



Dear Parents and Guardians,

This letter is regarding the reopening school plan for the upcoming school year at Mountain Institute CTED. We have been busy working on how to reopen our schools with a high priority on student and staff safety. Please know that we will follow the recommendations that have been set by the Department of Health, the Office of Superintendent of Public Instruction and by the Governor's Office. It is important that we do our best to follow these rules in order to protect students and staff.

Our programs are unique in that each student is provided with instruction and lab time that allows them to polish their new skills in a controlled environment with the supervision of an experienced instructor. Unfortunately, these skills can not be perfected without repetition mentoring.

The start date and return to class policies are similar but not the same for all of our programs due to the nature of the skills required to complete the program. Each program will be addressed with the requirements for each, please review the procedures and requirements for your students program.

Medical Assisting Year 2 – This Course starts on Aug. 12th on-line. This course will be on-line until Sept. 11th at which time we will reevaluate the department of health metric and where our county falls within the metric to determine if we continue on-line or if it is safe to start meeting face to face again. Once we begin face to face classes, the classes will be meeting at the Prescott Valley Yavapai College Campus on Glassford Hill, each student will be given 3 cloth face coverings which will be required to be worn when in the building and will have their temperature taken before getting into the classroom for class.

Culinary - This Course starts on Aug. 14th on-line. This course will be on-line until Sept. 11th at which time we will reevaluate the department of health metric and where our county falls within the metric to determine if we continue on-line or if it is safe to start meeting face to face again. Once we begin face to face classes, the classes will be meeting at the Antelope Hills Golf Course Banquet facility next to the Prescott Airport, each student will be given 3 cloth face coverings which will be required to be worn when in the building and may have their temperature taken before getting into the classroom for class.

Medical Assisting Year 1 – These courses start on Aug. 17th on-line. These courses will be on-line the entire first semester so the students will be contacted by their Yavapai College (YC) instructor using their YC email. Each student must be enrolled in AHS 100 and CSA 126 in order to appear on the instructor's roster. If the student is not enrolled they will not get an email nor will they be able to sit in on the YC classes. If you are not enrolled, if you just wish listed and did not register for class you are not enrolled and need to contact Mountain Institute at (928) 771-0791 as soon as possible so we can complete the process and you will be ready by Aug. 17th.

CNA – This course starts on Aug. 17th on-line. These courses will be on-line the entire first semester so the students will be contacted by their Yavapai College (YC) instructor using their YC email. Each student must be enrolled in AHS 100 in order to appear on the instructor's roster. If the student is not enrolled they will not get an email nor will they be able to sit in on the YC classes. If you are not enrolled, if you just wish listed and did not register for class you are not enrolled and need to contact Mountain Institute at (928) 771-0791 as soon as possible so we can complete the process and you will be ready by Aug. 17th.

CTEC Programs – We offer 6 programs at the Yavapai College (YC) CTEC Campus on Ruger Road. They are Advanced Manufacturing, Automotive Collision Repair Technology, Automotive Repair Technology, Aviation, Pre-Engineering, and Welding.

All of these programs will start face to face classes the week of Aug.17th at 220 Ruger Rd. Prescott. Each student will be given 3 cloth face coverings which will be required to be worn when in the building and parents are asked to do a quick health screen of the student before sending them. If your student shows any symptoms of the COVID virus please do not send them to campus. Students will have to wear the face covering at all times when in the building and will be escorted out of the building if they are not wearing it. All classes will be split into two sections with one section going into a classroom for an on-line lesson while the other section will go into the lab with an instructor for hands on skills lab, half way through the meeting time the two sections will swap spaces. This allows for social distancing to be maintained and provides the safest learning environment for all students and staff.

Electrical Line Program – This programs will start face to face classes on Aug.17th at the Chino Valley Yavapai College (YC) Campus. Each student will be given 3 cloth face coverings which will be required to be worn when in the building and parents are asked to do a quick health screen of the student before sending them. If your student shows any symptoms of the COVID virus please do not send them to campus. Students will have to wear the face covering at all times when in the building and will be escorted out of the building if they are not wearing it. All classes will be split into two sections with one section going into a classroom for an on-line lesson while the other section will go into the lab with an instructor for hands on skills lab, half way through the meeting time the two sections will swap spaces. This allows for social distancing to be maintained and provides the safest learning environment for all students and staff.

I hope this letter can settle some of the anxiety being felt at this time. Please be assured that the saftey of our students and staff are the top priority when decisions are being made regaurding educating our students.

Sincerely,

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