



## **Thelma K. Reisman Policies and Procedures for Preschool - 2020-2021 School Year**

To keep the risk of infection as low as possible, we will need everyone (families, teachers and staff) to partner together. It is critically important that every preschool family and staff member remain conscientious and considerate about COVID-19 precautions at all times. We trust that our families and staff members will be careful with all interactions, maintaining social distancing and wearing masks as required outside homes.

If your child does not feel well in any way, we ask that you please keep your child home and email or call the preschool office to let us know. Any symptom of COVID-19, even if not accompanied by another symptom, is worthy of being observed at home. Current state guidelines require that anyone with symptoms of COVID-19 who has tested positive or has not been tested should stay home and away from others until at least 10 days have passed since their symptoms first appeared, AND they have had no fever for at least 72 hours (three full days without the use of medicine that reduces fever) AND other symptoms have improved (for example, symptoms of cough or shortness of breath have improved).

### **Drop Off Procedures:**

- **Parents/Caregivers and visitors will not be allowed into our facility.**
- Parents/caregivers, children and staff are required to wearing a face covering (mask) during both drop off and pick up time.
- To ensure social distancing, your child's class will have a thirty minute drop off window.
  - Safety guidelines state you must adhere to the time frame given.
    - If it is necessary for you to drop or pick up at a different time, you must call the preschool office @ 973.763.0113 in advance and we will make arrangements to meet you outside.
- We will be using the Social Hall entrance during the summer. The door will be open (to cut down on the number of surfaces touched) and a public safety officer will be stationed there.
- We will conduct a daily health screening with your child in the social hall and escort them to their classroom.
- There will be marked areas to help maintain distancing while waiting.
- Individual car seats or strollers are no longer allowed in the facility. Be sure your child's designated pick up person has all necessary equipment.

### **Daily drop-offs will consist of:**

- **All children and staff** will have daily screenings including: temperature checks, visual screenings for other COVID symptoms and daily questionnaires.
- Temperature Screening: At the door your child's temperature will be taken with a contactless thermometer.
  - Children will only be admitted with a temperature reading below 100.4 degrees.

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- o Staff must make a visual inspection of the child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness (as requested per the DCF - Department of Children and Families).
- Daily intake survey: Prior to dropping your child off, you will complete a state required survey via our new app service, Remini. (We will provide more information about Remini soon.)
  - o You will be asked to affirm the following information:
    - Your child is not displaying a fever, shortness of breath or cough.
    - Your child's temperature will be recorded.

**A daily attendance log with each person's temperature is required to be submitted to DCF by 11:00am each day; therefore children must arrive at school by 10:45 am in order to be screened.**

### **In the Classroom**

- Classroom size will be limited to 10 children.
- Children will be limited to their "class family group" and will not interact with other "class family groups".
- Staff will be assigned to and remain with one 'class family group' as much as possible.
- Sharing of school and art supplies will be limited. School toys and supplies will be restricted to one classroom to limit the chances of cross-contamination.
- Only one class will be using the bathroom at a time if they are not near their own bathroom when the need arises.
- **Masks:**
  - o Staff members are required to wear cloth masks while working unless doing so would inhibit the individual's health.
  - o Children who are 2 and older will be encouraged to wear face coverings within the facility, to the greatest extent possible. We will reinforce the concept and do our best to help children follow this guideline with the understanding that not all children are going to be comfortable wearing them the entire day. If a child is having difficulty keeping the mask on, we will try again at a different time. The most we can do is encourage.
  - o Children will NOT wear masks during naptime.
  - o Masks will be taken home daily for washing.
- **Personal Items:**
  - o Most items that come to the school with the child will be sent home with them at the end of the day. That includes lunch boxes, masks and bedding. The only item that will remain at school is extra clothes in a sealed ziploc bag.

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- o Please try to avoid sending in any toys from home - we understand that some children may need a comfort item. They can be saved for nap time or if they need a cuddle. They will not be shared with other children.
- **Promoting Healthy Hygiene**
  - o Children and staff must wash hands or use hand sanitizer before entering the building. They will also need to wash hands or use hand sanitizer after entering a classroom.
  - o Children and staff will wash their hands with soap and water for at least 20 seconds many times throughout the day, including: when entering building, entering classrooms, returning from the playground, before and after eating, using the bathroom and prior to leaving school. Hand-washing has been and will continue to be a regular routine practice throughout our day.
  - o We will continue following the health department guidelines regarding the wearing of gloves including: when in contact with bodily fluids, feeding children and diaper changing.

### **Playground and Indoor Play Space:**

- Outdoor and indoor gross motor play will be scheduled in staggered shifts, allowing only ONE class at a time to inhabit a given space.
- After each class uses the playground or area, the surfaces will be cleaned using a handheld sprayer delivery system to ensure maximum coverage.

### **Pick Up Procedures:**

- **Parents/Caregivers and visitors will not be allowed into our facility.**
- Parents/caregivers, children and staff are required to wearing a face covering (mask) during both drop off and pick up time.
- To ensure social distancing, your child's class will have a thirty minute pick up window.
  - o Safety guidelines state you must adhere to the time frame given.
    - If it is necessary for you to drop or pick up at a different time, you must call the preschool office @ 973.763.0113 in advance and we will arrange to meet you outside.
- We will be using the Social Hall entrance during the summer. You should pull into the parking lot and up to the social hall doors. Your child will be walked to your car by a staff member. Wearing your mask, exit your car to load your child and their belongings into your car and buckle them in.
- Each day, your child will bring home the following, all of which must be washed and returned to school the following day:
  - o Masks
  - o Lunch box
  - o Any soiled clothing
- Individual car seats or strollers are no longer allowed in the facility. Be sure your child's designated pick up person has all necessary equipment.

### **Sickness at school:**

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- If a child begins to display symptoms of illness, including: fever (100.4 or higher), coughing, sneezing, runny nose, lethargy, rash or other symptoms, that child will be removed from the classroom. If your child has seasonal allergies or other ongoing conditions, please send in a doctor's note describing symptoms and methods of treatment.
- Parents are required to pick up ill children immediately. If you are not able to pick up your child within 30 mins, or we cannot get in touch with you, we will call emergency contacts. We will be sending out paperwork and one item will include updating each child's emergency contacts.
- Parents are required to contact the preschool within 24 hours regarding a COVID-19 diagnosis of any child or anyone in the home who has direct contact with the child. We will notify our local Health Department immediately.

### **Some additional Information:**

- **Updated guidelines:** Parents will be required to sign an updated Thelma K Reisman waiver and attend a preschool orientation prior to return/admittance in our facility (distributed to participants upon enrollment confirmation).
- **There will be enhanced cleaning procedures,** including multiple sanitizing stations, frequent cleanings of often used surfaces (doorknobs, desks).
- **No Visitors,** non-emergency vendors, prospective families, etc. will be required to visit the facility after operating hours.
- **Special events:** We will not be taking field trips or other off-site activities.

**Thelma K Reisman Preschool will continue to share updates to participants as additional information is made available.**