

## **Temple Emanuel ECDC**

### **Protocols (rev. 6/25/20)**

#### **Introduction**

We are looking forward to school year 2020-21 and anticipating that much will be new and much will be the same. These protocols describe mainly new safety practices conforming to recommendations by the PA Office of Child Development and Early Learning (OCDEL) and the Center for Disease Control (CDC). Likewise the protocols correspond to Pennsylvania guidelines for yellow and green phases. Due to the fluctuating nature of the pandemic, the measures described below are subject to change. Updates will be distributed and posted as needed.

While practicing heightened safety procedures, our foremost intention is to provide a relaxed and warm environment where children can socialize and learn. We continue to offer a school environment influenced by the Reggio Emilia approach. The key feature is a collaborative curriculum built upon the natural themes that arise in our environment – whether by children, teachers, parents or events – and with skill development carefully embedded throughout the day.

#### **School Calendar**

The 2020-21 school calendar will follow the same nine-month format as in previous years with days off for holidays and professional development. Classes begin the day after Labor Day and end the Friday before Memorial Day. However, the start date for the 2-morning per week Twos classes (meeting on Tuesdays and Thursdays) will be Thursday October 1 with tuition charges for eight months. The delayed start date will give ECDC teachers the month of September to adjust to new procedures and enable them to offer full support to Twos and their families at the start of their school year.

## **Program Schedule**

The core morning hours of 9:00-11:30 will continue with possible slight variations to accommodate staggered drop off and pick up times. In order to further conform to CDC recommendations, we will offer a lunch period only for children staying for Let's Explore in the afternoon. This practice, designed to reduce mixing of groups, will continue for as long as needed per health and safety guidelines. For the foreseeable future, ECDC will follow the schedule below. Please note that more specific drop off and pick up times may be assigned.

### Morning Program

- 8:30-9:00 am staggered drop off
- 9:00-11:30 am – core program
- 11:30 – 11:45 – staggered pick-up

### Afternoon Program

- 11:45 – 3:15 – Lunch and Let's Explore
- 12:45-3:15 – Kindergarten Enrichment (Tue & Thu)
- 3:15-3:45 staggered pick up

### Notes:

We are exploring the possibility of offering a lunch option for children enrolled in Kindergarten Enrichment, however, a determination has not yet been made.

Extended Care AM (8:00-9:00) and Extended Care PM (3:15-4:00) will no longer be offered. Once the staggered schedule is firmly in place, we will consider the feasibility of offering 8:00 am drop offs and 4:00 pm pick-ups for an extra charge.

## **Daily Drop-Off and Health Check**

To accommodate the staggered drop off and health check, a new traffic pattern will be implemented. Parents will enter at the light and make a right turn to follow the road in front of Temple Emanuel and will continue around to the rear in one traffic line. Parents will not need to park. The health checks and drop off

will occur in the rear parking line. While parent and child remain in the car, staff will conduct a brief health check which will include these four parts:

- Asking the parent/guardian to confirm that the child has had no symptoms of illness including fever, shortness of breath and cough
- Asking the parent/guardian to confirm that no one living in the household is experiencing signs of illness or in quarantine.
- Making a visual inspection of the child for signs of illness
- Temperature screening with a temporal thermometer

Once the health screening has been completed and attendance is approved, the parent/guardian will remove the child from the car and a staff member will accompany the child into the building and to his/her classroom.

### **Late Drop-Off and Early Pick-Ups**

Please provide 24 hour prior notice to arrange late drop-offs or early pick-ups for purposes such as doctors' appointments. Please schedule by sending an email to [ecdc@templemanuelpgh.org](mailto:ecdc@templemanuelpgh.org). Please note that due to new procedures, we will not be able to accommodate unscheduled late arrivals or early pick-ups.

### **Health Policy**

Children with respiratory symptoms and/or a fever of 100.4 degrees Fahrenheit or above will not be permitted to attend school. If a child should become ill during the school day, the child will be moved to a designated area to rest comfortably on a cot with a wipe able surface. No other children will be permitted in the area for that period and until the child is picked up and surfaces have been wiped. Parents are asked to keep their phones on and by their sides for the entire school day so that they can be reached immediately as needed.

Families are asked to keep children at home if they have any symptoms of illness including runny nose and cough. Likewise families are asked to keep children at home if anyone in the family is experiencing symptoms of illness. Children who are absent due to illness may return to school after 3 days with no fever.

If a staff member or child who has been present at ECDC tests positive for COVID-19, we will immediately contact the Allegheny County Health Department and the Office of Child Development and Early Learning. We will then follow the recommendations of the Health Department including short or long term closure of classes as needed. We also ask families to notify the ECDC Director immediately if a child or family member comes into contact with a person who has tested positive for COVID-19 so that we can follow the applicable CDC protocols.

### **Hygiene**

Children will use hand sanitizer upon arrival to school. They will wash hands with soap and water before eating, after playing outdoors, after using the toilet and whenever hands are visibly dirty. Hands will be washed for at least 20 seconds with soap and water. When hands are not visibly dirty, hand sanitizer (with at least 60% alcohol) will be used with supervision for supplemental washing.

Children will be guided to cough and sneeze into the elbow or a tissue and to refrain from touching eyes, nose and mouth.

