



## PARENT HANDBOOK

### MISSION STATEMENT

Congregation Beth Israel's Chanen Preschool provides a high quality, safe and developmentally appropriate Jewish preschool experience.

### PHILOSOPHY

At Chanen Preschool, each child is seen as a unique and precious gift. Our professional team encourages intellectual, emotional, physical and social growth. Students will play, learn, laugh and grow in a nurturing Jewish environment. We foster a positive self-image and Jewish identity. Chanen Preschool strives to ensure that each child, who is a part of our Chanen community be rooted in Jewish values and traditions.

### LOCATION

Congregation Beth Israel's Chanen Preschool is located at:  
10460 N. 56<sup>th</sup> Street  
Scottsdale, AZ 85253  
Phone: (480) 951-3398/ Fax: (480) 951-7186

### AZ DEPARTMENT OF HEALTH SERVICES REGULATIONS

Congregation Beth Israel's Chanen Preschool is fully covered by liability insurance as mandated by the Arizona Department of Health Services-Child Care Licensing (AAC R9-5-302). A copy of our certificate of insurance and DHS Inspection results are available for viewing at the Preschool Front Desk. Chanen Preschool receives regularly scheduled and as needed pesticide control. Notice of treatment/spraying will be posted 48 hours prior to the treatment. The Arizona Department of Health Services, located at 150 North 18th Avenue, Suite 400, Phoenix, Arizona 85007 (602) 364-2539, regulates Congregation Beth Israel's Chanen Preschool facility.

### REGISTRATION AND ENROLLMENT

- Congregation Beth Israel membership is encouraged, but not required.
- Chanen Preschool accepts children six weeks and older.
- Classes are determined by each child's age as of August 31<sup>st</sup>.
- Classes are filled on first come first served basis with priority given to Congregation members then currently enrolled families. The Chanen Preschool reserves the right to remove a child from the program as determined by the Principal.

### TOILET TRAINING AND ADMISSIONS

Congregation Beth Israel's Chanen Preschool cannot admit any child who is not completely toilet trained into the three-year-old or Pre K classes unless documentation of special needs is present in the student's file.

### TUITION

Preschool Tuition is calculated on a 10-month amortized scale. For every child to be enrolled, a non-refundable registration fee will be collected.

Tuition must be current to register a child for Summer Camp and/or the next school year. Since tuition is based on an amortized scale, no refunds are given for illnesses, vacations or days when school is closed. Missed days may not be made up on other days (ex: a student that attend's Monday/Wednesday/Friday may not attend on a Tuesday or Thursday of a week that school is closed on Monday without incurring a daily rate). The monthly amortized rates are calculated based on the total number of days throughout the academic year and divided into 10 equal installments. Monthly payments are made on the 1<sup>st</sup> of the month beginning in July and completing in April.

### PAYMENT OPTIONS

- Payment in Full= Monthly tuition x 10 paid full by July 1 (or start date).
- Monthly Payments= It is required that every family keep a method for automatic payment on file with the Preschool. This can be an auto debit from a checking, savings account (electronic funds transfer) or a VISA, MasterCard, AMEX or Discover credit card. Automatic payments will be processed on the first business day of the month. Parents always have the option to pay their account balances prior to the 1st via check or cash. These early payments must be received by the 20<sup>th</sup>. Any remaining account balance will automatically be charged on the 1<sup>st</sup>. Should a decline occur, a \$25 processing fee will be assessed. Please be sure to notify the Front Desk of any account changes or fraud to avoid a processing fee. Another option is to set-up automatic payments be sent directly from the bank to Congregation Beth Israel noting "Preschool Tuition." These payments must be received by the 20<sup>th</sup> of each month.

### REFUND POLICY

If withdrawal from the Preschool is desired, notification must be made in writing. A Parent/Guardian is responsible for all charges for the calendar month following request to withdraw from the program.

