

THE CHAI CENTER PRESCHOOL & SUMMER CAMP

Re-opening Handbook

Revised: May 27, 2020

Dear Chai Center Families,

We are preparing to re-open our Preschool with the utmost care and consideration for the children, families, staff and general community's health and safety. We are providing you with the key information below about updated policies and procedures in order to make the transition back as smooth as possible.

We are grateful for the input of experts who are advising us on the best course action. With the ever-changing environment we are currently living in, and the unknowns of Covid-19, all policies, procedures and schedules are subject to change at any time with or without notice.

Please know that we will do our best to continue to communicate with you regularly and appreciate your patience while we navigate reopening our school. Thank you for your ongoing support and partnership. Your support is encouraging during this trying time.

The policies in this handbook are temporary. As soon as we are informed that we can safely loosen or change a policy we will do so and inform you through email and/or text message.

We can't wait to see your children here again!

As always, if you have any questions, please do not hesitate to reach out.

Warmly,

Rabbi Yakov Saacks

What to Expect When We Re-Open

* All procedures are based on the latest guidelines, recommendations and policies from the State and County.

**We will communicate with you via e-mail if there are any updates or real-time pertinent information.

NEW CLASSROOM REGULATIONS

Class sizes, spacing and staffing:

- Group sizes will be much smaller than usual.
- We will keep students socializing in small groups of 2-3 children. Snack time will only have 2-3 children per table.
- Group sensory play will be suspended at this time.
- Groups may not be able to use the same space at the same time, such as a playground.
- Spaces that will be used by more than one group during the day will be frequently sanitized and disinfected.
- Physical distancing for children and adults within the classroom and outdoors will be followed as best as possible.
- All special events and programs will be postponed until further notice.

Toys and other classroom materials:

- There will be a limited number of toys and materials in the classroom in general to reduce the risk of contact contamination. Any toys that cannot be sanitized will be removed.
- We will follow strict sanitizing procedures at the end of each day and take extra precaution with any materials that may have come into contact with children's saliva, mucus or any other bodily fluid. If toys have come into contact accordingly, they will be set aside until sanitized.
- A container labeled "used" will be placed in each class to facilitate separation of clean and played toys. They will be cleaned and disinfected before reuse.
- Toys will be kept to a given classroom and not shared throughout the Facility.

Mask Policy:

- Face masks must be worn by staff throughout the day. Parents must wear face masks at pick up/drop off. At this time, New York State does not require masks to be worn by children while under our care, unless children 3 years or older take a walk outside the school facilities.
- Children under age 3 cannot wear face masks.
- If you wish for your child (age 3 & up) to wear a mask, you must provide one and we will do our best to help your child keep it on.
- Children with any breathing issues should not be wearing a mask.

HYGIENE POLICY

Our hand washing policies follow the strict guidelines and rules proposed by the CDC. We will continue to follow those guidelines with increased frequency of washing. We will pay special attention to situations and times that may need even more frequent hand washing.

Hand Hygiene:

- All staff and children will practice healthy hand washing hygiene upon arrival and throughout the day.
- Soap and water for 20 seconds (singing the handwashing song until the end of it) at each washing is recommended. An alternate use of 60% alcohol-based hand foam or gel is also acceptable.
- Children will be encouraged to wash or sanitize more frequently, especially after blowing their nose, coughing or sneezing, and before and after eating.
- Hand sanitizer will be available throughout the facility so that staff can have easy access to sanitize their hands frequently.

Surfaces:

- All classrooms, bathrooms and office spaces will be deep cleaned and sanitized prior to opening.
- Classrooms will be cleaned and disinfected more frequently during the day. Doorknobs, light switches, classroom sink handles, countertops, toilets, tables, chairs and cubbies will be wiped down to ensure your child's safety.
- Cleaning products are EPA-approved for use against the virus that causes Covid-19.
- Cleaning materials are kept secure and out of reach of children.