### **Required Forms**

An updated Child Health Report and Emergency Contact/Parental Consent Form will be required by August 1, 2020. Please note that ECDC requires all immunizations, including an annual influenza vaccine, as recommended by the Advisory Committee on Immunization Practices ( a committee of the CDC.) The full schedule of recommended vaccines can be found here:

<https://www.cdc.gov/vaccines/schedules/hcp/imz/child-adolescent.html>

### **Cleaning, Sanitizing and Disinfecting**

Temple Emanuel is following a cleaning, sanitizing and disinfecting schedule which delineates frequency and role of maintenance, cleaning staff and teaching staff.

Intensified cleaning schedule includes:

- Daily disinfecting of hard surfaces such as counter tops and door handles

- Additional disinfecting of hard surfaces such as bathroom fixtures immediately after use
- Disinfecting of playground equipment after each use
- Sanitizing of classroom materials daily and immediately when soiled

Rugs and soft toys have been removed from the classrooms.

The quantity of toys that is available in classrooms on any given day has been reduced to allow for sanitizing on an as-used and daily basis.

Each child will have his own box of frequently used materials such as markers, crayons and scissors.

### **Social Distancing**

Curbside drop-off and pick-up will be implemented to avoid crowding in the school hallways.

Mixing of groups of children will be limited. Groups of children will not mix in the gym and on the playground.

No special events that require gathering (such as assemblies) will be scheduled.

Visitors and volunteers will not be scheduled.

Crowding in the classroom will be avoided by restricting the number of children allowed at a table or in a section of the room at one time.

### **Masks and Other Protective Equipment**

In accordance with CDC recommendations, teachers will wear masks when interacting with parents, children and other staff. Teachers will wear gloves when assisting in the bathroom and when handling food.

Children will not be required to wear masks.

## **Snacks**

Simple snack items such as crackers will be provided by the school. Family style serving of food will be avoided. Snacks will be plated for each child with a clean or disposable utensil by a teacher wearing gloves. At the current time we will not accept food items from home.

## **Let's Explore**

"Let's Explore" offers additional opportunities for children to investigate topics in collaborative environment with friends and teachers. On various days of the week, projects will focus on cooking, art, music, science and "around the world". Our ECDC afternoon program will begin with handwashing followed by lunch. Please pack your child's lunch in a lunch box or bag that is clearly labeled with his/her name. Please also make every effort to include items that your child can manage independently. Please avoid packaging that is difficult to open. Three year olds who attend Let's Explore will have a 45 minute rest time after lunch. Wipeable rest mats will be furnished for your child. Please provide a small blanket stored in a plastic bag labeled with your child's name.

Enrollment in Let's Explore will be limited to children who enroll for three, four or five afternoons per week with priority given in order of number of days needed.

## **Belongings**

Please provide our school with a complete extra set of clothing in a zip lock bag with your child's name and replace items as needed. Your child should come to school daily with a water bottle that is thoroughly rinsed, washed and refilled. Please be certain that the water bottle is clearly labeled with your child's name and that fading labels are refreshed.

We are also asking families to provide a pair of "school shoes" which will stay at school for indoor use. (see samples below)

Please note that other personal items, such as stuffed animals, are not permitted at school.



**Tuition**

Due to costs associated with CDC recommendations, we have increased tuition rates from those originally published in January 2020. Tuition rates shown in the first row of the chart below are for core morning classes. A 10% discount will be applied to morning tuition rates for siblings and for Temple members. The second row shows monthly tuition rates for attending Let’s Explore 3, 4 or 5 times per week. The monthly rate for Kindergarten Enrichment (Tue and Thu 12:45-3:15 pm) is also shown.

**MONTHLY TUITION RATES**

(NOTE: staggered drop off and pick up times are not shown here)

	<b>2X WK</b>	<b>3X WK</b>	<b>4X WK</b>	<b>5X WK</b>
<b>CORE PROGRAM 9:00-11:30 AM</b>	<b>\$220</b>	<b>\$280</b>	<b>\$365</b>	<b>\$450</b>
<b>LET'S EXPLORE 11:30-3:15 PM</b>	<b>NA</b>	<b>\$310</b>	<b>\$405</b>	<b>\$505</b>
<b>Kindergarten Enrichment 12:45-3:15 PM</b>	<b>\$220</b>	<b>NA</b>	<b>NA</b>	<b>NA</b>
<b>Kindergarten Enrichment 11:30-3:15 PM</b>	<b>\$280</b>	<b>NA</b>	<b>NA</b>	<b>NA</b>

## **Tuition Payment Policy**

Families may choose between two payment plans –

- ACH Debit on first of month beginning – September through May
- Auto charge 3x per year – on first of September, December and March

Corresponding with the redesign of the program, there will be two billing categories – 1) the core program and 2) Let's Explore.

In case of school closure due to red phase state policies or an outbreak of COVID-19, ECDC teachers will offer virtual learning programming. Tuition fees will be modified for any school closure lasting more than two consecutive school weeks.

Prior to the first day of school, each family will receive an agreement form with itemized tuition rates based on programming for their child.

## **Scholarships**

ECDC families who meet income eligibility have access to two streams of scholarship funding through the state Education Improvement Tax Credit program. Families with preschoolers (starting at age three) and with maximum household income of \$90,000 plus \$15,608 per child may qualify.

- Jewish Federation of Greater Pittsburgh, an administrator of the state scholarship dollars accepts applications in winter for the following school year.
- Rost Family Scholarship Fund applications may be submitted in July and August for the 2020-21 school year.