In the event of withdrawal, if tuition has been paid in full, tuition for months attended will be adjusted to a non-discounted rate (if a discounted rate was previously paid). This number will be subtracted from the amount paid. Remaining tuition will be refunded after the one-month waiting period. Parents are responsible for tuition and all other charges accrued during the one-month waiting period. No challah, lunch, security, supply, snack or school fees will be refunded.

### **SECURITY FEES**

Security is a priority at Chanen Preschool. The \$300 per child security fee helps off-set the cost of having a uniformed officer and marked vehicle on Campus. The annual Security Fee is divided into two payments, due July 1<sup>st</sup> and January 1<sup>st</sup>. Off-duty police officers provide an added layer of security. Please do not ask for assistance watching children in the car, helping children get into school and not chatting too long at drop-off and pick-up.

### **SCHOLARSHIPS**

Limited scholarships may be available for tuition. The Preschool Scholarship committee will review any submissions before recommending scholarship allotments. All applications are kept confidential. The scholarship link is available by request only. Once the school year has started, please be aware that there may be no assistance available.

### **DAYS AND HOURS OF OPERATION**

The academic year runs from August through May, Monday through Thursday 7:30 AM to 4:30 PM. During the summer, we offer Camp Chanen. Preschool and Camp registrations are handled separately. Preschool enrollment information is distributed to parents in January. The Preschool calendar (sent within the Parent Packet) lists the days the Preschool will be closed.

### **BIRTHDAYS**

Children are welcome to celebrate their birthdays in school. Parents are welcome to bring birthday treats, provided they arrive sealed and from a commercial facility. Items cannot contain nuts. Please notify your child's teacher in advance so can plan the day accordingly. You may only send home invitations for your child's private birthday party via cubbies when all children in the class are included.

### **HOLIDAYS**

Throughout the year, many Jewish and secular holidays will be celebrated at Chanen Preschool. However, the school does not celebrate non-Jewish, religion-based holidays such as Christmas, Easter, Valentine's Day and Halloween at school. Please do not send your child to school in a costume on Halloween. Purim is the perfect time for children to wear their costumes to school. No Valentine cards may be brought to school or distributed. Further, please refer to the Chanen calendar for dates of in-school celebrations and the dates Preschool will be closed in observance of Jewish and National holidays.

### **DROP OFF AND PICK UP**

The Chanen Preschool opens at 7:30 AM. Please do not arrive before that time. Children dropped off between 7:30- 8:50 AM are considered part of Early Care. At drop-off, relay any information related to your child (i.e., medication taken at home, new person picking up, early pick-up, etc.) with your child's teacher.

For those students not registered for Early Care, we urge parents to drop-off their children on time between 8:50 AM and 9:00 AM for core teaching time. This allows your child to get involved with learning centers and to play with their friends creatively and independently, making important choices about how and with whom to play.

Our core teaching time begins at 9:00 AM. Please respect our teachers and other students by arriving on time. Teachers are preparing for the day between 8:30 and 8:50 AM. If you arrive early, please take your child to the Early Care Room. If you arrive late, please bring your child to the Front Desk and we will accompany them to their classroom.

Space permitting, if parents wish their child to attend additional Early or After Care on a specific day, please request this at the Front Desk. Once approved, please remind the classroom teacher of the additional hours. Extra hours are billed at \$10.00/hour. These charges are based on the times your child enters and leaves the classroom (even if the parent stays with the child). Extra Hours charges will be withdrawn with tuition. Please keep in mind that naptime and afternoon programs begin at 1:00 PM and your arrival after that time can affect our teacher/child ratios.

All persons eligible for pick-up and drop-off must be properly notated on the Emergency Record Card. Your child will be released only to those persons whom you designate in writing. This sign in/sign out procedure is mandated by the AZ Department of Health Services. Upon arrival at Chanen Preschool, a picture ID will be required to verify identity for those not recognized by staff.

To ensure that children are picked-up on time, it necessary to establish a \$5.00 per minute charge for every minute a child is dropped off **before 7:30 AM** or **picked up after 4:30 PM.** If you will be late in picking up your child, please advise the Preschool so that arrangements can be made.

