

Robert J. Wilf **PRESCHOOL & KINDERGARTEN**



@ the Kaiserman JCC

Covid-19 Policies and Procedures Handbook Addendum

The following protocols will be in place and may be adjusted periodically. Parents must sign-off on all new policies and procedures.

- Tuition Policy
- Pandemic Team (updated 7/18/2020)
- Communication Plan (updated 7/18/2020)
- Pre-screening Staff and Children (updated 7/18/2020)
- Daily Health Questionnaire (updated 10/26/2020)
- Travel (updated 11/13/2020)
- Drop-off and Pick-up
- Children Becoming Sick at School
- When can a person who was sent home sick return? (updated on 7/10/2020)
- Confirmed Positive Covid-19
- A person with the confirmed positive Covid-19 test can return when... (updated 7/29/2020)
- In the event of a confirmed case of Covid-19 (updated on 7/23/2020)
- Classroom/Facility Cleaning & Disinfecting
- Staffing
- Protective Equipment (updated on 7/13/2020)
- Food / Snacks
- Hand Washing
- Toileting
- Staff Training
- Class Size
- Large/Whole School Gatherings
- Gross Motor
- Rest Time
- Lesson Plans and Play

The following protocols will be in place and may be adjusted periodically. Parents must sign-off on all new policies and procedures.

Robert J. Wilf **PRESCHOOL & KINDERGARTEN**



@ the Kaiserman JCC

Tuition Policy

The Kaiserman JCC has developed a tuition policy in the event of a prolonged closure of the Robert J. Wilf Preschool & Kindergarten. A prolonged closure is defined as more than two consecutive weeks of a required closing. The following policy will ensure that we keep connectivity between school and home during a prolonged closure and that your child's place in our early childhood learning center is kept secure.

If the Robert J. Wilf Preschool and Kindergarten is required to close, the Kaiserman JCC is committed to ongoing continuing early childhood education for our Kindergarten (K2) remotely through: Zoom, Facebook Live, Facetime calls and What's App programming.

We recognize that virtual programming is not equivalent to in-person school and in that vein, we are instituting this tuition policy:

- If forced to close prior to the 10th day of a month, a 40% tuition credit for that month will be issued.
- If the forced closure is instituted on the 11th day or thereafter, no credits will be issued for that month.

FOR KINDERGARTEN ONLY:

- If the school will be closed further, tuition will be billed at only 40% of your remaining monthly payments.

If there were to be a prolonged closure of our center, the tuition for children enrolled in classes other than Kindergarten, will not be charged tuition.

This tuition policy addresses all emergencies which force the Robert J. Wilf Preschool and Kindergarten to close the school facility due to unforeseen circumstances, including:

- weather emergencies
- natural disasters
- threats
- Covid-19
- Other, unknown pandemics

Closures of the Robert J. Wilf Preschool and Kindergarten could be mandated by:

- Kaiserman JCC Board of Directors
- Jewish Federation of Greater Philadelphia
- Montgomery County
- Commonwealth of Pennsylvania
- Federal Government

Robert J. Wilf **PRESCHOOL & KINDERGARTEN**



@ the Kaiserman JCC

Pandemic Team

The JCC has a Pandemic Team to manage the health and safety preparedness and response plan.

Communication Plan

This Covid-19 Policies and Procedures Handbook Addendum is updated regularly and can be found on our website. Robert J. Wilf Preschool Tab, Forms & Info Tab.

Pre-screening Staff and Children

- Temperature checks, using a no-touch forehead thermometer, and a questionnaire regarding symptoms will be taken by all staff and children DAILY prior to entering our facility.
- Anyone who registers a fever of 100.4 degrees or higher will not be admitted to our Early Childhood Center that day and may not return until fever-free for 72 hours.
- Anyone who displays other visible symptoms of illness will not be accepted into school that day. This includes but is not limited to coughing, sneezing, runny nose, rash, and lethargy.

