



## Family Handbook 2020-2021

*756 East Broad Street Westfield, NJ 07090*

**Direct Line: 908-232-7663**

**Temple Line: 908-232-6770**

**Website: <http://www.tewnj.org/ece>**

**Facebook.com/Tewnjece**

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Dear Families,

This handbook has been revised to include policies and procedures related to the current COVID-19 pandemic.

Our program has been reinvented in some respects, but we remain committed to providing a school environment that values the importance of Judaism, education, family, community, and the individual needs of each child utilizing best practices in early childhood education.

Most importantly, the health and safety of every family and staff member is and always will be our top priority. Pandemic-related changes to our policies and procedures are included throughout this handbook and sections significantly impacted by these changes are highlighted in **yellow** to be more easily identifiable.

We look forward to a safe and prosperous school year!

L'Shalom,



Jill Cimafonte  
*Director of Early Childhood Education*

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## MISSION STATEMENTS

### TEMPLE EMANU-EL

Temple Emanu-El follows a proud tradition of Reform Judaism with a focus on Torah and worship, education, social action, Jewish culture, Israel and leadership. We work to build meaningful connections through Jewish values, celebrating each person's unique journey. We strive to be a compassionate and spiritual community dedicated to inclusion.

### EARLY CHILDHOOD EDUCATION PROGRAM (ECE)

At Temple Emanu-El's Early Childhood Education Program, we create an environment that encompasses the importance of Judaism, family, community, and the individual needs of each child. We respect children for who they are now, as well as for their potential. In our warm and nurturing environment, children learn through active play and exploration. Our Jewish values and traditions are the foundation of our program and we welcome all early childhood families into our temple community.

## COVID-19 RELATED POLICIES AND PROCEDURES

### LICENSING AND COVID-19 RELATED REGULATIONS

Temple Emanu-El's Early Childhood Education Program is licensed by the State of New Jersey Department of Children and Families (DCF). All COVID-19 related changes are based on the DCF guidelines, recommendations from the Center for Disease Control (CDC), and our local Westfield Department of Health (DOH). We will continually adjust our program's policies and procedures to align with the current guidance from these agencies. Updates to our policies will be provided to families via email from the Early Childhood Director.

We require that all families and staff follow state and local regulations related to COVID-19. This includes but is not limited to quarantine requirements stemming from family travel and any other ordinances.

### HOURS OF OPERATION

Class offerings are as follows; the start and end times have been staggered to allow for social distancing during drop off and pick up:

- **Infants/Toddlers:** Monday-Friday, 8:15-3:45pm (12 months)
- **Half Day 2s:** Monday-Friday, 9:00-12:30pm
- **Full Day 2s** Monday-Friday, 8:30-4:00pm
- **Half Day 3s:** Monday-Friday, 9:15-1:00pm
- **Full Day 3s:** Monday-Friday 9:15-2:45pm
- **Pre-K:** Monday-Friday, 9:00-2:30pm

At this time, no "vacation days" will be offered for the 2's and up. If circumstances improve we will consider extending hours and/or revisiting this offering.

## **CLASS PODS**

Staff will be assigned to and remain with their class pod for the entirety of the school day. There will be a maximum of 10 children per class. Children and staff will not interact with any other class pod. The small class sizes will allow the classroom staff to provide breaks for each other; no floating staff will be used.

The format of our Shabbat celebration will change; however, the spirit and joy will certainly remain. Shabbat and other activities will be with each individual class or experienced as an entire school virtually. Indoor and outdoor play spaces will be occupied by one class pod at a time, with cleaning and sanitizing procedures in place between groups.

## **WHAT WILL A TYPICAL DAY LOOK LIKE?**

This year, the children will spend an even larger portion of their day outside. We've identified multiple outdoor spaces for our use and each space will only be occupied by one class pod at a time, with cleaning and sanitizing between uses. Learning experiences will take place in TEVA as well as other designated outdoor spaces, covered with pop-up tents when needed. Each day will consist of opportunities for small group interaction, large group time, and individual play. Class meetings, story time, literacy, math and science activities, and gross and fine motor opportunities will take place both indoors and outdoors. We will go outside a minimum of 1-2 hours per day (depending on length of class day) unless the temperature is dangerously low or extremely high or if there is a threat of a thunder/lightning storm, high winds or heavy rain. Children will be required to dress appropriately.

Children will be provided with individualized supplies as much as possible (eg: their own play-doh, crayons, markers, etc). Sharing of supplies will be strictly limited. Shared items will be properly cleaned and sanitized between uses. Children's hands will be washed before moving between activities. Any toys or materials that come in contact with bodily fluids will be immediately removed and put aside to be properly cleaned and sanitized.

Close person to person contact will be limited when possible, while still providing a loving and nurturing environment. Table seating will be spread out, but children will not be required to keep a 6-foot social distance from each other (per DCF guidelines).

All staff members are required to wear face masks during the school day. Children above the age of 2 must bring masks to school and will be strongly encouraged to wear masks which parents must provide and take home daily for washing. Our teachers will help to encourage mask wearing with fun circle time games and activities and virtual experiences with their class prior to the start of school. Teachers will help individual children improve their mask wearing stamina, if needed. We ask that parents help to encourage their children as well by practicing at home with all family members wearing masks at the same time. Most children are resilient and will be able to adapt. Staff members will have the option to wear masks that have a clear window around the mouth so that children will be able to see facial expressions and mouth movements.

Children will participate in a weekly, virtual music class in the classroom with our music teacher, so our music teacher does not go between classes this year. Other virtual activities will occur in the classroom including interactions with the clergy, the Early Childhood Director, and Torah Alive (Pre-K). Exposing the children to these virtual experiences will help children transition to virtual learning at home if necessary. There will be no in person specialists or after school enrichment classes.

## **VIRTUAL LEARNING**

If school has to close because of COVID-related safety measures, we will immediately transfer all of our learning experiences to the virtual world. Children should be able to easily adapt to home virtual experiences since it was already a part of their in-school experience.

School- wide activities will be offered each week including music, Shabbat, holiday celebrations, and Torah Alive (Pre-K only).

For our 3 and 4-year-old classes: Each school day will begin with a virtual morning meeting which will mirror the structured daily meeting that was already taking place in-person. In Pre-K this will include the Foundations curriculum which focuses daily on letter recognition and sounds as well as handwriting. Families will also be provided with daily learning activities for the children to support them in working towards reaching their developmental goals. These activities will be part of the weekly curriculum and will include art exploration, science experiments, math opportunities, literacy and journal writing, and small and gross motor activities. Throughout each week, teachers will also lead small group learning sessions, providing the children with opportunities for social interactions. Teachers will schedule 15-minute check-ins with each child at least once per week. Parents may also request individual sessions with the teacher for guidance and support.

For our infants, toddlers, and 2's: We recognize that virtual learning for very young children can be extremely challenging. Our goal will be to maintain connections, support parents, and provide developmentally appropriate activities, ideas, and information. There will be a variety of options and families may choose any/all that work best for them. They include:

- Virtual sessions with songs, stories and fingerplays 2-3 times per week.
- Weekly activity suggestions once per week
- Teacher-created videos (singing songs, reading a story, demonstrating an activity) one to two times per week
- Informal virtual sessions for parents to share successes and challenges, while supporting each other.

**Teachers will always be available to arrange a personalized virtual session with a family to discuss individual questions or concerns.**

## **RE-REGISTRATION PROCEDURE**

Families must fill out the re-commitment survey no later than August 3<sup>rd</sup> at 9:00am.

If you choose to attend school:

- Your recommitment must be for the class that your child was originally registered for. After August 3<sup>rd</sup>, if there are openings in any of the classes, those families wishing to switch will have the option to do so.
- The commitment is for the 10 month period (September through June) for the 2's, 3's, and Pre-K, and for the 12 month period (September through August) for the infants and toddlers.
- Your deposit is non-refundable. Since classes are being offered for a shortened time period, the overpayment of your deposit will be credited to your account.

If you choose NOT to attend:

- Your deposit will be fully refunded. We understand that this is an extremely difficult decision and we respect and honor whatever decision each family makes. Next year, those families that would like to return to our program will be considered in our priority registration process just below those families that are currently enrolled.

Lottery Procedure In Case of Over-Enrollment

- If in the unexpected and unfortunate case that our classes are over-enrolled, a lottery will take place following our priority enrollment procedures. Priority will be given to children of clergy and staff, followed by temple members currently enrolled, followed by non-temple members currently enrolled. At the end of each time period, applications in that set will be selected at random. Each applicant will be placed in a class, based upon availability. If the placement cannot be honored, the applicant will be placed on a waiting list and the family will be notified immediately.