### **SNACK**

A twice yearly snack fee of \$75 ensures that students are provided a nutritious mid-morning option. Organic when possible, student snacks are healthy pairings of multi-grain options, real fruits and vegetables, and other whole foods.

### **FOOD**

- Chanen Preschool offers a catered hot lunch option 5 days per week catered through Chompies for \$6.50 per day.

- Lunches sent from home should arrive in a Bento style lunch box and be nutrient dense- including fruits, vegetables and whole grains. No gum, candy, or soda.
- Student lunches cannot be heated as classrooms are not licensed to prepare hot food.
- Children are encouraged to eat their healthier lunch choices first.
- A labeled water bottle must be sent daily- first and last name are both required by DHS.

Congregation Beth Israel Chanen Preschool's dietary policy: No pork or shellfish are allowed on the premises.

**Chanen Preschool is a nut sensitive facility.** Please do not send any nut products in lunches or as a snack. Please provide documentation from your child's doctor regarding any allergies to make sure our classroom allergy posting is accurate.

### **NAPPING MATS**

Between 1-3 PM, children lie comfortably while sleeping at school on napping mats. Each child who naps may send a blanket or lovey on Monday. Items will be sent home on Friday to be washed and must be sent back to school the following Monday.

### **DIAPERING**

For all students needing diapering, parents must provide all diapers, wipes and ointments for their child/ children. Please send sealed sleeves of diapers and sealed cases of wipes. These will be kept in your child's classroom. A note will be sent home when your supply is running low. Please replace them immediately. If your child uses any diaper cream, please send a labeled tube that will stay at Preschool.

### **DRESS**

Please send a complete, change of clothing in a labeled zip-lock bag. This should include socks, underwear, shirt, pants or shorts and shoes- all items labeled. Keep them up to date and seasonal. Children are encouraged to wear play clothes and sneakers. Daily activities include active and messy play and the children should feel comfortable enough to enjoy themselves without worrying about their clothes. To encourage their independence, children should wear clothes that they are able to put-on themselves.

### **TOYS AND TREASURES**

There are plenty of toys at the Preschool for children to enjoy. Avoid sending toys, books or other valuables to school unless arranged through your child's teacher. Chanen Preschool is not responsible for lost or damaged items that are brought to school.

### **PARENT COMMUNICATION and CONFIDENTIALITY OF RECORDS**

A weekly newsletter will be sent out to parents on Fridays. Children's records are open to the child's teacher, the Principal, and authorized employees of the AZ Department of Health Services as well as the child's parent or legal guardian only.

### **DISCIPLINE**

Giving verbal rewards encourages acceptable behavior. This reinforces a child's good feeling about his/her behavior and serves as an example to other children to act in such a way as to receive this praise. Asking a child to stop and think about his/her behavior enables that child to work on their self-control and to gain ownership of their behaviors.

- For a child not cooperating in a group situation, the child is seated next to the teacher and reminded of acceptable behavior.
- Removal from the group for a time-out period, based on age; one minute for each year is the next tactic used for a child who continually demonstrates unacceptable behavior. This time out is not a punishment, but rather a time when the child may calm down, remember what behavior is expected, and decide for himself/herself when he/she is ready to rejoin the group with acceptable behavior.
- If the unacceptable behavior persists, the teacher will discuss the behavior with the Director; the parents may be called in for a conference to discuss what may be helpful in motivating the child to behave in an acceptable way. A plan will be developed which may include a behavior modification program with the parents having the option of being involved in the process. As required by state licensing regulation, the following discipline statements are provided.
- Cruel, severe, unusual, or unnecessary punishment shall not be inflicted on children.
- Derogatory remarks shall not be made in the presence of children regarding family members of children in our care, or about the children themselves.
- When a child is removed from the group for disciplinary reasons, they will NEVER be out of sight of a staff member.
- All discipline will come from a Chanen employee. Parents are not permitted to discipline any children other than their own child.

