



FAMILY REOPENING HANDBOOK ADDENDUM

2020-2021

Created in partnership with the
Colorado Jewish Early Childhood Education Initiative

www.cojece.org

Dear Rodef Shalom Families,

As we prepare to reopen our school, we are doing such with the utmost care and consideration for the children, families, staff and general community's health and safety. We are providing you with key information below about updated policies and procedures in order to make the transition back to our center as smooth as possible.

All policies previously listed in the parent handbook are still intact unless there is an update below. We are grateful for the input of experts and stakeholders who are advising us on the best course of 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.** We continue to monitor the rules and regulations and work with incredible professionals who are available to support us from the [Office of Early Childhood](#).

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

As always, if you have any questions, please do not hesitate to contact me.

Warmly,

A handwritten signature in black ink, appearing to read 'Dawn Spector', with a long horizontal flourish extending to the right.

Dawn Spector
Director of Youth Education

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Denver, CO 80224
Telephone: 303 256-1061
Email: Dawn.Spector@rodef-shalom.org
Or preschool@rodef-shalom.org

EARLY CHILDHOOD EDUCATION FAMILY HANDBOOK POLICY/PROCEDURE ADDENDUM:

WHAT TO EXPECT WHEN WE REOPEN

**All procedures are based on the latest guidelines, recommendations and policy from the state and city of Denver, Colorado.*

*** We will communicate with you any updates, closures or real-time pertinent information via email and Brightwheel.*

SCHEDULE + DROP-OFF/PICK-UP PROCEDURES

New Hours/Schedule

Our new hours will be Monday–Friday from 7:30 a.m.–5:30/4:00 (Fridays) p.m. We hope this schedule will provide care, maximize staff time and minimize transitions for children throughout the day.

Please note the following important dates:

Please refer to our 2020-2021 School Calendar

Drop-off and 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 building to minimize contact and gathering. The building will only be open to teaching staff and essential building staff.

- **Morning**

- Each morning, staff will be waiting outside of the preschool for the following drop off times:
 - 7:30 a.m.
 - 9:00 a.m.
- Please do not arrive before your scheduled time.
- If you arrive after your scheduled time and there is no longer a staff member outside, please message your child’s teacher through Brightwheel and call the office at (303) 256-1062.
- **We ask that you wait in your car, in a carpool line. Once a staff member has scanned your child’s temperature, you can, one by one, check your child in for the day.**
- Please review the procedures and child well-check list in advance as we will require your verbal okay each morning.
- Each child will have their temperature taken and then will be brought into the building by our staff.
- We are asking all adults to wear masks during drop-off and pick-up.
- We are also requesting that families check in/out their child(ren) using Brightwheel’s Quick Scan option to minimize parent touching of shared items/surfaces; PDF with instructions is attached.

- **Afternoon**

- Each afternoon, staff will be available for the following pick-up times:
 - 12:30 p.m.
 - 3:00 p.m.
 - 5:30 p.m.
- Cars will proceed to line up again for pick up.
- Please message your child’s teacher through Brightwheel if you will not be arriving at your designated time.

- **Children will be brought out to the car one by one; please do not get out of the car until we have brought your child to you.**
- Each family will receive critical information about your child(ren) during the day through Brightwheel; please check your app frequently.
- **Please plan to arrive at your scheduled pick-up time.** If you arrive after your scheduled time, please message your child's teacher through Brightwheel **and** call the office at (303) 256-1062.
- If you need to pick up or drop off your child outside of their scheduled time, please email the office at preschool@rodef-shalom.org **and** call 303.256.1062 so that we can coordinate with you.