Daily Health Questionnaire

Parents are required to fill out a daily health questionnaire for each child.

Travel

If you have traveled out of the county or to an area where there are high amounts of COVID-19 cases, it is recommended by the Pennsylvania Department of Health that you stay at home for 14 days upon return to Pennsylvania. We are requiring this. The current list of states with high amounts of COVID-19 can be found on Pennsylvania's Department of Health's website.

Drop-off and Pick-up

Due to new regulations and requirements, we will be open our program for children from 8:00 a.m. to 4:30 p.m. This will allow us to provide stable groups of children, while also allowing time for cleaning and preparations.

- All children must arrive between 8:00 a.m. and 8:30 a.m. We will have two screening stations set up. Children in classrooms upstairs will report to the preschool lobby. Children in classrooms downstairs will report to the main lobby of the JCC. Once your child is screened, a staff member will escort your child to their classroom. At this time, we are not allowing parents into the building.
- Families signed up for a half day must arrive for pick up between 12:15 p.m. and 12:30 p.m. All other children must be picked up between 4:00 p.m. and 4:30 p.m. We will bring the children out to you.
- If a child must arrive late or leave early, please contact the school office.



Kaiserman JCC
45 Haverford Rd.
Wynnewood, PA

(610) 896-7770
www.phillyjcc.com

Robert J. Wilf PRESCHOOL & KINDERGARTEN



@ the Kaiserman JCC

Children Becoming Sick at School

If a child begins to display symptoms of illness, including fever, coughing, sneezing, runny nose, lethargy, rash or other symptoms, s/he will be removed from the classroom. Parents are required to pick up ill children immediately. We will call emergency contacts if your ill child is not picked up within 30 minutes. This policy will supersede our previous sickness policy. We ask that you err on the side of caution and be especially sensitive to all of our families and the possibility of contagion.

When can a person who was sent home sick or stayed home sick return?

This depends on the symptoms.

- **If a person has ONE of the following symptoms:** fever, chills, fatigue, body aches, headache, sore throat, congestion, nausea, vomiting, diarrhea, or new loss of taste or smell, follow the procedure outlined in our handbook.
- **FEVER:** A child with a fever should stay home until fever-free (without the use of fever reducing medicine) for 24 hours. A fever is defined as a temperature greater than 101 degrees or higher. Children who are sent home with a fever may not return to school the following day.
- **STREP THROAT:** A child may return to school 24 hours after antibiotics have been started.
- **VOMITING:** A child may return to school 24 hours after the last episode.
- **COLDS:** Cold symptoms are described as an irritated throat, watery discharge from the nose and eyes, sneezing or coughing. A cold may or may not include a fever.
 - Children are often most contagious in the early, runny stage of a cold.
 - Children should not be in school if they show any of these symptoms:
 - Pain, including pain from a sore throat or congested ear, which makes it hard for the child to play, eat, or rest normally at nap time.
 - A cough that interrupts normal play or sleep.
 - Difficulty breathing during normal activities.
 - Anything else that makes the child feel too tired or sick to participate in normal activities.
- **DIARRHEA:** A child may return to school 24 hours after the last episode.
- **CONJUNCTIVITIS (PINK EYE):** A child may return to school 24 hours after antibiotic treatment or topical therapy has begun and eye ooze has stopped.
- **EAR INFECTIONS:** Whether or not your child's pediatrician has prescribed antibiotics to treat an ear infection, children should be fever-free for 24 hours before returning to school and not experiencing too much ear pain associated with the infection.
- **RASHES:** Child should stay home until diagnosed or symptoms are gone for 24 hours. If you have seen a doctor & the rash is not contagious, please bring a note from your child's doctor

