

KAPLAN COOPERATIVE
PRESCHOOL



UNITED SYNAGOGUE
OF HOBOKEN

Kaplan Cooperative Preschool July 2020 Parent Handbook Covid-19 Addendum

In order to maintain the health and safety of staff and students during the coronavirus pandemic, the following practices and changes to our program have been put in place. These practices work in conjunction with the policies and procedures in the 2020-2021 Parent Handbook. The practices were created under the guidance of the Centers for Disease Control and NJ State Licensing and Department of Health. We will continue to update and revise procedures based on their guidance, meaning the information outlined within this document is subject to change.

Starting July 6, 2020 we will be operating a 6 week summer camp program. Camp will be open Monday - Friday from 8:00-4:00.

Children may attend as follows:

8:00-4:00- second floor classroom

9:00-3:00- third floor classroom

9:00-12 noon- first floor classroom

10 children and 2 teachers will be assigned to each class.

Individual classes will maintain a distance of at least 10 feet between them at all times. There is only one classroom per floor and schedules are staggered to ensure that shared spaces such as hallways, restrooms allow for children and staff to maintain at least 6 feet separation from children and staff from other groups.

For the safety of all, **we can no longer allow flexible scheduling at this time.** Parents will be asked to choose a schedule at sign up. Changes can be made prior to the start of camp if space allows. Families may no longer use these programs on a drop in or as needed basis until State Licensing regulations change. Classes are grouped with the same children each day and Staff are assigned to the same group each day, to the greatest extent possible.

Children may increase the number of days they attend camp at any time during the 6 weeks ***if there is space in that classroom. There are no make up days.***

ARRIVAL PROCEDURES

In order to comply with social distancing, drop-off will occur at staggered times for different classes.

Drop off times for your child's group will be included on the class list

*If you are running late or will not be dropping off during your designated time slot, you will need to call the school and inform us. Late drop off is 9:30-10:00 am. Children will not be admitted to camp after 10am on that given day.

We ask that families line up outside of the USH building gate at the marked spots so that we can assure social distancing, Marked spots are 6 feet apart. .

Adults need to wear masks at drop off and pick up.

You are responsible for completing a daily health survey in your Remini app prior to arriving at the school in the morning. If you have not filled it out, you will need to before entering the line for our morning screening. **Parents are highly encouraged to be on the alert for signs of illness in their children prior to arriving at camp and to keep them home when they are sick. Persons that have fever of 100.4 F or above or other signs of illness will not be permitted to enter the building.**

When you are called, please bring your child to the table where they will have their temperature taken. This procedure will happen every day your child attends camp. Staff will be masked and wearing a shield when taking your child's temperature.

The information collected during the screening process and via the survey on Remini will be recorded on the Office Of Licensing's Daily Log of Child and Staff Entry Health Screenings and Attendance form. This form will be submitted to the Office Of Licensing by 11:00am on each operating day.

After checking in, you will proceed to the KPS gate and get hand sanitizer. The security guard and a teacher will be waiting there. The guard will open the door and your child will enter the building with a teacher and be brought to their group.

Strollers can be parked in the side yard.

If your child is having a difficult time separating from their parent/caregiver, you will be able to comfort them in the side yard until they are ready to join their group.

Please Note - All Kaplan staff will have their temperature checked each morning and they will also fill out the daily symptom and exposure log.

IF WE BECOME AWARE OF A COVID-19 POSITIVE CASE IN OUR FACILITY WE MUST CONTACT THE HOBOKEN HEALTH DEPARTMENT FOR GUIDANCE

CLEANING AND SANITATION

Cleaning will be done with the CDC's Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools and Homes

- There will be additional cleaning throughout the day in all rooms
- Surfaces and objects that are touched often will be washed and sanitized on a daily basis, including but not limited to restrooms, desks, countertops, doorknobs, computer keyboards, hands-on learning items, faucet handles, phones and toys.
- Class times for outside play are staggered and there will be a full cleaning between groups in the backyard
- Groups will not share toys or other materials
- The teachers and custodial staff will disinfect the rooms and materials at the end of each day
- Tables will be washed and disinfected before and after each use.
- Adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer with at least 60 percent alcohol (for staff and older children who can safely use hand sanitizer) will be provided
- Environmental Protection Agency approved disinfectants for use against Covid-19 will be used for disinfecting
- HVAC system is maintained and operational
- Windows will be opened frequently to allow fresh air flow, and HVAC systems adjusted to allow for more fresh air to enter the facility to the extent practicable

DISMISSAL PROCEDURES

Classes will dismiss at staggered times. The children will be brought outside to the parents when we see that you have arrived. We ask that you please wait outside with at least 6 feet of distance between other parents and caregivers. If you are running late to pick up your child, please call the office to let us know. Each child will wash their hands prior to leaving the building each day.