SICK POLICY

- Please take a temperature check at home prior to bringing them to the center.
- Keep your child home if they are showing any signs of symptoms or sickness.
- Any child with a temperature of 100.3 or above will be sent home for a minimum of 72 hours.
- Children must be symptom free for 72 hours before returning to school (without the aid of a fever reducing medication).
- If your child has an excessive runny nose, cough, or sneeze, we will ask you to pick up your child and keep them home for 72 hours; in some cases, a note from your child's doctor will be required for your child to return.
- If your child shows symptoms while at school, you will need to pick up your child within 45 minutes.
- If you have multiple children, and one child has a fever or symptoms at drop off, your other child(ren) will not be able to attend until a doctor has been consulted.
- If you, your spouse or other members of your family have a temperature or are sick, we respectfully request that you keep your child home while waiting for COVID test results and 2 weeks at home if anyone in the home is COVID positive.

NEW CLASSROOM REGULATION

Mask Policy

- All staff will be wearing masks.
- The Colorado Health department has recommended that no child under 3 should wear a mask.
- If your child is three-years-old or older and you have a mask that you would like your child to wear, we will do our best for him/her to keep it on. The families must provide a mask for your child and masks should be washed daily. If you forget your child's mask and cannot immediately return to drop one off, the center can provide a mask for \$5/mask.
- Any cloth mask will be acceptable. (Here are [some ideas for making a simple](#) sew/no sew mask) or check out the [Colorado Mask Project](#)
- Masks are not allowed while eating and children will not sleep with mask covers and nap mats will be placed 6 feet apart.

Classroom Policies

- In an effort to limit exposure and to provide *contact tracing* should the need arise, the Colorado Office of Early Childhood has mandated a few new regulations
 - Class structure
 - Children must remain in the same group throughout the day.

- Groups may not use the same space at the same time, such as the playground.
- Spaces that will be used by more than one group during the day will be sanitized and disinfected between use.
- Physical distancing (6 feet) for children and adults within the classroom as best as possible.

Materials in the Classroom

- We have been asked by the Colorado Office of Early Childhood to remove any materials in the classroom that cannot be easily sprayed with a sanitizing spray. This includes any porous materials.
- There will be a limited number of toys and materials in the classroom in general to reduce the risk of contact contamination.
- We will follow strict sanitizing procedures at the end of each day and take extra precaution with any materials that have come into contact with children's saliva, mucus or any other bodily fluid.

Hand Washing Policy

- Our hand washing policies follow the strict guidelines and rules proposed by the Colorado Office of Early Childhood.
- We will continue to follow those guidelines with increased frequency of washing and pay special attention to situations and times that we may need to implement even more frequent handwashing.
- Hand sanitizer is not allowed for children under 3 years of age.

Food Policies

We will only allow food within individual classrooms and will physically distance the students while they eat. There will not be any family style service and all teachers will distribute food to students. All water bottles brought from home must be taken home everyday and cleaned by families. Snacks provided by parents should not be cut or prepared at home. Please send prepackaged snacks in their originally sealed packaging.

What to Bring

We will be limiting what students can bring from home.

- Students should bring their lunch and water bottle. Lunch containers and water bottles need to be taken home and washed everyday.
- If your child is staying for nap-time, please bring a sheet/blanket. Nap items only have to go home weekly for laundering.
- Pacifiers are fine, but they must be kept in a Ziploc bag when not being used.
- Lovies or nap time snuggly items are allowed. They can only be taken out at nap time and must go home daily; if you are able to wash them that would be helpful.
- Bags of any kind are allowed as long as they can be closed—snap, zipper, etc.
- The only items that can remain in cubbies are clean changes of clothing and nap items. All other items will be sent home daily; bathing suits and towels must go home on the day used.

Therapy Services

- We will do our best to continue to provide any special services your child received before the COVID-19 outbreak. Therapists are allowed and encouraged as they are part of the necessary workforce to support special needs.
- Our staff will comply with as much of the social distancing practices as feasible; OT/PT may have to physically touch your child and a speech therapist may need to take off their mask, but we will

encourage best practice and take precautions to limit interactions. We will follow any guidelines put forth by the individual therapist.

- We will be in touch with your child's therapist and will do the best we can with providing services.