## **TUITION POLICY IN THE EVENT WE MUST CLOSE AND HAVE VIRTUAL LEARNING**

If there is a state of NJ mandated closure or if the temple determines that the school must close for safety purposes, then virtual learning will take place. After 4 consecutive weeks of closure, the monthly tuition rate will be reduced to **\$400** per month (for the 3's and Pre-K classes) and **\$250** per month (for infants through 2's).

By recommitting your child's enrollment for the 2020-21 school year, you will be responsible to pay the reduced monthly fee throughout the remainder of the virtual period, whether or not your child attends the virtual sessions. If/when school re-opens, you will be responsible to pay the full rate effective the first day of re-opening, regardless of if you choose to send your child.

If a child or entire class is required to be out of school for two weeks to quarantine for any reason (see Illness Policy), there will be no tuition refund during this period. The class will continue virtually as per the virtual curriculum described prior.

As always, if you are experiencing a financial hardship, please reach out to Alice Lutwak, our Interim Executive Director and we will help support you the best that we can.

### **ARRIVAL AND DISMISSAL**

Parents, visitors, vendors, and prospective parents or employees will not be allowed to enter the building during operating hours, unless for emergencies.

Class start and finish times have been adjusted so that we can have staggered drop off/pick up procedures.

We will be instituting car lines for drop off and pick up. Both front and back entrances will be used. In some cases, instead of a car line, teachers may bring the children to designated parking spaces in the parking lot and will release the child to their designated pick up person.

### **DROP OFF PROCEDURES**

- Prior to arriving at the building each day, you will be required to fill out an on-line health screening form.
- All members in the car over the age of 2 MUST be wearing masks
- The driver of the car will roll down the window where the child/ren are located.
- A temple “screener” will be dressed in proper PPE with a mask, face shield, and gloves.
- The “screener” will perform a temperature check for each student using an infrared, no touch thermometer and then ask the parent/caregiver a list of required questions (see below).
- If child/ren are approved to enter school:
  - For the 2s – Pre-K, the parent/caregiver will then unload the child (if needed) and then one of their teachers will escort them to their class’s designated waiting area outside the building where the other teacher will be supervising the group.
  - Infant and toddler families will then proceed to park and then bring their child through the rear playground entrance gate to the child’s classroom door where they will be greeted by their teachers. Parents are not permitted to enter the building. Please remember to maintain social distance during this time.
  - Families with siblings in school will need to drop off each child at their designated time. In between drop offs, they should proceed to the parking lot where they should wait until the other sibling’s designated time. The wait should only be a few minutes.
- Once all of the children have arrived, the class will proceed to their classroom where they will all wash their hands immediately.
- If a family is not able to arrive at their child’s scheduled time, they must come no earlier than 9:30am and no later than 11:00am (we must submit a daily roster to DCF by 11:00am each day). You must notify the office so that a screener can meet you at your car. If your child is approved to enter, his/her teacher will greet the child curbside.
- If a family and child walks to school, there will be a clearly designated location (which will be socially distant) where they will wait for the temple “screener”. They must all be wearing masks.

## **HEALTH SCREENINGS AND TEMPERATURE CHECKS (amended 10/27/20 and 11/4/20)**

All children and staff will be screened daily prior to being admitted into the building. **Parents MUST keep their child home if they exhibit any signs of illness and if they are sick or not feeling well.** The screening will be for the following symptoms and families must provide their responses honestly with regards to not only their child but for **every** member of their family. If one child or family member exhibits any of the symptoms, then that child and his/her siblings will not be allowed to enter the building.

- Fever of 100.4 or above
- If the child has received any fever reducing medication.
- If anyone in the household has been in close contact with someone that has been positively diagnosed with COVID-19 within the last 14 days.
- If they have at least 1 of the following symptoms: cough, shortness of breath, trouble breathing, new loss of taste or smell OR at least 2 of the following: chills, shivers, muscle aches, headache, sore throat, nausea/vomiting, diarrhea, fatigue, congestion/runny nose

If your child or anyone in your household is awaiting COVID-19 test results due to symptoms, your child should not attend school until the results are known.

## **TRANSITIONING**

We recognize that transitioning to school may be extra challenging for some children this year, particularly with a drop off line. Prior to the first day, the teachers will provide virtual experiences with the children and, if possible, outdoor playground/TEVA visits for each child and family individually. Children are very good at sensing their parents' anxiety. As much as possible, parents should try to be a calming force for their child. Depending on their age, you can talk to them prior to the start of school to prepare them. It may be difficult for some children, but our incredibly warm and nurturing teachers will do everything they can to help ease their transition. The teachers will frequently communicate with the parents, especially during this transitional time. Children in the half day 2 year old classes will have shortened school days for the first few class sessions.

## **PICK UP PROCEDURES**

- There will be designated areas where children in the 2's, 3's, and Pre-K will be escorted outside by their teachers and brought to their parent/caregiver's car either in the car line, or to the parking lot. Infant and toddler families will park in the parking lot, proceed through the playground gate, and pick up their child at their classroom door. There will be designated spaces for families to stand so that they remain socially distant. **ALL FAMILY MEMBERS MUST WEAR FACE MASKS ON THE PREMISES AT ALL TIMES.** The procedure for each class will be confirmed prior to the start of school.
- Families **MUST** be prompt. Failure to do so repeatedly may result in a fine.
- You must notify the school via email or phone call if someone other than the child's parents/guardians and the people designated on your approved Pick-Up

List will be picking up your child. If there is a last minute emergency, please call (do not email less than an hour before pickup time) the ECE office in order to ensure the safety of your child. Please limit last minute arrangements to emergency situations.

- In situations where the child's parents are divorced, the school must be informed (in confidence) as to the custody arrangements that have been made and whether the non-custodial parent (if any) is permitted to take the child from the school. A copy of the court order stating these conditions must be on file at the school in order for us to act in the proper legal manner. We must also be notified when court orders or custody arrangements change.

### **FOOD (amended 10/27/20)**

In order to minimize food handling by staff, the school will not provide any food for your child this year. Each family must pack lunch in their child's lunchbox each day. Food should be healthy and balanced, based on USDA guidelines for young children. Please send food in the manner in which you want it served (e.g., cut into small pieces) and limit sugary treats. Infant and Toddler classes should also pack snacks in their children's lunchbox and they must be properly labeled "AM or PM Snack". Limited snacks will be served to children in the 2's, 3's, and Pre-K and will include cheese goldfish, saltines, graham crackers, cheerios, and wheat thins. Children will be offered snack in the morning and in the afternoon if they stay past 1:00. For birthday celebrations, children will be served oreos. Sharing of food is always prohibited. Teachers will wear food gloves when it is necessary to handle children's food. Parents must provide a labeled water bottle (which will be sent home each day for cleaning and sanitizing). Please refer to the Kosher and Nut Aware Policies in this handbook.

### **SHABBAT (amended 10/27/20)**

We will celebrate Shabbat every Friday. If the weather permits, we may celebrate in TEVA with each class pod separated by at least 10 feet, with the children and staff wearing masks. The clergy or a staff person may lead it occasionally and will also wear a mask and maintain social distance between themselves and the pods. If we are unable to be outside, each class pod will celebrate Shabbat in their classroom. The children will be served challah and grape juice for snack on Fridays.

### **FAMILY/TEACHER COMMUNICATION**

Communication is paramount, particularly this year when parents and teachers will not be interacting "face to face." Teachers will communicate with every family each day either individually or as a group. Photos will also be shared daily through Kaymbu (a digital communication tool) and families can easily reach out to their teachers through Kaymbu, email, or calling the ECE Office at any time. In our Infant and toddler rooms, families will receive a Daily Note through Kaymbu documenting when and what their child ate, slept, had their diapers changed, and any other noteworthy information about their day. Families will receive a weekly storyboard on Sundays from their teacher

highlighting the previous week and giving a snapshot of what the curriculum plan will be for the upcoming week.

### **MODIFICATIONS TO POLICIES**

All ECE policies may be modified or amended from time to time, in whole or in part, at any time in Temple Emanu-El's sole discretion. The Director of the ECE shall have discretion to construe and interpret all policies. Given the ever-changing nature of the pandemic, we will continually adjust our program's policies and procedures to align with the current guidance from DCF, the CDC or other regulatory agencies. Updates to our policies will be provided to families via email from the Early Childhood Director.

