

# Beth Sholom Early Childhood Center



## Covid-19 Handbook 2021/2022 School Year

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\* Please note that the health and safety policies included in this handbook could potentially change, pursuant to updated guidance from applicable government health and safety agencies (i.e. CDC, Health Dept, MSDE, etc). If any changes are made, you will be notified via email.

## **Arrival & Dismissal Procedures**

To keep children and staff as safe as possible, parents and caregivers will not be able to enter the building during the school day.

We ask for your patience when dropping off and picking up your child. This process is to keep everyone healthy and safe and will take more time than usual. Please plan extra time for this process.

All parents, staff and children over the age of two are required to wear a mask during arrival & dismissal.

If your child needs to be dropped off late or picked up early from school, please notify the administrative team with advance notice (if possible) and message us via Remini when you arrive. You will not be permitted to enter the building.

### **Arrival**

Children & all staff members are required to complete a daily health screening via Remini before arriving at school.

Upon arrival, please pull into the carpool lane at the far end of the parking lot, outside the ECC entrance. Parents & children must remain in their car until approached by a member of an ECC staff member.

The child will be taken out of the car by the parent and escorted by a staff member to the class tent where they will wait with one of their classroom teachers.

For Core drop off, once several children from a class have arrived, the teacher will escort the children to the classroom where the other teacher will be waiting to greet them.

Arrival for the school day will be at 8:00 AM for our early drop program and 9:15 AM for our core day program.

### Arrival Time Window

Early Drop: 8:00 - 8:15 AM

Core: 9:10 - 9:30 AM

If you arrive after the drop-off time window, please message our administrative team via Remini and we will meet you outside.

## **Dismissal Procedures**

When picking up your child/ren, please proceed to the carpool lane at the far end of the parking lot. Please remain **IN YOUR CAR** until your child is brought out to you. Once your child is brought to the car, you can exit the car and put your child in.

Please do not park your car and walk to the dismissal tents.

### Dismissal Time Window

12:30 PM - Arrive between 12:20 - 12:30 PM

2:00 PM - Arrive between 1:55 - 2:00 PM

4:00 PM - Arrive between 3:45 - 4:00 PM

5:00 PM - Arrive between 4:50 - 5:00 PM

**Families walking to school should wait by the ramp at the far end of the parking lot or outside of the Fox Wing shul entrance.**

## Health Policies

We understand that the practices listed below can be an inconvenience, but they are necessary to minimize the spread of Covid-19. We know that Covid-19 is transmittable even when mild or no symptoms are present. Therefore, we ask that you take even the slightest sign of illness seriously out of an abundance of caution. Failure to report known symptoms or exposure to the ECC will result in termination from the school program.

### Immunizations

All children enrolled at Beth Sholom ECC must have up to date immunizations or they will not be admitted to care. Please follow the immunization guidelines set forth by the Maryland Department of Health - [MDH Immunization Requirements](#).

### Flu Shots

We strongly recommend that all children and staff at Beth Sholom ECC get their annual flu shot.

### Covid-19 Vaccination

We strongly recommend that staff at Beth Sholom ECC get the Covid-19 vaccine.

### Daily Health Screening

Before arriving at school, all staff members and parents (on behalf of their child/ren) are required to complete a daily health screening via the Remini app. These questions will determine if the individual is eligible to attend school. A school administrator will also do a visual check of the child before admitting to care.

Failure to provide truthful information will result in termination from the school program.

### Illness

If a staff member or child displays any of the following symptoms, he/she may not attend school and the school should be notified immediately. Beth Sholom ECC will consult with the local health department for recommended guidance. You may also reference the [decision flow charts](#), created by MSDE and The Maryland Department of Health. The parent/guardian should also notify the child's health care provider.

- Fever of 100.0 or above or chills
- Cough
- Difficulty Breathing
- New onset of severe headache
- New loss of taste or smell
- Sore throat

- Diarrhea or vomiting

If a child or staff member displays **one** of the symptoms listed above, they should remain home until symptom free.

Children with a runny nose may attend school as long as the mucus is clear and they are able to keep a mask on during the school day.

Children or staff with fever of 100.0 or more should remain at home for at least 24 hours fever free without the aid of fever reducing medication. Please note that we have made the decision to exclude children or staff with a fever of 100.0, not 100.4 as listed on documents found on the CDC, Maryland Department of Health and MSDE website.

If a child is diagnosed with a [communicable non-Covid-19 illness](#), the child may only return to school with a note from the healthcare provider. Children must also be able to fully participate in all school activities before returning.

Other families in the class or school (if necessary) will be notified should there be a suspected or confirmed case of Covid-19 or any other communicable illnesses (ie. strep throat, flu).

### **Illness During the School Day**

If a child becomes ill or displays any of the symptoms listed above during school hours, the child will be removed from the class and taken to our sick room where a staff member will wait with them until a parent/guardian arrives. The parent/guardian will be notified immediately and asked to pick up the child within 30 minutes. The school will contact the Department of Health for further guidance.

