



Pandemic Policies and Addendum to the School Handbook

Drop Off and Pick Up Policies and Procedures

1. Parent/guardian will not be admitted into building until further notice.
2. All adults must wear masks when dropping off or picking up their child/children.
3. All children will be brought to an area where teachers will be positioned in “pod” (class) stations.
4. All adults and children must remain socially distant while waiting for child to be admitted or picked up.
5. Each child and staff member will have his/her temperature taken at drop off.
6. Every parent/guardian will have downloaded the Procure Connect App with touchless check in system.
7. Children must be checked in and checked out with Procure Connect App.
8. Children will enter the building as a “pod” with their teachers, one pod at a time. Pods will not mingle.
9. Staggered drop off and pick up times will be put in place. These times will enable families to have one drop off and pick up. We ask that you will be timely to ensure that back up will be as minimal as possible.
10. We ask that you give a big hug and leave the area quickly so we may welcome the next child. Please know that separation anxiety is a concern for all of us and this may not be a comfortable way to drop off your child. Please call the office if you would like us to update you on how your child is doing.
11. We ask that you are on time and do not run late. If there is an emergency or an issue which causes you to run late, you will need to call the office. Your child’s teacher will need to leave the classroom to come receive your child. Please know that this will be a disruptive process for the children. **We ask you to be on time.** Thank you!
12. Until further notice, we will not have drop-in extended care for students. Only fulltime students may utilize before and aftercare hours. All before and aftercare hours must be scheduled at registration. There will be no enrichment classes for the Fall semester.

Daily Health Checks

1. Staff/children may NOT take fever reducing medication before coming to school.
2. Staff/children will have temperature taken upon arrival.
3. No one will be admitted with a temperature of 99.6 or greater.
4. Staff/children will not be admitted with COVID-19 symptoms
 - a. Fever or chills
 - b. Cough
 - c. Shortness of breath or difficulty breathing
 - d. Fatigue
 - e. Muscle or body aches
 - f. Headache
 - g. New loss of taste or smell
 - h. Sore throat
 - i. Congestion or runny nose
 - j. Nausea or vomiting
 - k. Diarrhea
5. All staff and families will have to answer that they have **NO SIGN** of **ANY** of these symptoms. If the answer is **YES**, admittance will be **denied**.

Sick Policy

1. If your child is not quite “right”, we ask that you keep your child home from school. We expect that you will not take a chance and send your child to school if you are unsure.
2. If a child becomes sick with fever, the child will be segregated, and parent/guardian called.
3. All parents/guardians will be required to pick up within 30 minutes. Emergency contact will be called if parent cannot come within 30 minutes.
4. Children who have been sent home with a fever must be fever free for 24 hours before returning. Children who have had a fever must have a note from the physician stating he or she is safe to return.
5. If a staff member becomes sick, he or she will be immediately sent home. Staff member will have the same rules as children.

COVID-19 Sick Policy

1. Child or staff member showing signs of COVID-19, must remain home.
2. Parent/guardian and staff member must immediately inform school if there is a medical suspicion or diagnosis of COVID-19.
3. When there is an illness that is questionable, we will contact our medical advisory committee along with the Palm Beach County Health Department.
4. If an immediate family member of staff or child has a positive test for COVID-19, entire family may not return for 14 days.
5. If there is an exposure to a child or staff member, that child or staff member will be required to test immediately and give results to the school.
6. If there is a positive case in a classroom, that entire classroom will close for 14 days.
7. There are many scenarios that can occur. We will make decisions about each case with the advice and guidance of our medical advisory committee as well as the Palm Beach County Health Department.
8. Return to school will based on the following criteria:
 - a. Child/staff member may return with a negative COVID-19 test result with documentation from lab or physician after being diagnosed with COVID-19.
 - b. After 14 days isolation with no symptoms.
 - c. A note from a physician stating that the illness was due to something other than COVID-19.
 - d. When a situation arises, we will seek advice from our medical advisory committee and the Palm Beach County Health Department.
 - e. All COVID-19 cases are required to be reported to the Palm Beach County Health Department. The Health Department will require us to provide a contact list for anyone who has been in physical contact with this child, family, or staff member.

Health Procedures and Masks

1. Parent/guardian will apply hand sanitizer to child's hands before checking in.
2. Handwashing with proper procedures will be required throughout the day. Families will be asked to practice exact procedures with their children at home before school begins. We also ask that you ask your child to commit to proper handwashing at home. This will always enable the children to use proper procedures. Handwashing must occur at the following times:
 - a. Upon entrance to school.
 - b. Before and after meals/snacks.

- c. After blowing a nose, cough and/or sneeze.
 - d. Before and after sensory play.
 - e. When returning from the playground.
 - f. When entering and exiting any common area.
3. Children will not be asked to wear masks/shields unless parent has requested. Children must be trained in mask wearing at home. We will support this decision if the child is appropriate with the mask (hands away).
 4. Staff will be required to wear masks when indoors. Staff may remove mask from a distance to eat, drink or express an important message.
 5. Staff may remove masks on the playground when distant. Staff will have masks available when needing to assist a child up close.
 6. Staff mask policies are dictated by the Palm Beach County Health Department.

