

Temple Judea ECC

Fall 2020 COVID-19 Protocols

The following protocols and procedures have been developed in accordance with rules set out by the CDC, Los Angeles County Department of Public Health, and California Department of Social Services, Community Care Division. We are instituting these protocols so that we can open the Nursery School in the safest and most developmentally appropriate way. There are many changes to how we used to do things, but they are just for now. All of these protocols are subject to change if the above organizations change their requirements, or if we find that there are better ways to do things. We are a work in progress.

In order to educate and protect our children, we need to come together to do the best we can for them. The following document will help us all to minimize, to the extent possible, the risk of spreading Covid-19 on our campus. Please read these procedures and protocols, sign the Family/School Covenant, and submit your Recommitment paperwork and deposit by July 9th or your New Family Registration Paperwork by July 10th. We look forward to welcoming you all back to school.

A Quick Reminder About Love and Nurturing

When we refer to “classrooms” in this document we are still talking about the same kinds of loving classroom groups that we had before COVID-19. The Shooting Stars, Rainbow of Friends, Little Sprouts...

- Teachers will still hold and comfort children.
- Teachers will still create warm and welcoming classrooms.
- Children will still be socially & emotionally connected, even though they will be physically distanced.
- Children will still feel loved.

School Roll-Out Dates

In order to ease the transition back to school, teachers will begin interacting with their new classes at least one week in advance of students returning to campus. Zoom classes will be hosted from the classrooms, so children start getting excited about the toys and activities in their rooms. Lessons will include talking about new rules to keep us safe at school, including wearing masks. We have many books to share about this unique time and what it might feel like to return to school. Teachers will visit the home of every child to start developing a relationship, so the first days will go more smoothly.

- August 24th: Teachers return to school for training and classroom setup.
- Sept. 1st: Teacher training/set-up continues.
Gesher teachers begin Zoom introductions and Home Visits.
- Sept. 8th: Gesher Students begin on-campus learning.
Intermediate and Beginner teachers begin Zoom and Home Visits.
- Sept. 14th: Intermediate Students begin on campus learning.
Beginner teachers continue Zoom and Home Visits.
- Sept. 21st: Beginner students start on campus learning.

Drop-off Procedures

- Drop-off will be from 8:45-9:15 for all students, unless they are signed up for early drop-off. If you are late, you will have to call the office to make special arrangements because someone will need to meet you to receive your child.
- Please count on at least 15-20 minutes for the drop-off procedure. (Perhaps longer at first. There will be a learning curve.)
- Masks are mandatory for all adults on campus at all times, and encouraged for children over 2-years old.
- All adults will have their temperature taken before entering campus.
- Upon entering campus, hands must be sanitized at the sanitation station.
- Physical distancing must be maintained at all times while on campus.
- Welcome Tables – There will be a separate Welcome table for each age group. At the welcome tables, all children's temperatures will be taken and recorded, and we will do a visual health screening to make sure children appear healthy enough to enter class.
- Parents will be using the Remini app for touchless sign-in and to answer a brief daily health questionnaire. **Anyone doing drop-off or pick-up will need to have a phone with the Remini app downloaded on it.**
- Once children are cleared, they will say goodbye to parents at the Welcome Table, and their teacher will take them to class.
- For the safety of the children, parents are not allowed in classrooms.

Pick-up Procedures

- Regular pick-up times will be from:
 - 11:50 -12:10 (beginner option only)
 - 1:10 -1:30
 - 2:45 -3:00 (extended day)
 - 3:45 - 4:00 (extended day)
- Parents will park, have temperatures taken, and wait at the Welcome Table, maintaining physical distance.
- Teachers will bring children to the welcome table when parents arrive.
- Children will have temperature taken and recorded before going home.
- Parents will use Remini app for touchless sign-out.

PPE

- All teachers and staff members will wear masks at all times.
- During temperature checks, teachers and staff will also wear face shields.
- Teachers will have a smock over their clothes that can be changed, if necessary, throughout the day.
- Teachers will wear gloves while helping children in the bathroom, during diapering, and during snack and lunch.

Grouping and Physical Distancing for Children - Classrooms

- ECC classrooms will have a maximum of 10 students per room with 2 teachers. (There may also be an assigned teacher's assistant in some rooms, if necessary.)
- Children will consistently stay with the same group of 10 children and assigned teachers. There will be no mixing with other children.
- Classroom furniture and activity areas will be spaced apart to encourage physical distance.
- Classroom doors and windows will remain open as much as possible to provide ventilation.
- Concepts like giving each other space for safety will be taught in an age-appropriate and nurturing way.
- All children need to have two masks with them each day. One to be kept in their cubby and one in their backpack. Used masks will be sent home each day for washing.
- Masks are not mandatory for children in class.

