instructed to observe distancing guidelines on shared playground areas and in larger areas, such as fields in support of physical activities.
- There will be comprehensive cleaning at the end of each school day.
- There will be comprehensive cleaning of school buses after each bus run.

Ventilation

Campus wide, we aim for four air changes per hour. When we reopen campus this fall, our goal will be to complete eight air changes per hour, or double our normal rate. Very cold or very hot days can impact our rate of exchange. In addition to daytime exchanges, we will also use our nighttime hours to complete a “flush” of the system, where we open outside air dampers to their maximum and purge as much existing air as possible.

In addition to increased air exchange, we will also increase our filtering standards from MERV 8, what most good school or office HVAC programs use, to a MERV 13, which will filter out the maximum particulate count without sacrificing the airflow.

When feasible, we will also open operable windows in buildings on campus. For safety reasons, all exterior doors will be closed.

Expectations Around Use of Materials

- Shared materials will be avoided OR will be cleaned between change of users.
- Teachers maintain the sanitizing of the classroom and materials during the school day.
- All school toys or supplies are cleaned regularly. Students cannot bring personal toys or other items to school.
- Lower School students will have materials “kits” that will be supplied by CA, one for school and one at home, to prevent sharing of materials.
- All soft toys and pillows/cushions/blankets will be removed from classrooms.
- In Pre-K, napping cots will replace mats for easier cleaning.
Our best learning environment entails having all students and faculty on campus. Thus, we will do everything we can to create safe classrooms, offices, and common areas with appropriate spacing. In some cases, we have installed additional materials such as plexiglass. The number of students in each class will be based on the physical size of the classroom. All unnecessary physical contact should be avoided. All persons should respect appropriate social distancing to avoid contact with others. Throughout campus, directional signage will direct the traffic flow of students in and out of buildings, in hallways, and on staircases to enforce these guidelines.

To be updated as CDC and local health and government recommendations evolve.

<table>
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<td>We will remind our community to follow these safety protocols by posting visual markers such as signs, posters, and other reminders throughout our campus.</td>
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<td>To avoid crowded areas in the hallways in Middle and Upper School, students will use backpacks and not lockers. Rolling backpacks are allowed. Lockers will be used in Lower School, and students will access them in staggered groups to adhere to social distancing guidelines.</td>
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</table>

| Water Fountains |
|-----------------
| Only touchless water fountains will be available for use. Students should bring their own water bottles that can be refilled at refilling stations throughout the school. |
Based on current health guidelines, everyone on campus is required to wear masks. Research shows that people who have no symptoms can spread COVID-19. Wearing a non-medical face mask helps minimize the spread of the virus. The Centers for Disease Control and Prevention recommends we cover our faces when we are indoors, including in schools, as well as crowded outdoor public spaces, to help block the transmission of the novel coronavirus through respiration.

Facemasks help limit the spread of germs. When someone talks, coughs, or sneezes, they may release tiny drops into the air that can infect others. If someone is ill, a face mask can reduce the number of germs that the wearer releases and can protect other people from becoming sick. A face mask also protects the wearer’s nose and mouth from splashes or sprays of body fluids.

**Students should bring two of their own clean masks to school every day labeled with their name**, though there will be supplies of masks available for those who need them. Please instruct your child on proper removal and disposal of face masks. (Please see guidance below). Additionally, we recommend a more breathable buff or athletic mask for P.E. and sports.

We anticipate that wearing masks is going to be difficult for some students. We are working to make guidelines as flexible as possible and will be allowing students to take mask breaks outdoors when kids are safely physically distanced. Masks are recommended for Pre-K and K students; however, no mask should be worn when a child is napping. Please contact your divisional principal or counselor if you have specific questions or concerns about your child’s ability to wear a mask for the majority of the school day.

### Mask Guidelines

**Masks Should:**
- Be clean and in good repair
- Fit snugly, but comfortably against the sides of the face
- Cover the wearer’s mouth and nose
- Allow for breathing without restriction
- Be able to be laundered and machine dried
- Be laundered on a daily basis

**Masks Should Not:**
- Have anything hanging off the facial covering that would create a choking hazard.
- Have holes or tears.
- Be shared with others.
- Make references to illegal substances, discriminatory, offensive, or profane language, or carry political statements or slogans that would create an uncomfortable or unsafe learning environment for others. The School acknowledges that choice of clothing is deeply personal and a means of self-expression. As a school, we value the voices and choices of individuals, and these are always in balance with the good of the community. We are a school community that includes Pre-K – Grade Twelve students, as well as adult staff, faculty, and visitors. Any items of apparel, including masks, should reflect our respect for our school community. Division principals and the Head of School will make final determinations on unacceptable wear.
Best Practices for Wearing Masks

- Wash your hands before and after putting a facial covering in place.
- Do not touch the facial covering again until you remove it.
- Masks should be positioned so that there is no need to adjust or otherwise touch the face frequently.
- Remove your mask to eat and drink, and if it is still in good repair, you may continue to use it for the duration of the school day.