### **REST TIME**

Infants will nap in their individual crib. Rest schedules for the youngest infants will follow their home schedule. When they transition to 2 naps per day, we will implement set nap times for them. The cribs will be arranged so that babies that can pull up to stand and reach over the side will be separated. All babies will be placed in their cribs alternately head to toe to minimize potential virus transmission between children. Toddlers and full day 2 year olds will have a daily rest time between 12:30 and 2:30pm. The cots (toddlers) or rest mats (2's) will be generously spaced out and positioned alternately head-to-toe to minimize potential virus transmission between children. Children in the full day 3 year old class will have a half hour of daily rest time on a rest mat. Pre-K children will have a daily quiet time for children to rest and unwind. They will sit on the rug and may read books, listen to a story, or relaxing music. Infant families will provide their own crib sheets which will be sent home either when soiled or at the end of each week for families to wash when soiled or at the end of each week for families to wash them. All sheets need to be returned the next school day. Each sheet will be stored in a sealed Ziploc bag.

### **FAMILY VISITATION POLICY**

Unfortunately, no visitors will be allowed to participate with the class pods. However, through the use of technology, we will develop creative opportunities for family members to virtually play a role in our school.

### **BUILDING ACCESS/SECURITY**

Parents, visitors, vendors, and prospective parents or employees will not be allowed to enter the building during operating hours, unless for emergencies. There will be an armed security guard on the premises during school hours. The security guard will not enter classrooms except in cases of emergencies.

### **HEALTHY HYGIENE PRACTICES**

- Every classroom will have a sink. If necessary, portable sinks will be installed in the upstairs classrooms that do not currently have one.

- Children and staff will follow rigorous hand washing routines. Frequent hand washing procedures include washing hands upon arrival, before meals or snacks, after outside time, after toileting/diapering, and prior to leaving for home. Children will be monitored to ensure proper technique.
- The children will be guided and taught how to properly wash their hands.
- Hand sanitation stations are located throughout the building and outside of the building. If hand washing is not available, teachers will provide hand sanitizer for those children that they are confident will not put their hands in their mouth.
- Staff and children are required to have multiple sets of clothing left at school in case they are contaminated with any bodily secretions.

## **CLEANING AND SANITATION PROCEDURES**

- Definitions: Clean= washing with a soapy water solution: Sanitize=using an EPA-registered disinfectant.
- Toys and items that are not easily cleaned or sanitized will not be used.
- Teaching staff will adhere to a Daily Cleaning and Sanitation schedule which includes cleaning and sanitizing frequently touched surfaces (doorknobs, tables, toys, etc.) and toys multiple times per day as per the CDC's Guidance for Cleaning & Disinfecting Public Spaces, et. al.
- Class pods will use their own bathrooms. If multiple class pods are required to use the same bathroom, then the maintenance staff will clean and sanitize the bathroom in between class usages.
- During the day, the maintenance will enter the classroom to clean up vomit, blood, etc. only after the class pod has been removed from the room.
- After the children and teachers have left for the day, the classrooms will be deep cleaned and sanitized by our maintenance staff using certified approved products, including the use of an electrostatic sanitizing sprayer. Outdoor areas will be cleaned and sanitized in between class pod usages.

## **ILLNESS POLICY (amended 10/27/20, 11/25/20, 12/16/20)**

### **Response Procedures for COVID-19 Symptoms or Exposure**

Individuals with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. Individuals with these symptoms may have COVID-19:

- Fever of 100.4 or above
- If they have at least 1 of the following symptoms: cough, shortness of breath, trouble breathing, new loss of taste or smell OR at least 2 of the following: chills, shivers, muscle aches, headache, sore throat, nausea/vomiting, diarrhea, fatigue, congestion/runny nose
- This list may not include all possible symptoms. CDC will continue to update this list as more is learned about COVID-19

In the event that a child, their family member, or a staff member, exhibits symptoms anytime:

1. The child and any siblings and staff member will not be permitted to enter the building.
2. If a child or person displays symptoms during the school day, the child (and any siblings)/person will be immediately separated from their group into a designated isolation room. The parents will be notified and the child will be cared for by a staff member (maintaining 6' social distance if possible) until they are able to leave the facility. The child should be picked up within 30 minutes, if possible.
3. All families will be immediately notified that a child/teacher from a specific class was sent home with a specific symptom. Parents have the choice to pick up their child from school until more information is determined.
4. All rooms and equipment used by the ill person will immediately be cleaned and disinfected according to CDC guidelines.
5. The ill child MUST be seen by their pediatrician within 24 hours and must get a PCR COVID test. (An alternative diagnosis without a test is no longer valid)
6. All families will receive this information as soon as the school is notified.
7. If ANY member of a child's household has a confirmed case of COVID-19, they must notify the school immediately so that it can be shared with the school families (confidentially-not mentioning specific names).

In the event that there is a confirmed case of COVID-19 we will:

1. Notify all of the families and staff in our ECE.
2. Report the incident immediately to the local Department of Health and DCF. Health officials will provide guidance on whether the center will cease operations (if needed) and for how long.
3. All rooms and equipment used by an infected person will be cleaned and disinfected according to CDC guidelines.

### **RETURN TO SCHOOL POLICY (amended 10/27/20, 11/4/20 and 11/25/20, 12/16/20)**

Children with symptoms of COVID-19 who have tested positive 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). A doctor's note and proof of the PCR COVID-19 test will be required to return to school.

Children who have symptoms and have tested negative should stay home and away from others until 72 hours after their fever has ended without the use of fever reducing medications. A doctor's note and proof of a COVID-19 test will be required to return to school.

We will not permit any child who has had the following symptoms or illnesses **WITHIN THE PAST 72 HOURS** to attend school:

- a. severe pain or discomfort
- b. acute diarrhea, characterized as twice the child's usual frequency of bowel movements with a change to a looser consistency within a period of 24 hours, or bloody diarrhea
- c. two or more episodes of acute vomiting within a period of 24 hours

- d. elevated temperature of 100.4 degrees Fahrenheit or over lethargy that is more than expected tiredness
- e. yellow eyes or jaundiced skin
- f. red eyes with discharge
- g. infected, untreated skin patches
- h. difficult rapid breathing or severe coughing
- i. skin rashes in conjunction with fever or behavior changes
- j. weeping or bleeding skin lesions that have not been treated by a health care provider
- k. mouth sores with drooling
- l. stiff neck

Additionally, a child must be **FEVER FREE (WITHOUT FEVER-REDUCING MEDICATIONS) FOR 72 HOURS** before returning to school. Once the child is symptom free or a licensed physician has given written indication that the child poses no serious threat, the child may return to school. If a child becomes ill in school or exhibits any of these symptoms, the child will be brought to the isolation room, and the parent or emergency contact will be called immediately to pick up the child.

<p>Individuals who have <b>symptoms of COVID-19 AND</b></p> <ul style="list-style-type: none"> <li>• <b>have tested positive</b> (by PCR, rapid molecular or antigen testing) <b>OR</b></li> <li>• <b>have not been tested</b> (i.e. monitoring for symptoms at home) should stay home and away from others until:</li> </ul>	<ul style="list-style-type: none"> <li>• At least 10 days have passed since their symptoms first appeared <b>AND</b></li> <li>• They have had no fever for at least 72 hours (one full day without the use of medicine that reduces fever) <b>AND</b></li> <li>• Symptoms have improved (e.g. cough, shortness of breath)</li> </ul>
<p>Individuals who have <b>NO symptoms and have tested positive</b> should stay home and away from others until:</p>	<ul style="list-style-type: none"> <li>• 10 days have passed from the collection date of their positive COVID-19 diagnostic test <b>AND</b> they have not developed symptoms.</li> </ul>

<p>Individuals who <b>have symptoms and have tested negative</b> should stay home and away from others until:</p>	<ul style="list-style-type: none"> <li>• 72 hours after their fever has ended without the use of fever reducing medications and other symptoms improve.</li> </ul>
<p>Individuals who are identified as a <b>close contact*</b> of a case should:</p>	<ul style="list-style-type: none"> <li>• Self-quarantine and monitor for symptoms for 14 days from the last date of exposure with the case, even if contact tested negative.</li> <li>• If you are unable to avoid close contact with a person who has COVID-19, you should avoid others outside the home while the person is sick, and quarantine for 14 days after the person who has COVID-19 meets the criteria to end home isolation.</li> </ul>

**\*Close contact is defined as being within 6 feet for at least a period of 15 cumulative minutes.**

If a child is identified as a close contact of someone diagnosed with COVID-19, the other household members are considered “contacts of contacts” and are not required to quarantine. Siblings of the close contact will be allowed to return to school as long as s/he is symptom free and takes a PCR test (at least 5 days after exposure) and receives a negative result.