REVISED SCHOOL HOURS

Our summer camp hours of operation are 9:30 am – 12:30 pm Monday through Friday. No extended care will be offered at this time, to allow extra time (without children present) to clean, organize, and sanitize as the protocols will now dictate.

These hours are just temporary for summer camp. As soon as we are able, we will return to our full schedule.

DROP-OFF/PICK-UP PROCEDURES

We are setting up the following procedures in order to limit the risk of exposure to and minimize the spread of Covid-19. Families, including guardians, siblings, parents, and caretakers will not be allowed in the center to minimize contact and gathering.

Drop Off:

- Drop off will take place at the front leading to the entrance door of the TCC.
- A staff member will be there to greet your child. Staff will perform a hands-free temperature check and symptom screening while the other will escort your child into the building.

(Screening questions: Have you had contact with any person with known Covid-19 or person under investigation? Do you have any symptoms of a respiratory infection related to COVID-19 (i.e. cough, sore throat, loss of taste/smell, shortness of breath, muscle pain, chills, fever, vomiting, diarrhea, swollen hands/feet, pink eye rash or red/cracked lips. Do you have any reason to believe you or anyone in your household has been exposed to or acquired COVID-19?).

- Arrival time will be spaced between 9:25 - 9:35 am. Please wear a face mask and keep a 6 foot distance from other parents and teachers.
- Reminder: Parents/guardians, siblings and/or caregivers are not to enter the classroom or play area to limit exposure and risk.
- TCC staff will sign your child in, in your presence, to eliminate the need to sanitize pens in between parents.
- Hand hygiene stations will be set up.

Pick Up:

- Dismissal will be spaced between 12:30 – 12:40 pm. Please wear a face mask and keep a 6 foot distance from other parents and teachers.

- For pick up, staff will walk the children to the outdoor play area and will escort your child to the front porch by the entrance.
- If you need to pick up your child earlier, you may call the office at 631-351-8672.
- Again, staff will sign your child out in your presence.

HEALTH & WELLNESS POLICY

- Signage will be placed around the facility with reminders to practice social distancing and follow new hygiene practices.
- Your child's immunizations must be up to date in order to attend.
- Please take a temperature check at home prior to bringing your child/ren to the center.
- Keep your child/ren home if they are showing any signs of symptoms or sickness.
- Any child with a temperature of 100 degrees or higher, or an excessive runny nose, cough, or sneeze, will be sent home.
- Children must be symptom free for 48 hours before returning to school (without the aid of a fever reducing medication).
- If your child shows symptoms while at school, they will be separated from the rest of the children and you will need to pick him/her up within 30 minutes.
- If you, your spouse or other members of your household have a fever or are sick, please keep your child home.
- If your child is diagnosed with COVID-19, your child may not return to the Facility until cleared by your doctor and our licensing agencies.
- If you or a member of your household is diagnosed with COVID-19, your child may return to the Facility only after two weeks of quarantining and all members of your household are symptom free for 48 hours.

WHAT TO BRING:

We will be limiting what students can bring from home:

- Please send in a water bottle - we will refill it as needed.
- No other bags, backpacks, toys, or "lovies" will be allowed until further notice.

STAFF:

- Staff will be trained in all updated policies and procedures before the children attend.
- No staff shall work at TCC if showing any symptoms of illness.
- All staff will take their temperature daily upon arrival at our facility and as needed.

CLOSURE POLICY:

Due to new regulations, if we experience an exposure or presumed exposure to COVID-19, we must close our center for a minimum of 24 hours. If this happens, we will notify you as soon as possible to allow for you to make alternate arrangements for your family. We will continue to follow the guidelines of the Suffolk County Department of Health, OCFS and CDC before reopening.

TRAVEL:

During this time, if any family member/child participates in any travel outside the United States, your child may not return to school for 14 days while you monitor the traveler and family's health prior to remittance to our center.

We highly advise not traveling outside of the United States at this time. Please see Coronavirus CDC guidelines for Travel outside United States for additional information by visiting <https://www.cdc.gov/coronavirus/2019-ncov/travelers/faqs.html#International-Travel>