### **ACCIDENT REPORTS**

An incident report is completed for each accident. Reporting will be done as soon as possible and no later than the end of the same day. The original report will go home with the child and a copy will be kept on file at the Preschool. In the event of a more serious, non-emergency, parents will be called within an hour. Parents will be notified immediately when emergencies occur.

### **ADMINISTRATION OF MEDICATIONS**

Oral medication is kept in a locked box out of the reach of children at the Front Desk. EpiPen's remain in pairs in each child's classroom for use in the event of an emergency.

- Do not pack medication (including vitamins) with your child's lunch.
- All medicine requiring a measured amount should be sent with a medicine measuring spoon or dropper.
- A fully completed Medication Consent Form and Pharmacy printed label must accompany all medication as well as original packaging and doctor's note if dosage varies from manufacturer's instructions.

## HEALTH INFORMATION AND MEDICAL FORMS

- All students must have a completed Emergency Card and age-appropriate immunization records on file.
- If a child is transported to the hospital for care, his/her medical forms will be sent along with him or her. A staff member will accompany the child and remain with the child until the arrival of a parent or guardian.

## IMMUNIZATION POLICY

Effective as of May 18, 2015, all Chanan Preschool students are required to have current, age-appropriate vaccines recommended by the Maricopa County Department of Public Health. No Religious Exemptions are accepted.

## GENERAL CLEANLINESS

Children are encouraged and helped to keep themselves clean. Soap and paper towels are provided for their use. Children are also encouraged in proper toilet training and hand washing. Please teach your child age-appropriate training in personal hygiene to include proper hand washing methods, time to wash hands and proper toileting procedures.

Teachers will take the parent's lead in assisting and encouraging bathroom independence once your child has shown proficiency using the toilet at home. Open communication between parent and teacher is vital in making this learning experience a positive one. When your child is ready to wear underpants at school, the teacher will assist them in making the transition a smooth one with gentle reminders. Students must wear underpants or a barrier between their body and outside clothing while at school. After two accidents in one day occur, the child will be put back into diapers or pull-ups. At that time, parents and teachers will determine the next step as the child is clearly still toilet training and not potty trained. No punitive punishments for soiling clothing will occur when students are still toilet training.

## CHILD ABUSE

Should any Preschool staff suspect possible abuse or neglect, reports of mistreatment will be brought to the Director and to the attention of Department of Child Safety in accordance with Arizona Required Statutes. If a parent suspects abuse by a staff member at the Preschool, it is very important that it be reported to the Preschool Director immediately.

## ILLNESS

Children who are mildly ill, under the weather or not up to participating in school activities should remain at home. Please call the school if you know your child will not be attending. Do not send your child to school if they have:

- Fever within the last 48 hours
- Vomiting within the last 48 hours
- Diarrhea within the last 48 hours
- Signs of an upper respiratory infection: heavy nasal discharge, green & yellow nasal discharge, sneezing, watery eyes, runny nose or excessive fatigue
- Constant cough or wet sounding cough
- Rash
- Pink, red or swollen eyes

Should a child become ill (including fever of 100.2 or higher, vomiting, diarrhea or red eyes) during the day, the parents will be notified immediately. If a parent cannot be reached, the alternative emergency contact listed on the Emergency Card will be called. It is very important that the phone numbers listed for these back-up emergency contacts be kept up to date. Sick children must be picked up within **1 hour** of the initial call. Students must remain out of school for a minimum of two days after being sent home regardless of the time the child was originally sent home. Should siblings within a household be ill, it is asked that parents consider keeping students' home to avoid spreading illnesses at Chanan. **A doctor's note does NOT override Chanan Preschool's Sickness policy.** In addition, a doctor's note must accompany a child when returning to school after having a communicable disease.

Please notify the Preschool as soon as possible if your child has a communicable disease or condition, such as lice, strep throat, pink eye or Fifth's Disease. If there is an incidence of a contagious disease in your child's class, notice of such exposure will be posted on classroom doors. The ill child will not be allowed to return to school until the period of contagion has passed and all symptoms have resolved. Please be considerate of the other children and teachers at Chanan when making the decision to keep your child home due to illness.