## COMMUNICABLE DISEASE POLICY

The following is a list of communicable diseases that a child or staff member will not be allowed to return to school *without a note from their physician*:

### Respiratory Illnesses

Chicken Pox\*\*  
German Measles\*  
Hemophilus Influenza\*  
Measles\*  
Meningococcus\*  
Mumps\*  
Strep Throat  
Tuberculosis\*  
Whooping Cough\*  
Flu  
RSV  
COVID-19\*

### Gastro-Intestinal Illnesses

Campylobacter\*  
Escherichia coli\*  
Giardia Lamblia\*  
Hepatitis A\*  
Salmonella\*  
Shigella\*

### Contact Illnesses

Impetigo  
Lice  
Scabies  
Shingles  
Cocksakie  
Pink Eye  
Fifth Disease

\* Reportable diseases that will be reported to the health department by our program.

\*\* Note: If your child contracts chicken pox, a doctor’s note is not required for the child to be readmitted to school. A note from the parent or guardian is required, stating either that at least six days have elapsed since the onset of the rash or that all sores have dried and crusted.

If your child is exposed to any excludable disease at school, you will be notified in writing. If your child has a fever or blisters that have not yet healed s/he should be excluded from contact with other children and should not be in school. Upon returning to school, a doctor’s note is required as well as a visual check by the Director to ensure that the child is healthy enough to return to school.

## **TRAVEL OUT OF STATE (amended 12/16/20)**

Staff members or families that travel to a state that is on NJ’s Travel Advisory list must quarantine for **10 days** (This was reduced from 14 days. Seven days with a test on day 3-5 is not an option, as per the recommendation of our local Department of Health).

It is expected that parents traveling out of state for work or pleasure to a state that is on NJ’s Travel Advisory list will quarantine in their home for **10 days**, remaining socially distant from their children that attend our program. If they are unable to remain socially distant, then their children must also quarantine for **10 days**.

## **STAFF TRAINING/SUBSTITUTES (amended 10/27/20)**

All staff (including substitutes) will receive specific training regarding identifying COVID-19 symptoms and daily procedures for minimizing exposure. All staff is certified in CPR and First Aid. When possible, families will be notified in advance if there will be a substitute in the class that day. Due to COVID-19 we have only a small list of trained and talented substitute teachers. In the event a teacher needs to be absent from school, we will attempt to find adequate substitute coverage for the teacher. If we are unable to secure a substitute teacher different scenarios will occur depending on the class:

**Inchpillars:** If one teacher is absent, the class will run for the regularly scheduled day. If more than one teacher is absent, then class will be canceled.

**Llamas:** The remaining teacher will teach half the class until 12:30. Each child will be assigned to a predetermined group and the office will keep track of the alternating schedule.

**Turtles:** The remaining teacher will teach half the class for the regularly scheduled day. Each child will be assigned to a predetermined group and the office will keep track of the alternating schedule.

**Owls:** The remaining teacher will teach half the class for the regularly scheduled day. Each child will be assigned to a predetermined group and the office will keep track of the alternating schedule.

**Ladybugs:** The remaining teacher will teach half of the class in the morning and half of the class in the afternoon. The hours will be 9:30-11:30am and 12:45-2:45pm. Each child will be assigned to a predetermined group.

**All Pre-K:** The remaining teacher will teach the entire class until 12:30. Each child will be assigned to a predetermined group and the office will keep track of the alternating schedule.

In the event we are unable to secure adequate substitute coverage for your child's class, we may cancel that class for the day and provide remote learning, if possible.

## **ALL OTHER POLICIES AND PROCEDURES**

### **CURRICULUM**

We believe that children are competent and capable learners and that they learn best through active play and exploration. We strive to meet the needs of the individual child through developmentally appropriate practices. Our curriculum incorporates components from a variety of early childhood approaches including emergent curriculum, nature-based learning, and principles of the Reggio Emilia philosophy. As a Jewish school, we frame our work through Jewish lenses, values, and culture. We emphasize the development of positive Jewish identity through experiences involving Shabbat, Jewish holidays, blessings, culture, and values.

Children have a strong disposition to explore and discover. Our curriculum builds on this natural curiosity, enabling children to interact, question, connect, problem-solve, communicate and reflect. The ideas for our thematic classroom units emerge from the children's play and through their interests. By studying large thematic units for several weeks, the children will investigate and explore topics through movement, science, literature, math, art, music, nature and Judaic activities.

For the infants, our youngest learners, we work collaboratively with families to follow feeding and sleep routines established at home while offering a warm, nurturing, and stimulating environment that supports and encourages their language, motor, cognitive, and social-emotional development.

TEVA, our outdoor classroom, enables children to take their learning one step further into a natural environment. Explorations in this natural setting build valuable skills such as observation, experimentation, and sorting while allowing for both individual experiences and group sharing. The children's outdoor discoveries also provide great subjects for all manner of artistic and verbal expression. It develops curiosity and joy while practicing key social skills such as sharing, waiting one's turn, and following simple directions.

## **ASSESSMENT**

Objectives for Development and Learning (Infants through Pre-K)

Below is a list of objectives that are organized into nine areas of development and learning. Each objective builds upon the last. Expectations of development are based on the child's age. Each child's progress will be observed and documented on a regular basis with formal assessments taking place twice a year.

## **Objectives for Development and Learning (Infants through Pre-K)**

### **Social-Emotional**

1. Regulates own emotions and behaviors
  - a. Manages feelings
  - b. Follows limits and expectations
  - c. Takes care of own needs appropriately
2. Establishes and sustains positive relationships
  - a. Forms relationships with adults
  - b. Responds to emotional cues
  - c. Interacts with peers
  - d. Makes friends
3. Participates cooperatively and constructively in group situations
  - a. Balances needs and rights of self and others
  - b. Solves social problems

### **Physical**

4. Demonstrates traveling skills
5. Demonstrates balancing skills
6. Demonstrates gross-motor manipulative skills
7. Demonstrates fine-motor strength and coordination
  - a. Uses fingers and hands
  - b. Uses writing and drawing tools

### **Language**

8. Listens to and understands increasingly complex language
  - a. Comprehends language
  - b. Follows directions
9. Uses language to express thoughts and needs
16. Demonstrates knowledge of the alphabet
  - a. Identifies and names letters
  - b. Uses letter-sound knowledge
17. Demonstrates knowledge of print and its uses
  - a. Uses and appreciates books
  - b. Uses print concepts
18. Comprehends and responds to books and other texts
  - a. Interacts during read-alouds and book conversations

- a. Uses an expanding expressive vocabulary
- b. Speaks clearly
- c. Uses conventional grammar
- d. Tells about another time or place

10. Uses appropriate conversational and other communication skills
  - a. Engages in conversations
  - b. Uses social rules of language

### **Cognitive**

11. Demonstrates positive approaches to learning
  - a. Attends and engages
  - b. Persists
  - c. Solves problems
  - d. Shows curiosity and motivation
  - e. Show flexibility and inventiveness in thinking
12. Remembers and connects experiences
  - a. Recognizes and recalls
  - b. Makes connections
13. Uses classification skills
14. Uses symbols and images to represent something not present
  - a. Thinks symbolically
  - b. Engages in sociodramatic play

### **Literacy**

15. Demonstrates phonological awareness
  - a. Notices and discriminates rhymes
  - b. Notices and discriminates alliteration
  - c. Notices and discriminates smaller and smaller units of sound
  - b. Uses emergent reading skills
  - c. Retells stories
19. Demonstrates emergent writing skills
  - a. Writes name
  - b. Writes to convey meaning

### ***Mathematics***

20. Uses number concepts and operations
  - a. Counts
  - b. Quantifies
  - c. Connects numerals with their quantities
21. Explores and describes spatial relationships and shapes
  - a. Understands spatial relationships
  - b. Understands shapes
22. Compares and measures
23. Demonstrates knowledge of patterns

### ***Science and Technology***

24. Uses scientific inquiry skills
25. Demonstrates knowledge of the characteristics of living things
26. Demonstrates knowledge of the physical properties of objects and materials
27. Demonstrates knowledge of Earth's environment
28. Uses tools and other technology to perform tasks

### ***Social Studies***

29. Demonstrates knowledge about self
30. Shows basic understanding of people and how they live
31. Explores change related to familiar people or places
32. Demonstrates simple geographic knowledge

### ***The Arts***

33. Explores the visual arts
34. Explores musical concepts and expressions
35. Explores dance and movement concepts
36. Explores drama through actions and language

### ***English Language Acquisition***

37. Demonstrates progress in listening to and understanding English
38. Demonstrates progress in speaking English

## **ENROLLMENT**

Enrollment is open to all children without regard to sex, race, color, national origin, political beliefs, religion or the status, behavior, religion, or beliefs of their parents. Every effort is made to accommodate children with special needs to participate in the same routines and play experiences as the other children. Accommodations will be made whenever possible. If a child requires a shadow, that person must meet all staff requirements and adhere to all school and state policies as they relate to pandemic precautions. Families of children in the child's class will be notified immediately. The school is wheelchair accessible.