BIRTHDAY CELEBRATIONS

If your child has a birthday during camp, feel free to send in a kosher treat for the class. Items baked at home are not permitted. Sealed, pre-packaged cupcakes are acceptable. Please email the Office and your child's teacher if you would like to send in something for their birthday. Please do not distribute invitations to a party at the school.

FIELD TRIPS

At this time, we will not be holding any field trips.

FIRE DRILLS

At this time, monthly fire drills and lock down drills are suspended by New Jersey State Licensing.

FOOD

Meals and snacks will take place in your child's classroom to avoid congregating in large groups or mixing with other children. Staff will wear gloves during meal times to assist the children when necessary.

SNACK

Children have a snack every morning. **Please note: Kaplan will not be providing snacks this school year, you will be providing a snack for your child** - it must be Kosher and vegetarian/dairy, peanut free. You may send a water bottle in your child's backpack, but it must be labeled.

LUNCH

Students who are staying for lunch can bring a vegetarian/dairy, peanut-free lunch. Fish and eggs are okay too. **Lunches will not be stored in shared refrigerators and will remain in cubbies - you will need to provide an ice pack in your child's lunch box. Lunch bags/boxes need to be labeled on the outside with your child's name.**

HAND WASHING AND HYGIENE

Staff will reinforce washing hands and covering coughs and sneezes among children and other staff. Staff and children will also be reminded not to touch the face covering and to wash their hands frequently. Children will be practicing frequent hand washing with soap and water for at least 20 seconds monitored by staff to ensure proper technique.

Teachers and children will wash hands the following times during the day:

- At arrival
- When entering the classroom
- Before and after eating
- When coming inside from the backyard
- After using the bathroom
- Before leaving for the day

Teachers will also wash hands after diapering or assisting a child with toileting, caring for a child that may be sick, preparing or serving food, or coming in contact with a child's secretions.

Staff and children are required to have a change of clothing with them each day. They are required to change clothing that have secretions on it and wash their hands after changing. Children's clothes contaminated with secretions will also be changed and placed in a plastic bag. Staff will wash areas touched by a child's secretions including but not limited to their neck and hands when washing.

NAPPING

If your child is staying for afternoon enrichment, all children under 4 years old have a brief rest time. Some students sleep; while others relax with a quiet toy on his/her mat. **If you have a preference on whether your child should or should not sleep during this time and/or the length of time, please let us know.** We will do our best to accommodate your request. The students rest for 30 minutes or nap for approximately one hour, Each child will rest at least 6 feet apart and mats will be set up so children can lie head to toe. Napping mats will be marked with their name and cleaned before and after use. It is required for everyone who is 3 years old and under to bring a small blanket and sheet for rest time. Toys from home will not be permitted. Please do not send special, irreplaceable possessions. **The sheet and blanket will be sent home at the end of each week to get washed.**

ILLNESS

If your child or a staff member is exposed to or tests positive for COVID-19, we will work with the Health Department who will determine if the school will close or remain in operation. We will sanitize all areas and equipment used by the exposed or infected individual.

We will be taking your child's temperature each morning and you will need to fill out a questionnaire daily on Remini sharing if there has been any exposure. Each child's temperature will need to be below **100.4 degrees F** in order to enter camp.

If a child becomes ill while at camp, we will move them to a separate classroom. They will need to be picked up immediately. Parents are highly encouraged to be on the alert for signs of illness in their children prior to arriving at camp and to keep them home when they are sick.

COVID-19 Exposure Procedures

- Any confirmed or suspected exposure to COVID-19 occurring in a child care center will be immediately reported to both the local department of health and the DCF Office of Licensing
- Should a child or staff member develop symptoms, he/she will be immediately removed from the classroom. If it is a child, the caregiver waiting with the child that has symptoms of COVID-19 (e.g. fever, cough, shortness of breath), will remain as far away as safely possible from the child (preferably, 6 feet)
- Staff or the child's parent or caregiver with symptoms will be advised to call a healthcare provider for further guidance if symptoms persist and to inform the facility immediately if the person is diagnosed with COVID-19
- All rooms and equipment used by an infected person and/or person potentially exposed to that person will be cleaned and disinfected in accordance with CDC guidance. If uncertain about the extent of potential exposure all rooms will be cleaned and sanitized
- The local health department will be contacted for guidance when the center becomes aware of a COVID-19 positive case in their facility. Health officials will provide direction on whether a center should cease operations following the identification of a positive case in the facility. The duration may be dependent on staffing levels, outbreak levels in the community and severity of illness in the infected individual. Symptom-free children and staff should not attend or work at another facility during the closure
- Any staff member or child that contracts or is exposed to COVID-19 will be denied entrance to the center until the criteria for lifting transmission-based precautions and home isolation have been met