- Children will be encouraged to wear masks if they want to play in the same area as another child. As always, we will work with individual families if you have specific mask-wearing needs, but we will not be the mask police. Our goal is to provide a warm and nurturing atmosphere in class, and mask-wearing cannot be a source of stress.

Clergy/Specialists/Substitutes

- Clergy and Zoom-appropriate specialists will be “visiting” the classrooms via a large, mobile TV monitor.
- Shabbat will be celebrated in individual classrooms with the teachers. There will still be special Shabbat boys and girls, and our hope is that parents will be able to interact with the class via Zoom.
- In case of a teacher’s non-COVID related absence, a substitute teacher will be placed in the classroom. Parents in that class will be notified as soon as possible.

Grouping and Physical Distancing for Children – Outside

- Outside time will be encouraged for all classes throughout the day.
- Yards will be separated into sections so that no two groups of children are in the same section at the same time.
- Yards will be sanitized between groups of children.
- We will be utilizing many outdoor spaces for play, including the dance circle, garden, and courtyard.
- Yards are only accessible by teachers during their assigned times.

Keeping Classrooms Clean

- Children and teachers will remove shoes before entering the classroom. They can either have a set of classroom socks or slippers in their cubby for inside.
- Children and teachers will need several sets of extra clean clothes every day.
- All classroom and bathroom faucets have been replaced with touchless faucets.
- Children and teachers will wash their hands for at least 20 seconds many times a day, including:
 - Before and after eating or handling food
 - Before and after using the restroom
 - Before and after playing outside, or any time they are transitioning from one area to another.
 - After sneezing or coughing
- Posters about cleanliness, with visual cues will be posted in classrooms and bathrooms.

- Surfaces and objects that are frequently touched will be cleaned and disinfected throughout the day.
- Lunch/Snack tables and chairs will be wiped down before and after use.
- “Wash Me” bins will be in every class to collect toys that have been used or mouthed. They will not be returned to play until they are sanitized.
- Teachers will sanitize toys and play areas throughout the day between children’s usage.
- Maintenance will do a deep clean and disinfection of all classrooms every afternoon using Bioesque Botanical Disinfectant Solution and an electrostatic sprayer.
- Items that cannot be easily cleaned, like dress-up clothes, will be removed from the classroom.
- All classroom air systems have been upgraded to use HVAC MERV13 air filters.

Keeping Bathrooms Clean

- Bathrooms will be deep cleaned by the maintenance team before and after school and throughout the school day.
- Children will enter bathrooms only with children from their own class.
- Wipes will be available in all bathrooms, and toilet seats and handles will be wiped down before and after each use.
- Teachers will instruct children to use a piece of toilet paper to touch toilet handle.
- All bathroom faucets have been replaced with touchless faucets.
- Children will be taught how to wash hands with soap and water for at least 20 seconds.

Keeping Yards Clean

- Yards will be split into distinct, separate areas.
- No two classes will be in any area at the same time.
- Yards will be thoroughly cleaned using Bioesque Botanical Disinfectant Solution and an electrostatic sprayer and allowed to dry before the next class can access the yard.

Lunch/Snack

- Temple Judea will not be serving food.
- Morning Snack, Lunch, and Afternoon Snack (for extended days) need to be provided by parents, and sent in separate, labeled bags.

- There will not be space to refrigerate lunches/snacks. Please send food with an ice pack, if necessary.
- If food needs to be kept warm, please send it in a thermos so that there is no need to reheat.
- Children need to bring a labeled water bottle from home every day. It will go into the cubby during the day and be returned home for washing every afternoon.
- Lunch boxes should be easy for teachers to wipe down/ disinfect.
- We are still a kosher-style and nut-free campus.

Illness Policy

The most up to date science tells us that Covid-19 is transmittable even when mild or no symptoms are present. It is imperative that you take even the slightest sign of illness very seriously, and do not send your child to school until they are completely well. We know that children get sick with things other than Covid-19, but in order to protect our community, Temple Judea will be very strict about Illness Policies, as recommended by the CDC, Los Angeles County Department of Public Health, and California Department of Social Services.

- Children and Adults may not enter campus with the following symptoms, even if no fever is present: runny nose, cough, red/watery eyes, diarrhea, vomiting, fever, rash, stomach pain.
- Children and Adults with a fever of 100 degrees or higher may not come to school.
- Diagnosed allergies must be verified by a doctor's note before entry.
- Children who become sick at school will be isolated in our "sick tent" in the office. It is cozy and comfortable, but separated from other children.
- Children who become sick at school must be picked up within 30 minutes.
- If a child becomes ill, they must stay home until fever and symptom free (without medication) for 72 hours. This means that if your child's last fever was on Monday afternoon, he/she would return to school on Friday.
- If a child, family member, or staff member comes in contact with someone who tests positive for Covid-19, the ECC office must be notified immediately, and that individual will not be allowed on campus for 14 days.
- If a child, family member, or staff member is diagnosed with Covid-19, we are required to report the diagnosis to the LA County Dept. of Public Health, and the California Dept. of Social Services. They will provide guidelines for our next steps.