If lice are reported, head checks will be performed on all the children. Chanan Preschool staff will respond appropriately in the classroom to stop the possible spread of lice. All children must be nit free to attend school. If lice and/or nits are found on your child's head, you will be asked to pick-up your child from school and administer the appropriate treatment.

## BITING

Chanan Preschool, like all schools, occasionally has a child that will bite another child. Current research suggests that biting is a normal developmental phase for infants and toddlers but when it happens, it can be scary and frustrating for everyone. Because of the developmental nature of most biting, experts stress that biting is not something to blame on the child's parents or teachers.

Experts believe that biting in toddlers between 12 and 36 months old is a form of communication (i.e., to communicate frustration while learning social, language and self-control skills). Toddlers seldom plan, but rather they see and act on what they are experiencing now. Toddlers do not have the language necessary to control a situation or their attempts at communication are not understood or respected. Biting becomes a powerful way to communicate with and control others and the environment. Biting demonstrates autonomy and is a quick way to get a toy or attention. Many toddlers do not yet understand sharing.

Literature explains that biting may be related to the child's developmental stage. Thus, punishment in general is not advised either at home or in a childcare setting. Instead, it is recommended that a focus of attention on the victim, shielding the victim from the biter, initiating first aid measures as necessary and consoling the victim is best practice. The literature strongly suggests that caregivers and parents not bite the child back as a punishment or to show the child how it feels to be bitten.

For safety and health concerns, biting is taken very seriously. Staff members quickly remove the biter from the situation without dramatic movements, attention or an emotional response that could provide negative reinforcement to the biter. Parents and caregivers can tell the biter that "biting is not OK," "I can't let you hurt your friends," etc. Toddlers may not understand time-out, but caregivers need to make sure that the biter is not near other children until they have calmed and can be redirected. Overall, the Preschool makes every effort to maintain positive relationships with parents through informed communication. Guidance to the parents of children who bites will be provided with the goal of helping children develop self-control and communication skills. A quick and consistent response at home and in the classroom can help children who bite learn to express their feelings in words so that they can become better able to control their behavior.

When biting, pushing or severe hitting occurs in school, the parents of the aggressor, as well as the parents of the victim, are notified privately. To maintain privacy, the names of the children involved are not given out. The Principal and classroom teacher will handle each situation as needed. If the child's behavioral problem poses a safety risk to other children, at the Preschool's discretion, the child may be asked to leave the program.

## **INFANT ADDENDUM**

### **THE BASICS**

- Infants must be 6 weeks old to be enrolled in the Infant Program.
- The program is offered Monday- Friday 7:30 AM- 4:30 PM
- The state ratio is 1:5 or 2:11

### **CHANEN INFANT PROGRAM**

Infant Program effectively provides a safe, loving and stimulating environment where babies can grow and develop at their own rate. The program is unique in that classrooms can individualize focus on specific needs and wants of each child. Chanen's Infant Specialists create a warm and responsive atmosphere. Infants experience smiles, singing and stimulating interactions throughout their day. Caregivers will teach and facilitate sharing and caring through playing, holding, feeding, and face-to-face interactions. Your baby's developmental milestones are carefully monitored and their physical development is enhanced by allowing them the freedom to move safely around the classroom.

Each baby follows their own (or parent-requested) schedule of eating, sleeping and playing in the early months. As your baby grows, Chanen staff will help babies get on a schedule of napping from 9:00 AM- 11:00 AM and 1:00 PM -3:00 PM. The lights will be turned off and quiet music is played. Diapers are changed throughout the day as needed. The social and emotional development of each infant is of primary importance. When it becomes developmentally appropriate, independence is encouraged and soon infants are feeding themselves at the table and engaging in play.

