

**The Leonard & Madlyn
Abramson ECEC
at
Tiferet Bet Israel**



**Parent Handbook
2020-2021 School Year**

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2020-2021 ECEC School Year Calendar

August 24 – August 28, 2020 – Closed for Deep Clean
August 31, 2020 – First Day of School
September 7, 2020 – Closed for Labor Day
September 18, 2020 – Early Closure for Rosh Hashanah (3 pm)
September 28, 2020 – Closed for Yom Kippur
November 3, 2020 – Election Day – Closed for Election Day and In-Service Day for Teachers
November 25, 2020 – Early Closure for Thanksgiving (3pm)
November 26-27, 2020 – Closed for Thanksgiving
December 24, 2020 – Early Closure for Christmas (3pm)
December 25, 2020 – Closed for Christmas
December 28, 2020 – December 31 – Interim Week: Open for Full Time students
December 31, 2020 – Early Closure for New Year’s Eve (3pm)
January 1, 2021 – Closed for New Year’s Day
January 18, 2021 – Closed for Martin Luther King Jr. Day
February 15, 2021 – Closed for Presidents’ Day
March 29 – April 2, 2021 – Interim Week: Open for Full Time students
May 31, 2021 – Closed for Memorial Day
June 11, 2021 – Last Day of School and Pre-K Graduation
June 14-18, 2021 – Interim Camp: Open for Full Time students
June 21, 2021 – First Day of Camp

VISION

The Leonard and Madlyn Abramson Early Childhood Education Community (ECEC) at Tiferet Bet Israel is a nurturing, responsive learning community where childhood is recognized and celebrated as a unique period of life that impacts all future development. Essential elements in this process include contributions of individuals, families, education professionals, synagogue leadership, and the wider community.

The program recognizes that children learn and develop best as they interact within a safe environment where they feel competent and affirmed, and within an environment that they helped to create.

The ECEC promotes learning through relationships that help children feel secure and develop self respect, respect for others, cooperation and responsibility for the community. The curriculum, infused with Jewish values, is based upon the best practices in the early childhood profession. The program goals include:

- Development of skills and attitudes that lead to success in school
- Creation of a sense of community
- Affirmation of the individual child and family
- Development of a Jewish identity
- Understanding of an individual's responsibility and place in the larger community

The ECEC is an integral part of a larger community that encourages life-long learning for children, families, congregants, educational professionals, and the community at large.

INCLUSIVITY & DIVERSITY

Tiferet Bet Israel and its ECEC are committed to shared values of diversity and inclusivity, not just for all of its members but for the community at large. We welcome all people regardless of income, family arrangement, sexual identity, religious background, age, race, gender expression, or ability. We strive to make each congregant and community member feel comfortable and celebrated for who they are and all of their exceptionalities. We will continue to cultivate diversity and inclusion opportunities within the TBI community so as to constantly improve everyone's experiences within our synagogue. Our goal is to always foster an environment where everyone feels respected, valued, and safe. Within our ECEC we also offer a sensory space designed by our Diversity and Inclusivity team, which is comprised of members of

various marginalized groups, family members of those in such groups, special educators, and therapists.

CURRICULUM

Philosophy

The ECEC Curriculum is based on current knowledge and research of how children develop, grow, and learn. Such knowledge provides the framework for incorporating the best and most appropriate practices in early childhood education, as well as the best ways to foster growth of spiritual and moral values inherent in Conservative Judaism. Our early childhood curriculum serves as the foundation for secular and Jewish education and Jewish life for the years following those spent in our school. The program aligns with the Pennsylvania Early Learning Standards.

Overall Goals:

Judaic

- To provide opportunities for each child to take part in an enriched Jewish life.
- To promote the partnership between the school, home, and TBI, in order to strengthen families and integrate them into congregational life.

Social & Emotional

- To develop a sense of self-esteem and exhibit a positive attitude toward life.
- To promote skills of independence and self awareness, self-confidence, self regulation, empathy, social skills, the ability to take risks, and responsibility.
- To recognize the intrinsic value of play and provide opportunities for cooperative, constructive, and creative play.

Intellectual

- To provide opportunities for young children to be active participants in their own learning process, constructing their own best way to learn through varied and repeated experiences.
- To provide a continuum of skills and experiences which meet the needs of individual students, as they grow & develop within a dynamic classroom setting.
- To develop learning experiences, which engage the whole child - mind, body, and personality.

- To enable the child to explore, discover, and exert creative effort in order to problem-solve and make sense of their world through logical thinking.
- To acquire concepts and thinking leading to a fuller understanding of their world.
- To expand verbal communication skills and build on beginning skills of reading, writing, and math.
- To promote a sense of community.

Physical

- To promote gross motor skills and apply the principles of learning through the senses.
- To promote fine motor skills through play based activities.

EARLY CARE/LATE CARE

Early drop-off care is available from 7:00am-9:00am. Late care is available from 12:00pm-6:00pm. The cost is \$8.00 per hour with 24 hour notice OR \$10.00 per hour for same-day notice. The full day drop-in rate is \$80.00. *Drop-in care availability is subject to staffing. Approval by the Director is necessary to assess availability.