## **TUITION/PAYMENT POLICY**

### ***Tuition and Payment***

Tuition for the infant/toddlers is year-round starting in September. Tuition for the 2's, 3's, and Pre-K is based upon the September through June school year.

The total tuition amount is divided into 10 payments for 2's, 3's, and Pre-K (12 for infant/toddlers), one of which is required as the deposit. The remaining 9 (or 11 for infant/toddlers) payments will be billed from September through May (from September through July for infant/toddlers).

Members of Temple Emanu-El receive a tuition discount. Families with more than one child enrolled in our school in the same year will receive a 10% discount on the lesser tuition with a maximum discount of \$750 per child. Families with more than two children enrolled will receive this discount on all but the highest tuition.

If your previous deposit was more than the new monthly tuition, a credit will be applied in September. Other credits from the 2019-2020 school year will also be applied in September.

### ***Withdraw Policy***

All deposits are non-refundable. Families are responsible for payment of their tuition through for the entire school year. Exceptions will only be made due to extenuating circumstances at the Director's discretion. Please note, virtual learning is not an extenuating circumstance.

## **TEMPLE MEMBERSHIP**

Temple Emanu-El has a special ECE Temple Membership rate for families that do not have older children that are eligible to attend the Religious School. For more information, you may contact our Executive Director.

## **CAMP WONDER**

Camp Wonder is geared for children that are 2-4 years old. It will begin on June 14th, 2021. More information will be available later in the year.

## **SCHOLARSHIPS**

Scholarships are available through the Early Childhood Education Fund. This fund is designed to help offset the cost of our program to help families in need of assistance. Information can be obtained from the Director and will be kept confidential.

## **SCHOOL CLOSINGS DUE TO INCLEMENT WEATHER (amended 10/27/20)**

Weather related closings will follow the Westfield Board of Education's decision, if the Westfield schools are open for in-person learning. Otherwise, weather related closing decisions will be made by the Director. You will be notified via Kaymbu. There will not be any make-up days if school is closed due to inclement weather or any unforeseen circumstance. If there is a planned "early dismissal" due to a predicted storm, then the entire school will close in a staggered format:

- 11:30am: Infant, Toddlers, full day 2's
- 11:45 am: Half Day 2's, Pre-K
- 12:00pm: All 3 Year Olds

In the event of a delayed opening, classes will start 1.5 hours after their regular schedule.

## **ABSENCES**

If your child will not be attending school, please call or email our office to let us know. If the absence is due to a medical reason please provide us with that information. The requirements listed under the health policy will be required for the child to return to school. We do not reimburse or offer make-up days for absences.

## **CLOTHING**

Getting messy is a part of play and children in our school will get messy! Send your child to school in comfortable play clothes every day and be sure that proper outer gear (jackets, mittens, hats) is provided because the children will be outdoors for a good portion of the day. Each child must keep a pair of rain boots in school to wear when the grounds are muddy or wet.

In order to foster a sense of independence during bathroom time we ask that you dress your child in clothing that is easy to pull up and down. Sneakers or rubber sole shoes must be worn for climbing on the playground apparatus. Open toe sandals, crocs, and backless shoes contribute to accidents and are highly discouraged.

Parents must provide 2 extra sets of clothing for their child that will be kept in school. Children's clothing will be changed if they come in contact with any bodily fluid. Parents must remember to replace their extra supply when used and as the seasons change.

**ALL CLOTHING MUST BE LABELED!**

## **KOSHER POLICY**

Our facility follows a "kosher-style" philosophy during all meal times. Snacks or lunches should never contain food from both the meat and dairy categories. Also, shellfish or pork products are prohibited.

## **TINY TOT SHABBAT**

Tiny Tot Shabbat is a Shabbat morning experience open to the community for young children ages 0-6 and their families. It is led by a member of our clergy and will be virtual this year. It is offered one time per most months and starts at 9:30am. A schedule of dates will be provided.

## **TOYS FROM HOME**

Children should not bring toys from home to school in order to minimize the spread of germs.

## **TZEDAKAH/SOCIAL ACTION**

According to Jewish tradition, it is a mitzvah ("commandment", but typically referring to acts of kindness or good deeds) to contribute to tzedakah ("charity"). Sharing with others who are less fortunate is a valuable learning experience for children. We will ask children to bring coins to class each Friday. This is, of course, at the discretion of each family. Children will put the coins into the classroom's "tzedakah box" and they will be donated to various local, national, and international causes. Our Early Childhood Education Committee in conjunction with the Early Childhood Director and Temple Emanu-El's Board of Trustees will determine where the funds are distributed.

Now more than ever, there are families in need. In addition to tzedakah, there will also be opportunities to participate in a variety of social action projects. Ideas can be shared at our Early Childhood Education Committee meetings or with the Director of the ECE.

## **BIRTHDAY CELEBRATIONS**

Children's birthdays will be celebrated in their class pod. The teachers will ensure that the child has an extra special day. Special guests may be invited virtually to celebrate. In honor of your child's birthday, you may wish to donate a special book or toy to his/her class. Feel free to reach out to your child's teacher for suggestions.

## **HOLIDAY CELEBRATIONS**

We consider holidays, both American and Jewish, as special occasions to celebrate. Class celebrations and special events are held for many of the Jewish holidays, as well as some American holidays. The Union for Reform Judaism (URJ), of which our synagogue is a member, does not recognize Halloween or Valentine's Day, even though they are considered American traditions. Thus, we do not celebrate these traditions. Please do not send your child to school in Halloween attire, and please do not distribute Valentine's Day cards in school.

While our celebrations will be virtual this year, we invite families to celebrate with us during school time for the holidays of Chanukah and Passover. More information will follow.

## **CLERGY SUPPORT**

Our clergy members are involved in our ECE Program. They will be leading some Shabbat celebrations, playing a role in all of our Jewish holiday celebrations, and joining all of the classes virtually throughout the year. Our clergy staff is here for you and encourage you to reach out.

## **METHOD OF COMMUNICATION**

Parents will be contacted via telephone, text, or email, depending on the urgency of the information. In the event of an emergency regarding a specific child, we will attempt to reach parents via telephone first. If that is not successful, we will attempt to text and email as well. If at that point, we still have not reached either parent, then we will follow the same protocol using the emergency contact information provided by the parents. In the event of an all-school emergency, families will be notified through Kaymbu. If families want to speak to their child's teacher during school hours, they should call the ECE office via phone.

## **DIRECTOR COMMUNICATION**

The ECE Director will send a weekly email to all families on Fridays highlighting any important information and ensuring that our school community remains informed of any important COVID-related information. This communication will be in addition to any illness related communications described in this policy. Please feel free to reach out to the Director via phone or email if you have any questions, concerns, suggestions, or compliments regarding the program.

## **PARENT/TEACHER CONFERENCES**

Formal parent/teacher conferences will be offered virtually twice during the school year. This is an opportunity to review your child's growth and development, to share any noteworthy behaviors that are occurring at home or in school, and to discuss any concerns that may exist.

Our staff will use various recording tools to monitor your child's natural development. The information gathered using the following tools will be shared with you during conference meetings or other appropriate times:

- Anecdotal Records: logging your child's behavior, interests and any information given to us by parents regarding changes in the child's home life or environment.
- Portfolio: samples of your child's work in various areas.
- Student Progress Reports: using the developmental goals that are part of our curriculum to assess how your child is progressing in each of those areas.

Following each of the two conferences, you will receive a copy of your child's progress report, which will include the formal assessment as well as the teacher's open-ended comments.

If you have any questions or concerns, you may request a virtual conference with your child's teacher at any time during the school year. You may also request a virtual conference with the Early Childhood Education Director at any time.

## **CONFIDENTIALITY**

At Temple Emanu-El's Early Childhood Education Program, we strive to protect everyone's right of privacy. Child records are kept in a secure cabinet in the office, with the Director, Program Coordinator, and the child's teachers having access on a "need to know" basis.