Extended Day Programs

According to the Department of Social Services and LA County Department of Public Health, we are no longer allowed to have an afternoon program that mixes children from various classrooms with new teachers. Based on this new information, any child who needs an extended program (before 9:00am or after 1:30pm), will need to stay in their regular classroom with their assigned teacher. This will impact staffing and class placement. If you need your child at school before 9:00am or after 1:30pm, you must sign up for that program on your recommitment form. At this time, we will not be able to allow “drop-ins” for extended days. Class placements may change based on the need for extra school hours.

- We are offering 3-day (MWF) or 5-day early care options starting at 8:00 or 8:30am.
- We are offering 3-day (MWF) or 5-day extended day options until 3:00pm or 4:00pm daily.
- If you need to pick up earlier than your scheduled time (3:00 or 4:00), you will need to call the office to arrange for someone to meet you at the Welcome Table.
- The 3-day option is only on Monday, Wednesday, Friday. Days cannot be switched due to coordination of staffing.
- The 5-day extended program is deeply discounted from the original \$14 per hour rate. If you need extended care on Tuesdays or Thursdays, you will need to sign up for a 5-day program.
- Nappers will need to nap in their classrooms with their assigned teachers. Children who are not napping will have quiet indoor time or outside time.

Tuition and Temple Membership

- All Parents will pay a \$250 per child **Covid-19 Safety Fee** which will go toward campus and classroom upgrades, safety and PPE.
- Tuition, Parent Association Fee, and Covid-19 Safety Fee will be billed starting in September on a 9-month payment plan which must be completed by May 31st. Finance will be in contact regarding payment set up.
- Temple Membership and Security will be billed together. You'll notice that the security fee has been reduced due to the temporary closure of our campus during the COVID-19 pandemic. We are glad that we can pass that savings on to you.
- Once you commit to attending school in September, please revisit the membership renewal email you received on June 25th. In the email, there is a link which allows you to renew your membership and set up your payments. You may select a 12-month plan, July 2020- June 2021. If you would like to make alternate arrangements, you can contact the finance department. All Temple membership fees must be completed by June 30, 2021.

- Tuition payments will look bigger because they are spread out over fewer months. If you would like to start tuition payments earlier (in July) in order to make each monthly payment less, you can arrange that with Finance.

Closure, Tuition Refunds, and Online Education

- If school needs to close for 2 consecutive weeks or less (10 scheduled school days, not including holidays), we will switch to online education with classroom teachers, and there will be no refund.
- If school needs to close for over 2 consecutive weeks (11+ scheduled school days, not including holidays), 80% of tuition only (based on the daily rate you pay) will be credited to your account. The 20% that is not credited will go toward the fixed costs to maintain the school. If we all want a school to return to, it is impossible to refund 100% of tuition.
- If school closes for over 2 consecutive weeks (11+ scheduled school days, not including holidays), teachers will be placed on furlough until alternate plans to open are made.
- If a child needs to stay out of school based on illness or exposure to an ill person, there will be no refunds.
- Based on parent feedback, we have no plans to switch to a long-term online education program, but may introduce a series of optional online “Enrichment Classes” which would be paid for on a class-by-class basis.

“Recommitment” Paperwork

- **All current families MUST re-enroll by Thursday, July 9th** so that we know who is committed to returning in September and can begin staffing and planning. You will be asked to pay an additional \$500 deposit with the recommitment paperwork, which is also due Thursday, July 9th. This will go directly toward paying down your tuition. *If you already paid a \$250 deposit for summer camp, then we will apply that toward your recommitment deposit, and you will only owe an additional \$250.
- We have a limited number of spaces available for our current families and will be filling them on a first come, first served basis. Please get your paperwork in as soon as possible. We do not want to have turn anyone away.
- **All new families are invited to a follow up New Family Zoom call on Monday, July 6th, at 8:00pm** to talk more about our school philosophy, daily schedules, and other information that you would have gotten on a tour and might want to have before

making a decision about school. **New Family Registration Forms will be due on Thursday, July 16th.**

- New family registration forms are not a guarantee of placement. Families will be notified after July 24th about the status of your registration.
- If CURRENT FAMILIES decide not to start school in September, and if we are notified by July 9th, all previously paid refundable deposits will be returned.
- After July 9th, all deposits are non-refundable, but can be credited to your Temple Judea account for future programming.
- Due to licensing regulations as they relate to staffing and classroom size, we may not be able to accommodate late enrollments or facilitate contract changes as easily as we have in the past. Every contract change will be evaluated on availability for staffing as it relates to your child's classroom. This includes contract changes requesting a reduction in hours/days.