### **Confirmed Case of Covid-19**

If a child or staff member at the ECC, a member of the person's household or an individual that someone came in to direct close contact with (defined as closer than 6' with no mask for a time period of 15 minutes or longer) has a confirmed case of Covid-19, the ECC will follow the guidance of the Centers for Disease Control and Prevention (CDC), Maryland Department of Health (MDH) and Maryland State Department of Education (MSDE):

1. Contact the MSDE licensing specialist and local health department immediately;
2. Close class for 2 to 5 days while determining the long-term course which may include closure for 14 days or more;
3. Communicate with staff and parents regarding the confirmed case and exposure;
4. Clean and disinfect the ECC as recommended by the CDC, and
5. Determine the duration of program closure based on guidance from the local health department.

Everyone potentially exposed to the person who tested positive for Covid-19 would monitor carefully for symptoms. Individuals who had close (less than 6' without a mask), prolonged contact (more than 10 minutes) with the person who tested positive may be required to quarantine at home for 14 days after the last day of exposure.

### **Travel**

Please visit [www.bethsholomecc.com/covid-19](http://www.bethsholomecc.com/covid-19) for the most up to date Travel & Visitor Policies.

### **Mask Guidance**

Any person attending or working at the ECC over the age of two will be required to wear a mask during the school day. Children will wear masks to the best of their ability.

You may also reference the [face covering guidance guidelines from MSDE](#).

Parents must provide **several labeled clean masks daily** that will be sent home at the end of each school day to be cleaned. If a child soils all of their masks, the ECC will provide a disposable mask for the child to wear. Every child will be provided with a labeled disposable paper bag to store their soiled masks while in school.

Children will not wear masks during snack, lunch or rest/nap time.

Children may take off their masks while playing outdoors. If a parent/guardian would like their child to wear a mask outdoors, they should notify the teachers and administrative staff.

Staff members will also be given the option of wearing a face shield during the school day for additional protection. A mask will be worn under the face shield at all times.

### **Glove Guidance**

Staff members will wear gloves when:

- Preparing and/or serving snack and lunch;
- While changing diapers or when helping a child in the bathroom.

### **Handwashing**

Staff members and children will wash hands as per [MSDE guidelines for hand washing](#);

Posters with visual cues are posted in all school bathrooms.

Teachers will closely monitor children's hand washing.

Handwashing will take place:

- When entering the school building;
- Before and after all meals;
- After using the bathroom;
- After changing a diaper (staff) or having their diaper changed (child);
- After returning from the playground or any auxiliary space;
- After blowing their nose, coughing, or sneezing; and
- After handling garbage.

### **Social Distancing**

Children and staff will social distance to the best of their ability during the school day. Children will be distanced as much as possible during meals and any group meeting times when they are eating or having group discussions.

### **Cleaning Procedures**

#### **Classroom and Building Cleaning**

Classrooms will be cleaned and sanitized at the end of every school day by our maintenance staff, following [CDC/EPA guidelines for cleaning & disinfecting](#). Teachers will also wipe down surfaces in the classroom during the school day.

Frequently touched surfaces will be cleaned, sanitized, and disinfected daily and routinely. These include light switches, door handles, handrails and all dispensers (i.e. paper towel, soap)

#### **Bathroom Cleaning**

Bathrooms will be used by 1 age-level pod only. With the exception of the Pre-K classes, every classroom has a single bathroom in their classroom that will be used throughout the day. Children will not use bathrooms that are assigned to other age levels. For our Pre-K classes; children will use the bathrooms located down the hall down from their classroom.

All bathrooms will be sanitized at the end of every school day.

#### **Cleaning of Toys**

Toys that cannot be cleaned and sanitized will not be used.

Toys that children have placed in their mouths, or that are otherwise contaminated by body secretions or excretions, will be set aside until they are cleaned by hand by a person wearing gloves. Items will be rinsed, sanitized with an EPA-registered disinfectant, rinsed again, and air-dried.

## **Toys from Home**

Children should not bring toys or other items from home unless they are absolutely necessary for the child's well-being (security blanket, stuffed animal, etc).

## **Water Bottles, Snack & Lunch**

### **Water Bottles**

All children are to bring their own labeled water bottle to school every day. They will be sent home daily and should be washed and refilled before they are sent back to school. If a parent forgets to send in a water bottle with their child, the child will be given water in a plastic cup.

### **Snack**

Morning and afternoon snacks will be provided by the ECC. Teachers will prepare and hand out snacks using disposable gloves. Milk will be offered and served in disposable plastic cups.

### **Lunch**

Parents should send a dairy or pareve, PEANUT & NUT FREE lunch to school with their child every day. We will not be providing hot lunch at the beginning of the year.

Parents may send lunch in a reusable lunch bag/box or reusable containers. If you wish to have items in your child's lunch refrigerated, please send it a clearly marked bag or container with your child's name. Unrefrigerated lunch boxes will be kept in your child's cubby until lunch time.