FINANCIAL

Tuition

Parents will receive monthly invoices. Each month's balance is due by the date listed on the invoice. Tuition is considered late on the 15th and will be assessed at \$10.00 per week, late fee. Unpaid fees may result in dismissal from the program.

Rodef Shalom Preschool offers the following payment options: ACH, cash, check or credit card. Please email us at preschool@rodef-shalom.org if you will be paying by credit card as payments incur a 3% convenience fee.

Please contact us if you are experiencing any financial hardship and we will work with you to develop a tuition financial plan.

Closure Policy

Closures related to COVID-19 during the 2020-2021 school year:

If public health authorities mandate closure of the school for thirty (30) calendar days or less at any time throughout the year for COVID-19 related issues, the preschool will provide virtual education for those days.

We are unable to issue any refunds for school closures. If this happens, staff will do our best to notify you of any school closures as soon as possible to allow for you to make alternate arrangements for your family.

Withdrawal policy

If it becomes necessary to withdraw your child, written notice must be given two months in advance for the infant room and one month in advance for the older classrooms. Tuition will be charged for one month after the date of notification of withdrawal. We will not be issuing tuition refunds. It will be essential for us to have these policies in place in order to be able to continue to operate our school and pay teachers and staff.

Travel

During this time, if your family/child participates in any travel within or outside the United States, we ask that you exercise caution as much as possible. While we highly advise not traveling outside of the United States at this time, all travel plans should be discussed with the ECEC director on a case by case basis. We will not issue refunds for days missed due to travel.

Please see [Coronavirus and Travel in the United States](#) for additional information.

WAIVER

Our school is asking families and staff to sign a waiver stating they are at the school of their own free will and understand the potential risk involved with being at the preschool. Please sign the following and return with original signature(s) to the preschool.

HEALTH RISK ACKNOWLEDGEMENT WAIVER

On March 10, 2020, Colorado Governor Jared Polis declared a disaster emergency for Colorado relating to the COVID-19 outbreak, on March 11, 2020, the World Health Organization declared the COVID-19 outbreak a global pandemic and on March 13, 2020, President Donald Trump declared the COVID-19 outbreak a national health emergency. Given the severity of the COVID-19 pandemic, and in anticipation of my child's return to the care of Congregation Rodef Shalom Early Childhood Education Center, a child care provider ("**Facility**"), I hereby make the following waiver, release and other representations and covenants set forth herein, on behalf of my child, and in favor of Facility.

Acceptance of Risk; Release; Indemnification. The safety and security of the children in its care remains a top priority of Facility. Although the risk of exposure to COVID-19 across Colorado is reported to be steadily decreasing, I understand that there is still significant risk associated with my child's return to care at Facility, including but not limited to, increased social contact and interaction with Facility employees and other children. To help reduce the spread of COVID-19 and to protect Facility employees and other children, Facility encourages all children and parents to adhere to all safety and health guidelines for the prevention of COVID-19, including those issued by the Colorado Department of Public Health and Environment, the Occupational Safety and Health Administration and the Centers for Disease Control and Prevention. All persons should engage in frequent hand washing using soap and water for at least twenty seconds (or, if soap is not available, use an alcohol-based hand sanitizer), sanitize surfaces and objects frequently used, wear personal protective equipment such as face masks and gloves, and follow any and all other preventive measures recommended by applicable authorities. Notwithstanding the foregoing, I understand that the above guidelines do not completely eliminate my child's risk of exposure to COVID-19 and, should my child experience any COVID-19 related symptoms (such as fever, cough, body aches, or shortness of breath), I am advised to keep my child home, not to bring my child to the Facility, and follow the advice of my healthcare provider, clinic, or hospital. In such case, I will immediately alert Facility of such symptoms.