Robert J. Wilf PRESCHOOL & KINDERGARTEN



@ the Kaiserman JCC

- **HEAD LICE:** We have a strict no-nit policy. No child may be in school while there are any nits present in his or her hair. While every effort will be made to maintain the health of each child, our school, like others, may be subject to pediculosis (head lice). Here are some tips to keep such a situation under control:
 - Students are not allowed to share combs, brushes, hats or other grooming aids with non-family members.
 - Discovery of lice requires that the child be sent home and treated. All nits must be removed before the child can return to school. Upon their return, the child's scalp will be inspected by a staff member.
 - If a case of lice is discovered at home, please report it to the school. We keep details of reports and incidents confidential, but we do need to alert parents about them.
- **If a person has TWO** of the following symptoms: fever, chills, fatigue, body aches, headache, sore throat, congestion, nausea, vomiting, diarrhea, or new loss of taste or smell **OR ONE** of the following symptoms: cough, shortness of breath, or difficulty breathing
 - After a minimum of 10 days
AND
 - After 3 days of being fever and symptom free without the use of fever reducing medicine.
OR
 - After obtaining a note from a medical professional clearing the individual to return to school based on an alternative diagnosis.

A person with the confirmed positive Covid-19 test can return:

- After a minimum of 10 days
AND
- After 3 days of being fever and symptom free
OR
- Negative COVID-19 test

Robert J. Wilf **PRESCHOOL & KINDERGARTEN**



@ the Kaiserman JCC

In the event of a confirmed case of Covid-19

- The families of the children in the cohort will be notified. Of course, the privacy of individuals will be respected, and names will not be used.
- The children and staff in the cohort will need to self-quarantine for 14 days.
- The Kaiserman JCC will close for 48 hours, to let the particulates settle and properly sanitize the building.
- The Montgomery County Department of Public Health will be notified, and we will follow guidance.

Classroom/Facility Cleaning & Disinfecting

Before school begins, the entire JCC will be electrostatically cleaned and sanitized. We will continue to maintain the new cleaning procedures during the day and each night. Each classroom will have their regular cleaning products to complete a cleaning routine throughout the day.

- We will only use disposable items for cleaning such as wet wipes for face cleaning after eating and paper towels for surfaces.
- Classrooms will be equipped with a bucket for mouthed items and plastic toys that need to be cleaned.
- Strollers will be cleaned and disinfected after each use.
- Maintenance staff will also be employing enhanced cleaning processes and assisting in all of the above. This includes increased frequency of high touch points (door handles, counters, table edges and undersides, chairs, faucets, light switches, toys, etc.).

Staffing

- Classrooms will be staffed by the same teachers each day.
- We will assign Substitutes to small groups of classrooms to avoid contact with the whole school whenever possible.
- All staff will work an 8-hour shift.

Robert J. Wilf **PRESCHOOL & KINDERGARTEN**



@ the Kaiserman JCC

Protective Equipment

In accordance with CDC and DHS guidelines, we will implement the following protective equipment protocols:

- All staff and children 2 years old and older are expected to wear face coverings unless outside and able to stay consistently 6 feet away from each other.
 - Face covering:
 - Means a covering of the nose and mouth that is secured to the head with ties, straps or loops over the ears or is wrapped around the lower face.
 - Can be made of a variety of synthetic or natural fabrics, including cotton, silk or linen.
 - Includes a plastic face shield that covers the nose and mouth.
 - May be factory-made, sewn by hand, or be improvised from household items, including but not limited to scarfs, bandanas, t-shirts, sweatshirts or towels.
 - While procedural and surgical masks intended for healthcare providers and first responders meet these requirements, such as N95 respirators, these specialized masks should be reserved for appropriate occupational and health care settings.
- We will continue to follow the requirements regarding the wearing of non-porous gloves including when in any contact with bodily fluids, feeding children and diaper changing.

Food / Snack

- Children will bring their own lunches. No outside lunch vendors will be used. Our Pizza Lunch on Fridays will be suspended temporarily. As with all protocols, this will be reevaluated after the first few weeks of school.
- Children will eat snacks and lunch in classrooms.
- We will provide snack. Individually packaged snacks will be available whenever possible, or bags of unopened snack will be used and not shared with other classes.
- Staff will wear gloves when handling and serving food to children and plastic cups will be used to serve snack when not individually packaged.