The Infant Teachers specialize in personal one on one feedings, tummy time, meeting developmental milestones such as rolling over, reaching for toys, sitting and lots and lots of babbling! Staff working with older infants will also continue to challenge babies to reach new milestones. Introducing many new sensory activities, staff encourage babies to have as many hands-on experiences as possible. Through music, art, movement, and messy play, your baby will be exposed to many exciting language and sensory experiences. In both classrooms, teachers will support parents on this new journey of parenthood. They will be a wonderful sounding board and offer support and suggestions as babies are ready to try new foods, learn to use a sippy cup and change their sleeping patterns.

### **DAILY COMMUNICATION**

Infant Daily Logs detail baby's eating, napping, diapering and activities. Parents are asked to fill out the top portion of the Log daily. Parents may also text directly to the Infant Cell phone line- staff attempt to respond within 90 minutes.

### **PHONE CALLS- The Infant Room textable phonenumber is 480-865-4787**

You are welcome to call the Preschool if you need to communicate with the teachers during the day or text the Infant phone. The Preschool Front Desk will transfer the call into the classroom or help to find an answer.

### **BOTTLES**

Babies will be held during each bottled feeding unless instructed otherwise.

### **NAP TIME**

Chanen Preschool provides your baby with a crib only they will use throughout their day. Each Monday, parents will bring a sheet and blanket. Sheets will be sent home on Friday for washing and should be brought back the Monday.

### **SUPPLIES**

Please bring the following:

- Sealed Sleeve of Diapers
- Sealed Case of Wipes
- Formula or breast milk (additional frozen milk for supplementation if necessary is requested)

- Enough bottles each day with lids (label all pieces)
- Food (Infants receive only their family provided food items)
- Burp Cloths and Bibs
- Pack and Play sheet and Crib Blankets
- At least 2 changes of clothes (size appropriate and seasonal)

### **PLAY TIME**

The Infant Room is arranged to enable learning and exploration with safety first. Providing age-appropriate toys, infants enhance cognition and development together with both large muscle and fine motor skills. Through play, babies begin to understand themselves, others, and the outside world. They also develop their ability to communicate.

### **DIAPER CHANGING**

The diaper changing area is separated from other areas. Diaper changing can be a treat when it comes with a special song or rhyme. During each diaper change disposable gloves are worn. Once baby is changed, the diaper area is sprayed with bleach water followed by a soap solution to clean and sanitize the area.

### **TUMMY TIME**

Your baby will have special "tummy time" multiple times daily. This will give your child the opportunity to stretch and work on their muscle tone. This activity is incorporated into the daily plan for your child.

### **OUTSIDE FUN**

Weather permitting, babies will have the opportunity to play outside. There are two six-seat canopied buggies, as well as an incredible covered infant playground with misters for the infants. We may take a walk to the playground to watch the older children play or just wheel around the schoolyard or even stop in to say hello to the Rabbis and Cantor. The babies love to go outside to feel the warm sunshine and get some fresh air!

### **JEWISH CURRICULUM**

Infants are exposed to Jewish music and Shabbat on Fridays. Chanan babies enjoy holiday celebrations and often create artwork relating to monthly Jewish value curriculum.

### **MEDICATION AT HOME AND SCHOOL**

If your baby is receiving any medication at home, especially for teething, please notify the staff when you bring your baby to school. It is imperative that we have this information should there be any type of side effects or your baby just is not acting like him or herself.

### **TEETHING**

Teething does not cause fevers, but some teething babies may experience a slight rise in temperature around the time when they are teething. While they may show signs of irritability and crankiness, refuse the bottle (sucking hurts or eat less and drool, symptoms such as diarrhea or excessive runny nose will be dealt with in the same manner as other sickness at Preschool.

## **COVID-19 ADDENDUM**

The purpose of this addendum is to detail procedures and protocols that will be followed at Chanan Preschool during the COVID-19 pandemic. Our primary goal is to maintain the health and safety of staff, students, vendors and visitors. Our responsibility to this maintenance is to be taken very seriously. Chanan's actions and decisions are reflective of the seriousness of this obligation.