## **Class Sizes & Classroom Pods/Bubbles**

Classroom sizes will be as follows;

Toddlers - Max of 9 children with 3 teachers

Twos - Max of 12 children with 2 teachers

Threes - Max of 12 children with 2 teachers

Fours - Max of 14 children with 2 teachers

Children and teachers will remain in age-level pods/bubbles while at school. They will spend the entire day with this group and will not mix with any other children during the school day.

If the Covid-19 guidance changes during the school year to allow for mixed groups, the ECC will consult with our reopening committee and health experts before making any changes. Changes, if at all, will not be implemented immediately and all families will be notified with ample time.

If the ECC makes the decision to mix groups or expand group sizes, we will work on a case by case basis with families who are not comfortable with this decision.

### **Substitutes & Specialists**

Substitutes will work in all classrooms, however, we will wait 2 days after subbing before they may substitute in another classroom.

Vaccinated specialists will be allowed to work in the school building, however, they will remain at least 6' from the children at all times.

If a child receives special education services through MCPS or with a private therapist, per ADA guidelines, an outside therapist is allowed to work with a child in the school. The individual must comply with the ECC health screening before entering the facility.

If possible, the therapist or special educator will work with the child in a clean & empty classroom.

### **Shabbat Sing & Birthday Celebrations**

Shabbat in classrooms will still happen. NO GUESTS will be allowed. For all Birthdays and Shabbat experiences, we will incorporate the honored student's family to celebrate via zoom.

### **Nap Time**

Toddlers & Two Year Olds who stay for nap will be in a nap room with children in their age level pod/bubble only.

Each child who naps will be assigned a cot. If the cots remain in a room used for napping only, the cot and bedding will remain in place. The cot will be sanitized at the end of the week and will NOT be shared. If the cots need to be stacked at the end of the day, the child's cot sheet & blanket will be put in a plastic bag and the cots will be sanitized before the next use.

The ECC will provide each child with a cot sheet and the parent/guardian is responsible for sending in a blanket. Cot sheets and blankets will be sent home every Friday to be

washed and must be returned on Monday morning.

### **Playground & Auxiliary Spaces**

The playground will be used by only one age-level pod at a time.

The bike rooms and any indoor auxiliary spaces will be used by only one class at a time.

### **Communication**

We know that parents/guardians being unable to enter the building will limit face to face communication between parent/guardian and the teachers.

Teachers, parents & administrators will be able to communicate via the Remini app for general communication. If a parent would like to speak with a teacher on the phone, the teacher will coordinate to set up a time for a phone conversation.

The administrative team is available to speak to parents on the phone or via email during school hours.

During the separation process, administrators will send pictures and updates to parents on an as needed basis.

Teachers will upload pictures and newsletters via Remini on a weekly basis.

### **Safety Precautions Outside of School**

We ask that families take all necessary precautions when participating in activities or socializing outside of school. This includes social distancing, wearing masks and proper hand washing.

We know that we cannot mandate what families do outside of school but we believe that taking these proper precautions when not in school will help mitigate the spread of Covid-19 in both the school and greater communities.

## **Parent Contract, Financial Terms & Waiver of Liability**

In order for families to enroll in Beth Sholom ECC, all parents/guardians MUST sign the tuition contract agreeing to the terms of the contract (also listed below) and all terms included in this handbook.

### **Refund Policy**

- All payments are non-refundable, except in the case that a program is cancelled, or if the Early Childhood Center exercises its right to terminate attendance.
- If the ECC is mandated to close its facility due to a global or local pandemic, or State of Emergency shut down, parents will be required to pay for a closure of up to 2 weeks. If the closure lasts for more than 2 weeks, payments will be stopped until sessions resume. Continued tuition payments during the period of a closure that lasts longer than 2 weeks may be considered a donation to Beth Sholom, a non-profit institution.
- If there is a classroom or school-wide closure due to a possible or confirmed case of COVID-19, tuition payments will continue uninterrupted and no credits or refunds will be issued.
- All payments are non-transferable.
- Any schedule changes made by a parent to reduce contracted hours, resulting in a reduction in tuition or other expenses, will incur a \$50 processing fee, per occurrence.

### **Additional Terms**

- If a parents/guardian withdraws a child before the end of the school year, the parent is still financially responsible for payment of all tuition and fees for the full school year.
- Tuition is based on a 10 month enrollment and credit will not be issued for days or weeks missed due to illness, vacation or early withdrawal.
- All sections of the Tuition Form must be completed and all deposits paid before registration will be confirmed.
- All Synagogue and/or School accounts must be current (ie. paid and up-to-date) to process registration.
- We are unable to accept payment in the form of gift cards or cash.
- If a credit card on file is denied or there is a check stop payment, full payment for that month is due immediately. In the event of insufficient funds or declined transactions, a fee will be charged to your account and the child may not be able to return until the account is paid to-date.
- If a family knowingly exposes the class to risk of COVID-19 infections, the child will be removed from the school and no tuition refunds will be provided. Behavior that knowingly exposes a class to risk of COVID-19 infections, includes, among other things:
  - Knowingly sending a sick child to school.
  - Knowingly reporting false information on the daily health questionnaire.

- Sending a child to school within 14 days following a known exposure to a COVID-19 positive individual.