MASKS

Teachers will wear masks at all times.

Children over 2 years of age will be encouraged to wear masks when feasible or developmentally appropriate. Children will not wear masks when eating or napping.

PARENT PARTICIPATION AND VISITORS TO THE BUILDING

At this time, no parents or visitors will be allowed into the building. This includes Helping Parents. We greatly look forward to the time where we can once again have parents in the classroom.

Visitors including but not limited to non-emergency maintenance or repair services, prospective customers, prospective employees, entertainers or speakers, and third-party therapists will be denied entry to the center during school/camp operating hours, with the exception of emergency or law enforcement personnel in their official capacity, Department of Children and Families personnel for child protection or child care licensing purposes, and persons providing emergency repair services within the center that cannot be reasonably delayed until the center is closed.

Should any of these exceptions occur, visitors will be subject to the same screening procedures as children and staff, and denied admission on the same basis unless precluded by emergency circumstances or if the center is legally precluded from denying access. All reasonable efforts will be made to minimize essential visitor contact with children and staff to the greatest extent feasible. These visitors will also be required to wear face coverings unless doing so would inhibit the individual's health. Visitors will be declined entry to the center for refusal to wear a face covering for non-medical reasons and if such covering cannot be provided to the individual at the point of entry.

SEPARATION

The Kaplan staff is committed to helping each family and child through a comfortable process of separation. **Even if your child attended Kaplan previously, he/she may need a little extra support as he/she transitions into a new classroom with different teachers and after the extended time at home.**

You will be able to spend time with your child in our side yard to help them transition to camp for the day, however you will not be able to enter the building. It is not unusual for children to have difficulty at first when they move to a new environment even within the school. Please arrange your schedule so you are available the first week or more if your child needs it.

They need time to adjust and learn to trust their teachers. We are confident that in a short amount of time every child can and will adjust to school.

SCHOOL CLOSINGS RELATED TO COVID-19

We may need to close if a child or teacher gets a positive diagnosis of COVID-19. If we do have to close families will receive a refund for those days.

SOCIAL DISTANCING

Close person to person contact (hugging, wrestling, games involving touching or tagging will be strictly limited. Staff will be sensitive to otherwise age-appropriate behavior while reinforcing the extra caution that is necessary at this time. Activities that are likely to bring children into close contact like games and sports involving direct physical contact or shared equipment will be replaced with no contact activities such as movement and races.

Classes will not share materials with other classes. Children's everyday belongings will be kept separate in individual cubbies and sent home each day for washing.

TECHNOLOGY AND SCREEN VIEWING

The Kaplan Cooperative Preschool provides an activity-focused early learning environment. We believe children learn best through active participation, hands-on experiences, interactive conversation, and exploration.

We follow the recommendations established by the American Academy of Pediatrics, which has found that too much television and screen viewing has been linked to poor performance in school and interferes with brain development.

While trying to maintain a balance between our philosophies and safety during the pandemic, we may use screens in the classroom so we can include enrichment programs from our teacher specialists or Rabbi Scheinberg. During these times, classroom teachers will also be fully engaging with the students and activity. Current state licensing does not allow us to have specials teachers visit classrooms.

School issued iPads may be used occasionally by the teacher to research a question that arises during the classroom discussion or for visual materials to enhance the curriculum. Only the school assigned iPads or school cameras will be used for all pictures taken of the students and their work.

TOYS

Toys and items that are not easily cleaned or disinfected (ie. soft, cloth or plush toys) are prohibited at this time whether from home or school. We ask that you do not allow your child to bring any toys from home to school.

Toys that children have placed in their mouths or are contaminated by body secretion or excretion will be set aside until they are washed and disinfected by hand with gloves or cleaned in a dishwasher.

PAYMENT

Payment in full is due prior to the opening of camp. Refunds are not given for missed days, sick days or if a child withdraws from camp.