Confidential and sensitive information about faculty, other families and/or children will not be shared with families. Staff members are strictly prohibited from discussing anything about another child with you. Within our program, confidential and sensitive information will only be shared with staff members who have a "need to know" in order to most appropriately and safely care for your child. Confidential information includes but is not limited to special needs and disability information, disciplinary information, and health-related information of anyone associated with our program. For instance, if a child harms another child, the identity of the involved children will be kept confidential during discussions with the families of the children.

Outside of our program, confidential and sensitive information about a child will only be shared with relevant professionals when the parent/guardian of the child has given express written consent, except where otherwise provided for by law. Parents/guardians will be provided with a document detailing the information that is to be shared outside of our program, persons with whom the information will be shared, and the reason(s) for sharing the information.

## **GUIDANCE AND DISCIPLINE POLICY**

Children of all ages need to explore their environment and test their curiosities. Exploration is imperative to the learning process and is encouraged within our program in a safe environment under the guidance of our teachers. As a child explores, s/he experiences many trials and errors before a concept is understood or learned. Our school's discipline policy flows from this understanding. Just as children are not expected to learn a color the first time it is experienced, they too are not expected to learn appropriate behavior without constant modeling, positive reinforcement, and practice. Our goal is to work cooperatively with children and families to help children develop self-control. We hope to help children of all ages become increasingly independent. We want children to feel good about themselves and to learn about their needs along with those of other people. We want children to learn to control themselves, to see the possible consequences of their actions, and accept alternate behaviors. We believe that consistency in all areas of a young child's day is important at home and at school. You are welcome to discuss disciplinary issues with your child's teacher and the Director at any time.

We use a combination of the following steps to insure positive discipline:

1. We change the environment to eliminate potential difficulties.
2. We redirect the child to another activity before the behavior becomes an interruption - positive and constructive direction.
3. We refer to do's instead of don'ts.
4. We recognize that occasional inappropriate behavior is best ignored.
5. We encourage the child to think of alternative solutions and the possible effects of choosing those alternatives when challenging situations arise.
6. We try to determine why a particular situation has occurred and what can be done to avoid it next time.
7. We use time away from the group to help an individual child calm down.
8. We recognize and acknowledge positive behavior.
9. We involve the child in the decision-making process when possible.
10. We contact the parent/guardian about the child's behavior to gain insight as well as to work together to resolve the issue.
11. If a child harms another child, the identity of the involved children will be kept confidential during discussions with the families of the children.
12. If a serious situation occurs, the child may be asked to leave school for the remainder of the day.
13. Under no circumstances shall discipline of a child at our program involve physical punishment, psychological abuse, or coercion, including but not limited to: hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, unsupervised isolation, withholding of emotional responses or stimulation, enforced silence for long periods, association of a negative behavior with rest, toileting or food, or any form of child abuse, neglect, or exploitation. Appropriate use of restraint for safety reasons is permissible.

We strive to keep an open communication with the parent(s) or guardian(s) concerning all facets of their child's development. If there is an ongoing issue with a child, the Teacher and/or Director will meet with the parent/guardian to discuss the issue. Together, we will establish an action plan to help alleviate the negative behavior. If there are repeated serious episodes of inappropriate behavior, the family may have the option to pay for a responsible party to "shadow" the child during his/her attendance. The Temple may be able to subsidize the cost of the shadow. This person must be mutually acceptable to the family and the Director. Alternatively, a child may be asked to leave our program if it is determined that we are unable to provide an appropriate environment for the child or other children in the class are in danger of being harmed. Our staff may also reach out to a consulting psychologist or other professional(s) virtually to receive guidance and make appropriate recommendations to our staff regarding classroom management techniques and acceptable age-appropriate behavior. If appropriate, we will work with the family and relevant professionals to develop an individualized plan to

address the behavior. Any individualized plan will include positive behavior support strategies. This information is confidential between the professional and our staff.

## **EXPULSION POLICY**

We strive to limit or eliminate the use of suspension, expulsion, and other exclusionary measures, however, in rare circumstances it may become necessary for the school to terminate a child's enrollment. Possible causes are when the child or his/her family violates any COVID-related school and government mandated policies, continually violates the rights of others to learn or feel safe at school, the family breaks school policies, the family threatens physical or intimidating actions towards a staff member, parent, or a child, the tuition is overdue, or the program does not meet the educational needs of the child. Before a decision to exclude is considered, we will follow the steps outlined in our Discipline Policy, above; if exclusionary measures must be taken, the program will offer assistance to the family in accessing services and obtaining an alternate placement. Our Guidance and Discipline Policy complies with federal and state civil rights laws.

## **SOCIAL MEDIA POLICY**

This social media policy applies to all families and staff members of Temple Emanu-El's Early Childhood Education Program. This policy includes (but is not limited to) the following:

- Social networking sites (ie. Facebook, Instagram, Snap Chat)
- Blogs
- Discussion Forums
- Media Sharing Services (ie. YouTube)
- Micro-blogging (ie. Twitter)
- Kaymbu

In order to protect our ECE children's privacy, photos, images, and/or videos taken of the children attending our ECE or at ECE special events or outings MAY be posted on social media, but MUST NEVER mention the child(ren)'s name or include any personally identifiable information. Temple Emanu-El is not responsible for the use, download, or reprint of any photos/videos/images. If a parent has a special circumstance whereas they believe that posting a photo of the child would be detrimental to the child's safety, they should speak with the Director so that accommodations can be made.

It is expected and understood that all families and staff members will adhere to the procedures below:

- Personal security settings should be managed to ensure that information is only available to people that you choose to share information with.
- Remember that no information sent over the web is totally secure, and as such, if you do not wish the information to be public, refrain from sending it through social media.
- Maintain professionalism, honesty, and respect.
- Apply a "good judgement" test for every social media post that you make.

- Any comment or posting may not
  - breach confidentiality
  - bring the ECE, Temple Emanu-El and its employees into disrepute
  - be of detrimental nature to the ECE, Temple Emanu-El or other employees

## **PARKING**

Reserved parking spaces are set aside for senior staff members, the ECE auction winner, and individuals with handicapped parking permits. These spaces are reserved at **ALL** times and should **NEVER** be used by families, even during drop-off or pick-up. Curbside parking is also prohibited and dangerous.

## **REFERRALS**

It is so important for families and staff to work together to meet the needs of your child. Should you need help finding a specialist in any field, your child's teacher or the Director will provide you with a list of recommendations. We will provide any necessary support as families negotiate physical health, mental health, assessment, and education services for their children.

## **SPECIAL NEEDS**

We strive to create an environment that will meet the needs of each child. Whether your child has already been identified with a development delay or special need, or if this is something that our staff brings to your attention, we are committed to working together to create a positive learning environment for your child. We believe that collaboration and open communication are paramount in this process. In order to create a positive learning environment, parents must share with our staff important information regarding any supplemental services or medications that your child is receiving or taking. It is important for the child's teachers to have the opportunity to communicate with the child's specialists (such as speech therapist, occupational therapist, child psychologist, psychiatrist, etc.). Families must sign a written consent form in order for the school and specialists to communicate and to protect the child's confidentiality.

If a child requires additional support in the classroom, we will work with the family to find a Shadow or Aide that will be the best fit. Families are responsible for the cost of this person. The child's class will be notified of the additional adult in the classroom. If the staff and/or the family determines that our school is unable to meet the needs of the child, we will do our best to help the family find an environment better suited.

In keeping with our strict no visitors policy, external therapy providers (eg. Speech Therapists) will not be able to work with children in the building this year.

## **ADMINISTRATION OF MEDICINE**

Medication will be administered to your child only under the following circumstances:

- The child's health care provider has provided written authorization detailing the necessary steps to be taken.
- The parent/guardian has also provided written authorization.
- Medications are labeled with the child's first and last names, the date that either the prescription was filled or the recommendation was obtained from the child's health care provider, the expiration date of the medication or the period of use of the medication, the manufacturer's instructions or the original prescription label that details the name and strength of the medication, and instructions on how to administer and store it.

