

## **Temple Emanuel ECDC**

### **Protocols (rev. 8/2/20)**

#### **Introduction**

We are looking forward to the 2020-21 school year 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.

#### **Shared Responsibility Statement**

**On behalf of our Temple Emanuel Community and in the spirit of Kehillah -**

Our commitment to one another is heightened in this time of the coronavirus pandemic. To protect our collective health and safety and minimize risk of exposure and infection within our school community, we ask our teachers and family members to be careful about their comings and goings and abide by the following guidance

- 1) Wear masks in public at all times
- 2) Maintain six feet of distance between yourself and others when socializing
- 3) Avoid crowded places and events
- 4) Avoid high risk travel (see [Allegheny County Health Department Travel Guidance](#))

- 5) Please notify the ECDC Director of any travel, possible exposure, or signs of illness among family members. We will keep you informed of all matters impacting the health of our community and of new guidelines as conditions evolve.

We understand that risk can only be minimized, not eliminated, and we appreciate your diligence in maintaining these safeguards.

### **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 (September 8) and end the Friday before Memorial Day.

The Tuesday and Thursday Twos class will begin on Thursday September 10 with half of the group attending on Tuesdays and half attending on Thursdays. The smaller group will allow parents to be in the school (while physically distancing) to support their child's adjustment. The regular two-times per week schedule will begin on Thursday October 1.

### **Program Schedule**

The core morning hours of 9:00-11:30 am will continue with possible variations to accommodate staggered drop off and pick up times. 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 am – staggered pick-up

To reduce risk related to mixing of groups of children, ECDC will delay the start of afternoon programming, including Lunch/Let's Explore and Kindergarten

Enrichment. At this time we do not have a target start date for afternoon programs. Likewise Extended Care AM (8:00-9:00) and Extended Care PM (3:15-4:00) will not be offered at this time.

### **Drop-Off and Pick-Up**

To accommodate the staggered drop-off and pick-up, a new traffic pattern will be implemented. Parents will enter at the traffic light and make two right turns 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. ECDC will make every effort to design an efficient system that still allows for warm daily greetings. Parents will receive more specific instructions prior to the start of the school year.

### **Daily Health Check**

A daily health check will occur during the course of drop-off, with children still in the car. Children will be admitted to school after a daily health check which will include these four parts:

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

Children with temperatures of 100.4 or over or symptoms of illness will not be admitted to school.

### **Late Arrival**

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

## **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.

## **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 their own box of frequently used materials such as markers, crayons and scissors.

## **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.

Based on the PA Department of Health requirement of July 6, 2020, children ages 24 months and older will wear masks at school. In accordance with the requirement we will:

- Support children in mask-wearing
- Educate children regarding the purpose and importance of mask-wearing
- Allow breaks while drinking, eating or playing at a six-foot distance from others
- Make accommodations based on developmental readiness
- Never force a child to wear a mask

Our commitment, in the spirit of shared community responsibility, is to help children acclimate to the rule while exercising discretion as educators.

## **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 or 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.

### **Child Health and Immunization Policy**

On an annual basis, ECDC requires the Child Health Report, including health history, an immunization report and a signature by the Health Care Provider. ECDC requires all immunizations, including an annual influenza vaccine, as recommended by the Advisory Committee on Immunization Practices (a committee of the CDC).

### **Illness and School Attendance**

Children should not attend school:

- When presenting with symptoms of fever, cough, chills, fatigue, body aches, headache, loss of taste or smell, sore throat, congestion, nausea, vomiting or diarrhea
- If diagnosed with a contagious disease, for example: pink eye, strep throat or chicken pox
- If diagnosed with a parasitic condition: head lice, scabies or pinworm
- If anyone in the family is in quarantine or has tested positive for COVID-19
- After high-risk travel as defined by the PA Department of Health.
- As an extra precaution we are asking families to keep children with runny noses at home for 24 hours to monitor for additional symptoms. Please follow guidelines above if additional symptoms occur.

### **Returning to School After Illness**

- Children with pink eye or strep throat must be on medication for 24 hours before returning to school.
- Children with head lice, scabies or pinworms must have signed clearance from a medical professional before returning to school.
- Children with chicken pox must have all skin lesions crusted and dry before returning to school.
- Children with vomiting and diarrhea may not return to school until they are free from vomiting and diarrhea for 24 hours.
- Children with a runny nose resulting from an allergy may attend school with clearance from their medical provider. The clearance may need to be updated with each reoccurrence of symptoms.
- Children with runny noses may return to school when fever-free for 24 hours without the use of fever-reducing medication.

- Children with cold, cough, sore throat and fever symptoms and no known COVID-19 exposure should stay at home for one week after the start of their illness. They may return to school after seven days and when fever-free for at least 24 hours without the use of fever-reducing medication. Wearing a mask will be especially important for children who have remnants of a cough following a cold.
- Children who have been exposed to COVID-19 may return to school after two negative tests and/or 14 days of quarantine without symptoms.
- Children who have tested positive for COVID-19 may return to school after a minimum of 14 days of quarantine and with clearance from the medical provider.

### **Illness Occurring at 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 wipeable surface. No other children will be permitted in the area until the child is picked up and surfaces have been sanitized. We contact parents immediately to report the onset of an illness that occurs at school. 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. When illnesses occur at school, we complete an incident report and provide copies to parents at their request.

### **School-Family Communication re: Illness**

As a measure to prevent the spread of contagious illness, ECDC monitors attendance and the reason for absences. If your child will be absent from school, please call the ECDC office or send an email to the ECDC Director to report the reason for absence. If your child has a contagious disease or a parasitic condition we can advise the other parents that their children may have potentially been exposed to that illness or condition.

### **COVID-19 Reporting**

If a 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.

### **Required Forms**

An updated Child Health Report and Emergency Contact/Parental Consent Form will be required by August 1, 2020. Please note as stated above that ECDC requires all immunizations, including an annual influenza vaccine, as recommended by the Advisory Committee on Immunization Practices.

### **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.

### **Belongings**

Please provide our school with a complete extra set of clothing, including an extra mask, 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 cleaned 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 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 chart below are for core morning classes. A 10% discount will be applied to morning tuition rates for siblings and for Temple members.

### **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>9:00-11:30 AM</b>	<b>\$220</b>	<b>\$280</b>	<b>\$365</b>	<b>\$450</b>

## **Tuition Payment Policy**

Families may choose between two payment plans –

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

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 adjusted for any school closure of two consecutive school weeks or longer.

Prior to the first day of school, each family will receive an agreement form with 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 monies 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.