The following protocols were developed in cooperation with the Center for Disease Control, the AZ Department of Health Services and the CBI Medical Advisory Council.

Protocols will be in place at least through September 31, 2020, and/or if the Governor issues additional Executive Orders, and/or until the health situation in Arizona improves. CBI will continue to monitor and adjust the protocols and expectations based on the status of COVID-19 in Maricopa County and the state of Arizona.

A wide range of COVID19 symptoms have been reported - from mild to severe illness. Symptoms may appear 2-14 days after exposure to the virus. A person may have COVID-19 if they have:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Currently testing is the only confirmation of COVID-19. Testing should be done for:

- Individuals with signs or symptoms consistent with COVID-19
- Asymptomatic individuals with recent known or suspected exposure
- Testing for resolution of infection (return to work or camp)

A person is considered having **close contact exposure** if they have been:

- Living in the same household as a sick person with COVID-19
- Caring for a sick person with COVID-19
- Within 6 feet of a sick person with COVID-19 for about 10 minutes

## **COVID-19 HANDBOOK PROCEDURES & PROTOCOLS**

### **Morning Procedures**

- All staff members will have their temperatures taken upon arrival.
- Teachers will arrive 15-30 minutes before classes begin to ensure that their rooms are sanitized and clean.

### **Drop Off**

- Assigned time for drop off will begin at 7:30- 9:15 AM
- All parents will park in the south parking lot and enter the playground through the gate.
- Teachers will greet your children at the classroom playground door.
- Teachers will immediately check parent and child temperatures with a no-contact thermometer.
- Provided neither has a temperature of 100.2 degrees or higher, students will enter the classroom and wash their hands (lunches and water bottles will be handed-off to teachers by the parents)
- Parents must wear masks during drop off and pick up times.
- Additional adults (especially high-risk groups) are not permitted during drop off.
- Parents will not be permitted in the classrooms at any time.
- Meetings with parents will be scheduled and completed via Zoom.

### **Masks**

- Staff members will be required to wear a mask throughout the school day and must clean their own masks nightly.
- Children are not required to wear face coverings- if a parent requests their child wear a mask and he/she is comfortable doing so, parents may provide a mask. They will be sent home with the child each day and must be cleaned to meet re-use requirements.

### **Classroom**

- Classrooms will operate as separate entities between 9 AM- 1 PM. There will be no cross socializing of staff and children. Children will remain in the same classroom with the same teachers as much as possible.
- If a child has a temperature of 100.2 degrees or higher, he/she will not be permitted at school. Additionally, if a child looks or acts unwell, he/she will be sent home.
- Parents can buy lunch for \$6 per day (NOTE: orders must be placed 1 week prior- no same day orders) or send lunch from home in a Bento style container that can be easily sanitized. No lunch bags, boxes, diaper bags or backpacks are permitted.
- Toys from home are not allowed.

### **Nap/Awake Time (1-3 PM)**

- At nap time, new rest mats will be spaced out as much as possible, with students arranged heel-to-toe, ideally 6 feet apart.
- Blankets or lovies will be stored in individual containers within student cubbies with locking lids- no fitted sheets will be used on the nap mats.
- Following naptime, teachers will sanitize nap mats and hang them to dry.
- Students in the two 3s classes will be combined for Nap/ Awake Time (these classes will also be combined in Early and After Care)
- Students in the two Pre-K classes will be combined for Nap/ Awake Time (these classes will also be combined in Early and After Care)

### **Pick Up/End of Day Procedures**

- Children will be picked up at their classroom doors that open into the playground.
- Parents must wear masks during drop off and pick up times.
- Additional adults (especially high-risk groups) are not permitted during drop off.

### **Travel Restrictions**

- Any student or staff member that travels by commercial airlines will be required to quarantine for 14 days following the flight.