## **DIAPER POLICY**

Children's diapers are changed on a changing table. For infants and toddlers, the changing table is cleaned and sanitized prior to each usage. For 2 years old and up, the changing table is covered with a disposable changing pad and disposed of after each child has been diapered. The table is then cleaned with a disinfectant. Staff members wear fresh gloves for each child, and diapers and gloves are discarded. We encourage families to dress their children clothing that is easily removed. We understand that children potty train at different ages and rates. We will work with families to meet each child's individual needs. We will encourage the use of the toilet, but children are not pressured. If you prefer that a staff member NOT wipe your child, it is your responsibility to inform the school in writing. Otherwise, when a child is in the process of potty training, staff members will assist wiping a child while encouraging independence. Once a child is fully potty trained, it is assumed that they will wipe themselves independently unless the child has a messy bowel movement.

## **EMERGENCY INFORMATION**

Please be sure that all of your emergency contacts, business addresses, phone numbers, email addresses, and approved pick-up lists are kept up to date. Emergency contacts must be located within a half-hour radius of the school.

In the event of an emergency in which evacuation from the building is necessary, we will take temporary shelter either in the Lavy House located next door to our building or Wilson Public School, depending on the situation. An additional copy of our school's emergency contact list and other emergency supplies are kept on both sites. Once we have safely relocated, we will be in contact with all parents/guardians and/or emergency contacts.

## **FIRST AID**

We do the very best that we can to keep our children as safe as possible; however, sometimes during play, accidents will occur. If a child receives a minor injury (bump, scraped knee), the Head Teacher will communicate this information through Kaymbu,

via email or telephone. If appropriate, the teacher will wash the area with soap and water and if needed, apply a band aid. If any serious injuries or illnesses occur, you will be notified immediately. If a child is injured due to an accident, an accident report must be filled out and signed by a staff member and a copy will be kept on file.

## **FOOD ALLERGIES**

You must notify the Director, in writing, of any food allergies that your child may have, and we will make every effort to accommodate your child's needs. Additionally, please be sure to speak to all teachers that work with your child, so everyone is aware of the allergy. See the next section for our nut aware policy.

It is the parent's responsibility each year to supply the school with appropriate medication, labeled with your child's name, and an Emergency Action Plan signed by the child's physician to be used in the event of an allergic reaction. All allergy medications must be given directly to your child's teacher or the Director; do not leave them in your child's lunch box or backpack. We require a written procedure approved by the child's parents and pediatrician detailing the proper steps for our staff to take in the event of an allergic reaction. If the food allergy is very severe, the Director may, in her discretion, request that your child not stay for lunch. If you are notified that a child with a severe airborne allergy will be in your child's class, we will kindly request that you refrain from sending in products that contain the allergen (e.g., bananas) in order to ensure the safety of the allergic child.

## **NUT AWARE POLICY**

Temple Emanu-El's ECEP recognizes that allergies to peanuts and/or tree nuts can cause serious life threatening conditions for some children. We will strive to keep each child safe by aiming to eliminate all nuts from our school. We cannot completely guarantee a nut-free environment – for example, other activities and programs may occur at Temple Emanu-El outside of school hours, we cannot guarantee that all food brought into the building will be nut-free, and we cannot guarantee that every parent will adhere to the policy at all times. We will, however, maintain a nut aware environment in our classrooms during ECE hours and attempt to minimize exposures to children within our community who have these dangerous allergies by implementing the following guidelines.

1. The school will not be providing any food to the children. Families must adhere to the following:
  - Snacks and lunches sent from home should not contain any nuts or nut products. Parents should read food labels to make sure that they do not expressly state that they contain nut or nut products in the ingredient list.

- Nuts or nut products should not be brought onto the premises during ECE hours.
2. Additional safety measures will be taken in the classroom to minimize the risk of incidental contact to nuts.
- Classroom tables will be wiped down with a bleach solution prior to arrival, after food is eaten, and at the end of the classroom day.
  - Children and staff must wash their hands upon arrival at school, before snack and lunch, and any other times deemed necessary to ensure that hands are nut safe.
  - Staff will maintain a nut aware environment in the common areas of the building during ECE hours.
3. Parents of a child with a nut allergy:
- Should speak directly to the outside vendors that provide lunches for the ECE and determine whether it is safe for their child to eat their food.
  - Must provide the school with an Allergy Action Plan that is completed and signed by their child's physician. This should be updated annually and appropriately throughout the year if changes occur. Information must outline the child's allergen, allergic response, and emergency drug protocol.
  - Prior to the first day of school, parents must provide 2 doses of all emergency medications; both will be stored in the teacher's emergency bag (which travels with the child throughout his/her day in school).
  - Should remind their child not to share food with other children.

## **FRONT LAWN AND OUTSIDE THE BUILDING**

In order to minimize exposure, families may not congregate outside the building or on the front lawn. You will be required to maintain social distance and wear a mask while you are on Temple property.

## **HEALTH INFORMATION**

We are required by the State of NJ to have an up-to-date Universal Child Health Form, including immunizations, on file for each child. Children who are 2 ½ years of age or younger must have had a health examination by a licensed physician six months prior to admission. Children above 2 ½ years of age must have had a health examination by a licensed physician one year prior to admission. The Universal Child Health Form must be updated annually and is due in the child's birth month. An immunization record only

needs to be provided when there are updates. Each year flu vaccines are required for all children 6-59 months. Proof of vaccine is required no later than December 31<sup>st</sup> of each school year. We reserve the right to suspend the child from school until valid proof is provided. At any time, if your child's health status changes, it is your responsibility to notify the ECE office immediately. The contents of each child's health and safety file is confidential but is immediately available upon request to: administrators and teaching staff who have consent from a parent or legal guardian to access the records; the child's parents or legal guardians; and regulatory authorities.

## **IDLING VEHICLES**

We encourage all of our families and school visitors to turn off their vehicles while in our parking area unless necessitated by extremely hot or cold weather. Our playground and TEVA are directly adjacent to the parking lot.

## **IMMUNIZATION EXEMPTION POLICY**

In keeping with the Jewish principle of "shmirat haguf" (the safeguarding of health and the prohibition of engaging in self-injury or injuring another - see Deuteronomy 4:15) we will not accept children who have not been immunized per the NJ State regulations. If immunizations for the child are contraindicated for medical reasons, the family must provide official documentation from the child's health care provider attesting to the reason the immunization is medically contraindicated and the specific time period that the immunization is medically contraindicated.

## **LICE POLICY**

Our program has a "no nit" policy, consistent with The National Pediculosis Association, This public health standard is intended to keep children lice free, nit free, and in school.

Families should be aware of signs that a child may be infested with lice or nits. Signs include scratching the head and/or the appearance of small, oval yellowish-colored eggs attached to the hair, many times located behind the ears or the nape of the neck. If lice is suspected or found, you must inform the office immediately and keep your child home from school.

If lice is suspected or found in any of the children at school, the family will be immediately contacted, and the child must be taken home until the child has been cleared of all nits and lice. The child will be allowed to return to school only after being inspected and cleared by a Lice Specialist, with a note stating that the child is lice and nit-free. Once it has been determined that one child in a class is infested with lice, an email will be sent to the families of all classmates alerting them of the situation and asking them to regularly check their child for a two-week period. When deemed necessary and safe, a lice specialist may be called in to inspect children's heads. All classmates' belongings will be placed in separate plastic bags to be sent home. All items in the classroom that can harbor lice such as hats, dress-up clothes, and stuffed animals, will be placed in a tied plastic garbage bag and stored for one month.

Children who have been infested with lice must provide a written note from a Lice Specialist that confirms that the child was successfully treated under their care and can safely return to school.

## **SUNSCREEN**

We will be outside a good portion of the day. During the times of year when the sun is strong, we recommend that you apply sunscreen to your child before he or she comes to school. If your child attends school for the full day, you may provide the Head Teacher with spray sunscreen (to limit contact) that has an SPF of 15 or higher that can be reapplied to the child as needed. The sunscreen must be properly labeled, and a parent/guardian must sign the Sunscreen Reapplication Permission Form.

## **EARLY CHILDHOOD EDUCATION COMMITTEE**

We are fortunate to have a very active and involved parent committee. The Early Childhood Education Committee (ECEC) is composed of parents from our school that meet monthly with the Director of Early Childhood Education. There are two positions that oversee the committee. The Chairperson is also a member of Temple Emanu-El's Board of Trustees, representing our Early Childhood Education Program. This person works very closely with the Parent Coordinator. The Parent Coordinator co-leads the monthly meetings with the Chairperson and helps to oversee the parent volunteers throughout the year. The committee is responsible for all fundraising for the school. It also functions as a forum to discuss various topics relating to the school and the Temple. All parents are welcome to be on the committee and to attend all committee meetings. If you are interested in getting involved, you may speak with the committee Chairperson, Parent Coordinator or the ECE Director. The Early Childhood Education Committee meetings will meet virtually once a month in the evening at 7:30pm. Minutes from each meeting will be distributed via email within a week following the meeting. If you are unable to attend, we strongly recommend that you read the minutes in order to keep up to date on school happenings and discussions. Please feel free to discuss the contents of the meeting with either the Director, the Chairperson or the Parent Coordinator.