Students not complying with these mask-wearing and other guidelines aimed at protecting community health will face consequences as determined by their respective divisional principals in conjunction with the Head of School, including but not limited to, being suspended or expelled from Colorado Academy.

Removing a Used Cloth Mask

Individuals should be careful not to touch their eyes, nose, and mouth when removing their face covering and wash hands immediately after removing.

- Clean your hands with soap and water or hand sanitizer before touching the mask.
- Avoid touching the front of the mask. After wearing your mask in public, consider the outside contaminated or dirty until after you wash it.
- Follow the instructions below for the type of mask you are using.
  - *Face Mask with Ear Loops*: Hold both of the ear loops and gently lift and remove the mask.
  - *Face Mask with Ties*: Untie the bottom bow first then untie the top bow and pull the mask away from you as the ties are loosened.
  - *Face Mask with Bands*: Lift the bottom strap over your head first, then pull the top strap over your head.
- Wash your mask as soon as possible, and wash your hands or use hand sanitizer after handling it.
- If you want to take your mask off once you are picked up from school, have a paper bag waiting to place the mask in. This is the safest way to store your mask until you get home.

Masks and P.E./Athletics

Colorado Academy will follow the protocols outlined by the Centers for Disease Control (CDC), the Colorado High School Activities Association (CHSAA), the National Federation of State High School Associations (NFHS) and the Sports Medicine Advisory Committee (SMAC).

Based on guidance issued in June 2020 from these organizations, we advise the use of simple cloth face coverings during exercise and athletic activities to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others.

We recommend that cloth face coverings designed for athletic use (such as buffs or breathable athletic masks) be worn by students during practices and games when not engaging in vigorous activity. Exceptions are swimming, distance running, or other high intensity aerobic activity. Cloth face coverings may continue to be used in activities such as sitting on the bench during contests, in the locker room, and in the athletic training room.

Plastic shields covering the entire face (or attached to a helmet) shall not be allowed during contests. Their use during practices increases the risk of unintended injury to the person wearing the shield or teammates.
Visual & Performing Arts

The CA Visual & Performing Arts department takes great pride in nurturing the creative process of all our artists. Performances and gatherings are a part of that process, and because of COVID-19, we know our shows and performances will look different during the 2020-2021 school year.

We will be following the directives of our local and state officials, as well as the guidance of the National Federation of State High School Associations and the National Association for Music Education, to determine what our safest practices will be for our performers and our supportive audiences.

Those organizations have released the following recommendations:

- Until tested mitigation techniques are proven effective, live indoor group or ensemble singing should not take place. For CA’s Middle and Upper School music performance classes, instruction will focus on Music Theory, Music Technology, Music Composition, and other non-performance-based music education.
- Practice social distancing in music classrooms.
- If providing in-person, indoor instrumental ensemble experiences, teachers may focus on chamber music with smaller groups of students due to social distancing constraints.
- If school performances are permitted, they may be streamed online without live audiences.
- Social distancing protocols, as directed by local and state health departments, should be followed for student performers and good instrument hygiene practiced.

Private Music Lessons

Music lessons will continue in-person to the greatest extent possible, beginning in August. Should the school begin Remote Learning, lessons will be conducted on Zoom.

In the CA Flex model, lessons will be in-person or on Zoom depending on the schedules of the teacher and student. Shared instruments, such as pianos and guitars, will be cleaned between each use. Students and teachers will be socially distanced and wear masks. Wind instrument lessons will be conducted behind plexi-glass barriers or taught outdoors.

Libraries

Working in accordance with guidance from the Institute of Museum and Library Services, CA will implement the following guidelines for use of books and other materials in CA libraries:

- Students will be able to browse libraries individually or in very small physically distanced groups and check out books normally.
- To minimize larger groups in the library spaces, we will encourage students in Grades Five through Twelve to place holds on books through our online catalog system. Librarians will deliver the books to students or provide for students to pick up materials.
- When books are returned to our libraries, books will be quarantined for three days, then cleaned, then re-shelved for future checkout.
Group Gatherings
- CA will limit the number of persons assembling in classrooms and common areas to abide by State health regulations (from 10-25) or fewer persons when at all possible.
- Teachers and students will gather in assigned classrooms or when feasible, outdoors, and not move around the building or campus unnecessarily.
- There are no scheduled in-person parties or gatherings. All large celebrations, including student assemblies and Town Hall meetings, will be virtual.
- All faculty meetings and professional collaboration should be scheduled virtually.