### **Credit Policy**

- If Chanen Preschool as a whole, or a particular Chanen classrooms closes for 14 days, a credit will be applied to each student's account less \$100 per week / per child to partially cover the cost of retaining teachers.
- If Chanen Preschool is forced to close due to Governor's Executive Orders, pro-rated credits will be applied to each student's account less \$100 per week / per child to partially cover the cost of retaining teachers.
- If you a parent chooses to withdraw their child from Preschool due to COVID, the current month-ahead withdrawal policy will apply.

## Incident Response

Chanen Preschool COVID-19 RESPONSE		
Situation	Staff/Student Response	Facility / Communication Response
Teacher had a close contact exposure to COVID-19	<ul style="list-style-type: none"> <li>• Teacher must quarantine for 14 days after exposure.</li> <li>• Teacher must receive a negative test result and be symptom free to return to work</li> </ul>	<ul style="list-style-type: none"> <li>• Classroom will be closed for 24 hours for sanitization.</li> <li>• Email communication will be provided to the preschool community within 2 hours of notice</li> </ul>
Teacher knows or believes they have COVID-19	<ul style="list-style-type: none"> <li>• Students must quarantine for 14 days.</li> <li>• Teacher must stay home until 3 days without fever, symptoms have improved, <u>and</u> at least 10 days since symptoms first appeared.</li> <li>• Teacher must have 2 negative test results in a row at least 24 hours apart to return to work</li> </ul>	<ul style="list-style-type: none"> <li>• Classroom will be closed for 14 days.</li> <li>• Classroom will be sanitized.</li> <li>• Classroom parent zoom meeting will be scheduled at noon or 8PM depending on notice time.</li> <li>• Email communication will be provided to the preschool community after zoom meeting takes place</li> </ul>
Non-teacher staff member had a close contact exposure to COVID-19	<ul style="list-style-type: none"> <li>• Staff member must quarantine for 14 days after exposure.</li> <li>• Staff member must receive a negative test result and be symptom free to return to work</li> </ul>	<ul style="list-style-type: none"> <li>• Areas where staff member interacts will be closed for 24 hours for sanitization.</li> <li>• Email communication will be provided to the preschool community within 2 hours of notice</li> </ul>
Non-teacher staff member knows or believes they have COVID-19	<ul style="list-style-type: none"> <li>• Individuals who have been in contact with staff member must quarantine for 14 days.</li> <li>• Staff member must stay home until 3 days without fever, symptoms have improved, <u>and</u> at least 10 days since symptoms first appeared.</li> <li>• Staff member must have 2 negative test results in a row at least 24 hours apart to return to work</li> </ul>	<ul style="list-style-type: none"> <li>• Preschool will be closed for 24 hours for sanitization.</li> <li>• Email communication will be provided to the preschool community within 2 hours of notice</li> </ul>
Student had a close contact exposure to COVID-19	<ul style="list-style-type: none"> <li>• Student must quarantine for 14 days after exposure.</li> <li>• Student must receive a negative test result and be symptom free to return to preschool</li> </ul>	<ul style="list-style-type: none"> <li>• Classroom will be closed for 24 hours for sanitization.</li> <li>• Email communication will be provided to the preschool community within 2 hours of notice</li> </ul>
Student thinks or knows they have COVID-19	<ul style="list-style-type: none"> <li>• All classroom students must quarantine for 14 days.</li> <li>• Student must stay home until 3 days without fever, symptoms have improved, <u>and</u> at least 10 days since symptoms first appeared.</li> <li>• Student have 2 negative test results in a row at least 24 hours apart, to return to school</li> </ul>	<ul style="list-style-type: none"> <li>• Classroom will be closed for 14 days.</li> <li>• Classroom will be sanitized.</li> <li>• Classroom parent zoom meeting will be scheduled at noon or 8PM depending on notice time.</li> <li>• Email communication will be provided to the preschool community after zoom meeting takes place</li> </ul>
Other Considerations	<ul style="list-style-type: none"> <li>• Chanen will close for 14 days if 4 or more classrooms have a confirmation of COVID-19</li> </ul>	