## **FAMILY PARTICIPATION/VOLUNTEERING OPPORTUNITIES**

This year more than ever we will need families to help develop innovative and safe opportunities to build community within our school and temple.

Additionally, we strongly encourage you to become involved in the Early Childhood Education Committee. Families can be involved to whatever extent they would like, from simple one-time commitments to full-year commitments. Each class will have two class parent representatives who will attend all ECEC meetings and provide updates to their class. Additionally, volunteers are always needed to help with special events. In addition, for parents who are unable to commit time during the school day, some events involve tasks that can be done during off hours or weekends.

Volunteering is not only a wonderful way to be involved in our school, but it is also a great way to get to know other families in the program and also a way to work with our Director and other staff members.

Of course, attending our celebrations and events is also a wonderful way to be involved in our school!

## **CHILD ABUSE AND NEGLECT POLICY**

Staff members are required by the Division of Youth and Family Services to immediately report any suspected incidences of child abuse or neglect to the State Child Abuse Hotline (1-877-NJ ABUSE (652-2873)). These allegations may include reasonable cause to believe that a child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, or harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect or exploitation by an adult, whether working in the program or not.

Staff members have been trained to recognize the signs of child abuse and neglect and are familiar with reporting procedures. Staff members shall and will report any suspicion of abuse or neglect to the Early Childhood Director and will document any suspicion before reporting to the authorities.

### ***Reporting Student Abuse by Employees***

Employees are only required to report abuse by another employee when they have reasonable cause to suspect abuse. Hearsay from a credible, reliable source can support a report but the report should indicate that hearsay evidence is the only basis for the suspicion. Staff who report suspicions of child abuse/neglect are immune from discharge, retaliation, or other disciplinary action for that reason alone, unless it is proven that the report was intended to do harm.

Reports should be made only to the Director, and suspicions should not be discussed with other staff members.

At the discretion of the Director and the Senior Rabbi, staff members who are accused of abuse or neglect of a child in the program shall be asked to refrain from coming to work during the investigation.

Additionally, in order to protect the confidentiality of the child and the accused employee, the employee is prohibited from discussing the report with anyone but an administrator and local law enforcement or child and youth agency staff performing an investigation.

## **POLICY ON THE RELEASE OF CHILDREN**

Each child may be released only to the child's parent(s) or person(s) authorized by the parent(s) to take the child from the school and to assume responsibility for the child in an emergency, if the parent(s) cannot be reached.

If a non-custodial parent has been denied access or granted limited access to a child by court order, the school shall secure documentation to that effect, maintain a copy on file, and comply with the terms of the court order.

If the parent(s) or person(s) authorized by the parent(s) fails to pick up a child at the time of the school's daily closing, we shall do the following to ensure that:

1. The child is supervised at all times;
2. Staff members attempt to contact the parent(s) or person(s) authorized by the parent(s); and
3. An hour or more after closing time, and provided that other arrangements for releasing the child to his/her parent(s) or person(s) authorized by the parent(s) have failed and the staff member(s) cannot continue to supervise the child at the school, the staff member shall call the 24-hour State Central Registry Hotline 1-877-NJ ABUSE (1-877-652-2873) to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) is able to pick-up the child.

If the parent(s) or person(s) authorized by the parent(s) appears to be physically and /or emotionally impaired to the extent that, in the judgment of the Director and/or staff member, the child would be placed at risk of harm if released to such an individual, the school shall insure that:

1. The child may not be released to such an impaired individual.
2. Staff members attempt to contact the child's other parent or an alternate person(s) authorized by the parent(s); and
3. If the school is unable to make alternate arrangements, a staff member shall call the 24-hour State Central Registry Hotline 1-877-NJ ABUSE (1-877-652-2873) to seek assistance in caring for the child

For school –age child care programs, no child shall be released from the program unsupervised except upon written instruction from the child's parent(s).

## **INFORMATION TO PARENTS AS PER THE DEPARTMENT OF CHILDREN AND FAMILIES**

Under provisions of the Manual of Requirements for Child Care Centers (N.J.A.C. 3A:52), every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters. The center must comply with this requirement by reproducing and distributing to parents this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). In keeping with this requirement, the center must secure every parent and staff member's signature attesting to his/her receipt of the information.

Our center is required by the State Child Care Center Licensing law to be licensed by the Office of Licensing (OOL), Child Care & Youth Residential Licensing, in the Department of Children

and Families (DCF). A copy of our current license must be posted in a prominent location at our center. Look for it when you're in the center.

To be licensed, our center must comply with the Manual of Requirements for Child Care Centers (the official licensing regulations). The regulations cover such areas as: physical environment/life-safety; staff qualifications, supervision, and staff/child ratios; program activities and equipment; health, food and nutrition; rest and sleep requirements; parent/community participation; administrative and record keeping requirements; and others.

Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may view a copy of the Manual of Requirements on the DCF website at [www.state.nj.gov/dcf/providers/licensing/laws/CCCmanual.pdf](http://www.state.nj.gov/dcf/providers/licensing/laws/CCCmanual.pdf) or obtain a copy by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: NJDCF, Office of Licensing, Publication Fees, PO Box 657, Trenton, NJ 08646-0657.

We encourage parents to discuss with us any questions or concerns about the policies and program of the center or the meaning, application or alleged violations of the Manual of Requirements for Child Care Centers. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing requirements, you are entitled to report them to the Office of Licensing toll free at 1 (877) 667-9845. Of course, we would appreciate your bringing these concerns to our attention too.

Our center must have a policy concerning the release of children to parents or people authorized by parents to be responsible for the child. Please discuss with us your plans for your child's departure from the center.

Our center must have a policy about administering medicine and health care procedures and the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy.

Our center must have a policy concerning the expulsion of children from enrollment at the center. Please review this policy so we can work together to keep your child in our center.

Parents are entitled to review the center's copy of the OOL's Inspection/Violation Reports on the center, which are issued after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the OOL's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review or you can view them online at [https://data.nj.gov/chilcare\\_explorer](https://data.nj.gov/chilcare_explorer).

Our center must cooperate with all DCF inspections/investigations. DCF staff may interview both staff members and children.

Our center must post its written statement of philosophy on child discipline in a prominent location and make a copy of it available to parents upon request. We encourage you to review it and to discuss with us any questions you may have about it.

Our center must post a listing or diagram of those rooms and areas approved by the OOL for the children's use. Please talk to us if you have any questions about the center's space.

Our center must offer parents of enrolled children ample opportunity to assist the center in complying with licensing requirements; and to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of the center should discuss their interest with the center director, who can advise them of what opportunities are available.

Parents of enrolled children may visit our center at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents.

Our center must inform parents in advance of every field trip, outing, or special event away from the center, and must obtain prior written consent from parents before taking a child on each such trip.

Our center is required to provide reasonable accommodations for children and/or parents with disabilities and to comply with the New Jersey Law Against Discrimination (LAD), P.L. 1945, c. 169 (N.J.S.A. 10:5-1 et seq.), and the Americans with Disabilities Act (ADA), P.L. 101-336 (42 U.S.C. 12101 et seq.). Anyone who believes the center is not in compliance with these laws may contact the Division on Civil Rights in the New Jersey Department of Law and Public Safety for information about filing an LAD claim at (609) 292-4605 (TTY users may dial 711 to reach the New Jersey Relay Operator and ask for (609) 292-7701), or may contact the United States Department of Justice for information about filing an ADA claim at (800) 514-0301 (voice) or (800) 514-0383 (TTY).

Our center is required, at least annually, review the Consumer Product Safety Commission (CPSC), unsafe children's products list, ensure that items on the list are not at the center, and make the list accessible to staff and parents and/or provide parents with the CPSC website at <https://www.cpsc.gov/Recalls>. Internet access may be available at your local library. For more information call the CPSC at (800) 638-2772.

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation

by any adult, whether working at the center or not, is required by State law to report the concern immediately to the State Central Registry Hotline, toll free at (877) NJ ABUSE/(877) 652-2873. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting: DCF, Office of Communications and Legislation at (609) 292-0422 or go to [www.state.nj.us/dcf/](http://www.state.nj.us/dcf/) .

OOL/INFORMATION TO PARENTS/APRIL2017