Snacks
In the Lower School, students will be served only pre-packaged snacks or washed fresh fruit. Teachers will pick up snacks each day and distribute to the students; snacks will be eaten in classrooms.

CA-to-Go, which has been a major source of snack foods during the day and after school for many students, will need to be closed. Upper and Middle School students will be allowed to bring snacks from home and/or eat snacks within their advisory groups during the day.
Lunch

As per normal, CA will provide lunch for students daily. Social distancing guidelines will limit the numbers of students that can be served in the Dining Hall on any given day, so some students will be provided with sack or box lunches. Weather permitting, students will picnic outdoors. To minimize contamination via high-touch areas, salads will be pre-made, and students will be served by Dining Hall staff. Students will be encouraged to bring their own water bottles to use during lunch. Self-service areas will be removed. Dining Hall menus will be posted and will also be available via app or QR code. Dining Hall staff and teachers/advisors will continue to work with families and students with allergies or dietary restrictions.

Transportation

CA requested bus sign-ups early this year, and the Transportation Office is creating routes and schedules in an effort to serve as many families in need of bus service as possible. The school must take into account public health guidelines for transportation. Thus, we may only be able to serve a portion of our usual bus ridership. Families will be notified as soon as possible.

Tuition

Colorado Academy will not be issuing discounted or reduced tuition for remote learning or CA Flex learning. Regardless of the learning scenario, CA’s faculty and staff are working to deliver our enhanced and value-added program to students and families, and to live the mission of our school. The extensive planning and implementation of mitigation plans brings added, not reduced, cost to the school, and we are confident that our efforts will provide even greater value relative to other educational options.

More to come!

We are excited to see all of you in August, and we continue to create detailed plans to provide the best possible experience for students with an emphasis on the health and well-being of our community. We remain hopeful and confident that we can have all of our students safely on campus in 2020-2021, yet we also are prepared to pivot to an alternative learning scenario quickly and efficiently.

Prior to the start of the school year, we expect updated requirements and guidelines; we will communicate those and adjust our plans accordingly. This July release of our plan is designed to help you plan and understand how we will all need to work together to keep students healthy and coming to school. We will respect individual family decisions to keep their children at home and will do our best to accommodate learning by providing remote access to the classroom via current technology.
To be updated as CDC and local health and government recommendations evolve.
In consultation with Colorado Academy’s COVID Task Force, local infectious disease experts, public health, and education leaders, we have developed a plan to support students, faculty, and staff safely returning to campus in August.

**YES**

State and local health orders allow for the operation of schools.

**YES**

If government or health officials mandate a greater reduction in the density of students in classrooms or on campus.

**NO**

If government or health officials close schools or initiate a Stay-at-Home order, students will transition to remote learning.

**NO**

State and local health orders allow for the operation of schools.

**YES**
As a family, you have determined that you are comfortable with your child(ren) returning to campus, and you meet the health screening criteria to do so.

1 Your child(ren) will begin the 2020-2021 academic year on campus with enhanced health and safety procedures required.

2 CA Flex learning allows for those students who elect not return to campus or who must be away from campus for periods of time during the year. CA FLEX Learning provides for density reduction in classrooms and greater social distance among students.

3 Remote learning will continue to blend synchronous and asynchronous academic opportunities.
In order to reduce the potential for the spread of illness on CA’s campus, we will implement the following:

- Implement daily health screenings prior to coming to campus
- Emphasize hand hygiene requirements in each building
- Ensure students, faculty, and staff are wearing masks correctly
- Institute a staggered start with Upper School beginning at 9:30 a.m.
- Provide a combination of lunch in the Dining Hall and sack lunches
- Eliminate use of Lockers in Middle and Upper School
- Eliminate shared equipment in classrooms, or where feasible, clean equipment between users
- Implement one-way walkthrough routes in school buildings
- Limit the number of students in restrooms at one time
- Encourage flu shots for all members of the CA Community
Our community’s health and safety are of the utmost importance, and we want to encourage you to contact our team if you have any questions or concerns about how we are serving your family. Colorado Academy’s administration is here to provide learning continuity for your children and to provide a safe learning community for your family.

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