Robert J. Wilf **PRESCHOOL & KINDERGARTEN**



@ the Kaiserman JCC

Hand Washing

Staff and children are required to sanitize their hands as they enter our facility in the morning. In addition, staff and children will wash their hands with liquid soap and warm running water many times throughout the day, including:

- After each diaper change, assisting with toileting, and/or personal toileting
- After wiping a runny nose
- After touching any bodily fluid
- Before and after using water, sand, or other sensory tables
- After play prior to moving onto new activities
- Before and after any food preparation and eating

Posters will be hung in all classrooms as well as around the school for reminders of proper handwashing.

Toileting

- The number of children in the bathroom at one time will be limited.
- Shared bathrooms are only allowed to have one group in at a time, followed by a thorough cleaning prior to a new group entering.
- Children must wash hands after using the toilet.
- Staff assisting children must wash their hands prior to and after helping the child.
- All sink handles and toilet flusher/seats will be washed frequently.
- Diaper changing stations will be clean and sanitize after every diaper change.

Staff Training

Staff will return to school, starting August 31, 2020 to get their classrooms ready and learn about new regulations and recommendations.

Class Size

Currently, class size varies depending on the classroom size and the state regulated ratio for specific age groups. The ratio for children in the Nursery is 1 to 4. The ratio for children in the Toddler class is 1 to 5. The ratio for children in the Two-Year-Old class is 1 to 6. The ratio for all other classes is 1 to 8. Teachers and children are required to remain together as a 'cohort'; teachers will be assigned a single cohort of children.

Large/Whole School Gatherings

The same high-quality academic and play-based school day will continue for your children. However, there will be NO multi-class or whole school gatherings.



(610) 896-7770
www.phillyjcc.com

Robert J. Wilf **PRESCHOOL & KINDERGARTEN**



@ the Kaiserman JCC

Gross Motor

One group of children will be allowed to use the playground at a time. It will be cleaned and sanitized between each class. Teachers will be encouraged to take advantage of our vast outdoor space and plan for more physical movement.

Rest Time

- As much space as possible will be allotted between cots and cribs, with a minimum of two feet on three sides between cots and cribs.
- Children's cots will be placed head to toe in order to further reduce the potential for viral spread.
- All bedding must be taken home and laundered weekly.
- All children must wash hands after rest time before returning to play.

Lesson Plans and Play

- Plans will be developed to arrange for as much space between children as possible.
- Materials that children touch will be washed. This will influence what is made available and the processes developed to enable cleaning.
- Easily contaminated materials such as playdough, water, clay, and sand will not be provided to groups of children.
- Soft toys (stuffed animals, dress up clothes, etc.) and any other toys that cannot be cleaned and sanitized easily will be removed.
- Children will have small containers for individual items: scissors, glue, drawing items, etc.

Acceptance of the COVID19 guidelines must be signed acknowledging that parents will not be permitted within the facility during this time, drop off and pick up times, and changes to the exclusion and sick policies with regards to the current health crisis. Parents are required to wear masks whenever interacting with staff, even when they are by their own car to help keep our entire school family safe and healthy.

Robert J. Wilf **PRESCHOOL & KINDERGARTEN**



@ the Kaiserman JCC

Family Early Childhood Center Covid-19 Policies and Procedures

We, the undersigned, have read and acknowledge the Covid-19 Policies and Procedures addendum to the Parent Handbook. These changes include but not limited to:

- Tuition Policy
- Drop-off and pick-up times
- Sick policy
- Class groupings
- Food and snacks

Child's name (please print): _____

Parent/Guardian 1 (please print): _____

(Signature)

(date)

Parent/Guardian 2 (please print): _____

(Signature)

(date)