Regardless of any steps taken by Facility to reduce the risks associated with the COVID-19 pandemic, I am fully aware that there are a number of risks associated with my child's care at Facility during the COVID-19 pandemic, including without limitation, being exposed to and contracting COVID-19 from other individuals, surfaces and/or airborne particles. I understand that my child's contracting of COVID-19 could result in serious medical symptoms requiring medical treatment in a hospital or even death. On behalf of myself and my child, and our heirs, successors, and assigns, I knowingly and freely, assume all such risks, both known and unknown, relating to my child's care at Facility arising from or relating to COVID-19, including all illnesses, injuries, damages or death arising therefrom, and I hereby forever release, waive, relinquish, and discharge Facility, along with Facility's shareholders, officers, directors, members, managers, officials, partners, trustees, agents, contractors, employees, affiliates, or other representatives, and their successors and assigns (collectively, the "**Facility Representatives**"), from any and all claims, demands, liabilities, rights, damages, expenses, and causes of action of whatever kind or nature, and other losses of any kind, whether known or unknown, foreseen or unforeseen, (collectively, "**Damages**") arising from or relating to COVID-19 as a result of my child's care at Facility, and including but not limited to claims based on the alleged negligence of any Facility Representative or any other

person. I further promise not to sue Facility or any Facility Representative for any illness, injury, death or other Damages arising out of or related to COVID-19 and agree to indemnify and hold them harmless from any and all Damages resulting therefrom as a result of my child's care at Facility.

If any provision of this Waiver and Release of Liability is declared invalid, the remaining provisions remain enforceable. I may seek advice from legal counsel before signing this Waiver and Release of Liability. By signing this Waiver and Release of Liability, I acknowledge that either I have sought the advice of legal counsel or wish to waive the opportunity to seek the advice of counsel before signing.

READ CAREFULLY -- BY SIGNING THIS DOCUMENT YOU MAY GIVE UP IMPORTANT LEGAL RIGHTS.

Date: _____

Signature of Parent/Guardian

Print Name of Parent/Guardian

DAILY WELLNESS CHECK

Families will be asked to acknowledge daily that families have completed a wellness check outlined below before children are welcomed into the center.

Everyone is equally susceptible to contracting COVID-19 upon exposure. Currently, there is no cure or vaccination available to prevent contracting COVID-19. Proper sanitation practices, avoiding contact with infected persons, and self-quarantine at the on-set of symptoms are the most effective ways to prevent contraction and spread within the community.

The information abides by all school confidentiality policies. To help us monitor health in our program, please check off any of the symptoms below that your child has exhibited in the past 48 hours. The below symptoms are not only for COVID-19, but other viral, bacterial fungal infections. *List compiled from www.colorado.gov/cdphe*

- Diarrhea
- Abdominal pain
- Fever over 100
- Rash
- Sore Throat
- Stiffness in neck
- Vomiting
- Difficulty breathing
- Body aches
- Fatigue
- Cough
- Shortness of breath
- Nasal Congestion
- Running Nose
- Rapid heartbeat
- Headache

Our school will seek immediate medical attention if we notice your child exhibiting any other the following warning signs of a case of COVID-19; *List compiled from CDC.gov/coronavirus/2019-cvov*

- Difficulty breathing or shortness of breath
- Fever
- Persistent pain or pressure in chest
- Disorientation, lethargy, or inability to arouse
- Bluish lips or face

By signing below, I hereby state I have no knowledge of my child exhibiting any of the symptoms listed above within the past 48 hours. I also acknowledge that if school staff, or any other parents from Local County Public Health, Colorado Department of Public Health and Environment, or any entity involved in the facilitation of this program notice my child displaying any of the above symptoms, I or another emergency contact will be available to retrieve my child from care within 45 minutes of being contacted.

Date: _____

Signature of Parent/Guardian

Print Name of Parent/Guardian

PARENT(S) SIGNATURE REQUIRED

I have read the Family Reopening Handbook Addendum and agree to follow all guidelines for the duration of my child's enrollment at Rodef Shalom ECEC.

Date: _____

Signature of Parent/Guardian

Print Name of Parent/Guardian

Date: _____

Signature of Parent/Guardian

Print Name of Parent/Guardian