Classroom Management

1. Children will be grouped in classrooms according to daily schedule and nap requests.
2. There will be no comingling of children. Each classroom will be a “pod” of its own.
3. Napping children will remain in the classroom and distanced as far apart as possible and placed head to toe.
4. Until further notice, children will not visit specialists in specialist classrooms. We will provide special activities to each room (STEM, Music, Judaica, Hebrew) through distanced learning or curriculum “care packages”.
5. Gym/Spanish will take place outdoors only. Instructor will guide from a distance.
6. Hallway travel will be limited to one group at a time. Teachers will have a detailed communication system to expedite this process.
7. Therapists will not be admitted at this time.
8. Children may have a facilitator/shadow if this is their only client.
9. We do have a substitute teacher list. It is our intention to only use substitute teachers for an emergency or an extended time off. Substitute teachers will not go from room to room and will only cover one room/2-week period.
10. Administrative staff will visit classrooms from the doorway and through Face Time or Zoom to reduce the risk of cross contamination of COVID-19.

Food

1. Each child must bring a labeled water bottle for their individual use throughout the day. We will refill water bottles with cold, filtered water. Water bottles will be stored in cubbies. We will also have cups and pitchers of water in the classrooms for meals.
2. We will provide snacks that do not require refrigeration (cereal, crackers, etc.).
3. All lunches must be kept in your child's backpack in his or her cubby. We recommend you send an icepack since we will not store lunch boxes together in the refrigerators.
4. We continue to be a **Kosher/Dairy** school and tree **nut free**. Please refer to our handbook for details.

Supplies

1. Children will have a personal box with pencils, markers, crayons, glue stick, scissors, playdough, etc. There will be no sharing of these materials. *Supplied by school.*
2. Sensory play will be provided in separate bins.
3. Each class will receive an outdoor bag with equipment (bubbles, balls, jump ropes, chalk, etc.). These bags will be labeled and stored. *Supplied by school.*
4. Every child must come to school with a **clear backpack** (backpacks are available at Walmart and Amazon.com). This will enable security to have less contact.
https://www.amazon.com/Backpack-Reinforced-Straps-Security-Sporting/dp/B079SGQF2N/ref=sr_1_5?dchild=1&keywords=clear+backpack&qid=1595872787&sr=8-5
5. Child will supply hand sanitizer (minimum of one please), bug spray, diaper cream and suntan lotion. Permission will be granted by parent/guardian in the Procure App.
6. Full change of clothing (sweater/sweatshirt, 2 t-shirts, pants, shorts, socks, 2 pair of underwear, 1 pair of shoes) in a labeled Ziplock bag.
7. Toddler supplies (diapers and wipes if necessary).

Building/Classroom Maintenance and Preparation

******We are implementing a multi-faceted (air, surface, and cross contamination elimination) approach to keep our building as healthy and safe as possible.***

1. All classrooms will be completely cleaned and disinfected each day.
2. All classrooms are equipped with a Hydroxyl Maximizer Air Purifier. This oxidizer deactivates airborne bacteria, mold and viruses and is EPA registered.
3. The school will be sanitized at the end of each day by using a professional electrostatic sprayer utilizing a botanical disinfectant cleaner throughout the preschool. The sprayer

provides complete disinfectant coverage on all surfaces. The disinfectant used is Bioesque and is an EPA registered broad-spectrum disinfectant.

4. Children will no longer have use of water fountains.
5. Teachers will maintain, clean, and disinfect sinks and toilets in the classroom throughout the day.
6. Pre-K/Kindergarten bathroom sinks and toilets will be completely disinfected between use and after each class leaves the bathroom.
7. Tables will be cleaned and sanitized before and after meals.
8. Common areas including the playground will have high touch surfaces sanitized between classes and throughout the day.

Expectations for Staff and Families

1. It is our expectation that all staff and families will practice social distancing when out in public. On and off our campus.
2. It is our expectation that staff and families will wear a mask when out in public. On and off campus.
3. It is our expectation that everyone affiliated with our school will exhibit extra caution (OR take extra precautions) as long as they are part of our community in an effort to keep our children and staff as safe and healthy as possible.
4. It is our expectation that staff and children will stay home from school if you have been in a situation that can or will put our staff and families at risk.

- ❖ ***Staff and parent/guardian will be required to sign a waiver of liability.***
- ❖ ***This document is an addendum to our School Handbook. All policies written will supersede School Handbook policies until further notice. You will be notified when changes to these policies are made.***
- ❖ ***Staff and families who are affiliated with our program will be required to sign electronically on the Procure Connect App that they have read this document and will abide by the policies and procedures that have been listed to minimize the spread of COVID-19.***
- ❖ ***All policies and procedures are subject to change. We will notify you when we make updates and will ask you to re-sign policy changes in Procure Connect App.***

WE'RE ALL IN THIS TOGETHER. THANK YOU FOR YOUR COLLABORATION!