ARRIVAL & DISMISSAL

Drop Off Procedures:

- Parents will not be permitted to enter the building beyond the designated drop-off location (awning by the playground entrance). Masks for parents/caregivers must be worn while dropping off your children.
- Please call or text Michele Fisher at 484-716-5112 or call the office at 610-275-6839 X 142 to inform staff of your arrival 5 minutes prior to your arrival should it differ from your originally listed time.
- Please maintain 6 feet distance from staff members and other families.
- Staff will be donning proper PPE as they welcome each child, including face masks and gloves.
- Children should be wearing masks, to the extent possible.
- All children will receive temperature and health screening prior to entering the building. The health screening is a series of questions regarding potential exposure to COVID-19. Each family is required to submit a new COVID-19 Questionnaire each week. The staff member will confirm that no answers have changed at drop off every day.

- Upon completion of the temperature and health screening, the child will be escorted to their classroom where they will then wash their hands as assisted by a staff member.

Pick Up Procedures:

- Please call or text Michele Fisher at 484-716-5112 or call the office at 610-275-6839 X 142 to inform staff of your arrival 5 minutes prior to your arrival should it differ from your originally listed time.
- Parents/Caretakers are required to wear a mask upon arrival for pick-up and will not be permitted to enter the building beyond the designated pick up location (awning by the playground entrance).
- Please maintain 6 feet distance from staff members and other families.
- Staff will be donning proper PPE as they dismiss each child, including face masks and gloves.
- Children will not be released to anyone without written consent. Please make sure to contact the office with newly approved pick up people.
- Children will be escorted from the classrooms to their parents/caregivers and are to exit the parking lot once children are safely in their seats. There will be no opportunities for families to congregate at the facility's playgrounds.

General Reminders:

- Always make sure that you say 'good-bye', but it is best not to linger too long. We have found that the longer you stay the harder it is to separate. It is not unusual for some children to cry. We promise to do all the necessary things to make your child feel safe, secure, and happy. You may call during the morning to see how your child is doing. It is also in your child's best interest that you be prompt. We encourage a full day of activities and programs. Late arrivals interrupt the programs and hinder your child's adjustment to the morning routine.
- If your child is going to be **absent**, please call the school office at (610) 275-6839 or email Michele Fisher at schoolsec@tbibluebell.org.
- Please respect your child's teacher and class preparation time. At 9:15am the teachers must start their class day. If you have any questions, issues, or concerns, please ask the teacher to call or email you after the school day.
- We understand that, from time to time, circumstances beyond your control may prevent you from picking up your child in a timely manner. If you are unavoidably delayed at dismissal, we encourage you to call the office, if it is safe to do so. You will be allowed a 5 minute grace period and charged a late pick-up fee of \$20 if you are up to 15 minutes late and then a \$1 per minute thereafter. Price is per family, not per child. Please drive safely!

Please adhere to the 5MPH speed limit in our parking lot while entering & exiting

ENRICHMENT PROGRAMS

Enrichment Programming will be run in-house through the staff employed by Tiferet Bet Israel while COVID-19 protocols are followed.

Once the circumstances allow for Enrichment Programming, the following will be implemented:

- Enrichment programming runs in three sessions during the school year: September-December, January-March, and April-June. All children will have a morning enrichment/special daily. Children ages 3 and above are eligible to attend an afternoon enrichment program in lieu of nap time. Parents may enroll their children in as many enrichment classes as they choose, provided there is availability.
- Enrichment classes may be subject to cancellation if there are not enough children registered. All classes are limited in size. Enrollment is on a first come, first served basis. Only the registration accompanied by a check (when applicable) made out to TBI ECEC will secure a place for the child. There is no refund for illness, personal vacation, or snow days. A refund will only be given if TBI cancels the class. **Fees, if applicable, are due before the start of the program.**

COMMUNICATION

Our school operates best when teachers and parents work together. The in-depth knowledge you have of your child makes you central to your child's learning process and you are the most valuable resource for the professional staff. You are encouraged to share with the teacher what is happening to your child at home - the arrival of a new baby, separation or divorce issues, tantrums, nightmares, etc., so we can understand your child better.

Information with regard to family issues and personal lives will be handled confidentially. In the event of divorce or separation, TBI ECEC cannot make determinations as to parental arrangements without legal documentation approved by our solicitor. All information is kept confidential.

Confidentiality:

- Children's records are open only to properly authorized parents, legal guardians, the Director, and other ECEC staff, as appropriate. Records and information will

not be disclosed to any other individual without the written consent of the parent or legal guardian.

- For security purposes, we will not verify a child's enrollment or attendance in school to anyone via the telephone. Information concerning ECEC children will be given out only with written consent from the parent/guardian.

Parent/Teacher Communication:

- Communication between parents and teachers is encouraged. You will receive a weekly newsletter describing what has been taught in class. Parents and teachers are encouraged to communicate with one another with any important information be it positive or negative. Conferences are scheduled three times a year (fall, winter, spring) so parents and teachers can share their observations about the child's intellectual, physical, social, and emotional growth. Of course, conferences may be arranged as a need arises at anytime during the school year.
- You will receive frequent communication from the teachers and the school office. Please check your child's backpack daily along with your email for regular school to home communication.

Parent/School Communication:

- Monthly you will receive a school-wide newsletter highlighting things that have occurred in the school and a calendar for the following month. The Director is available to you in person or by phone or email. All messages should be directed through the office at (610) 275-6839. If the Director is not available at the time of your call, please leave a message in the Director's voicemail. Someone will get back to you as soon as possible. If you have an emergency and no one can be reached in the school office at the time of your call, please call the synagogue office at (610) 275-8797.

Compliments, Comments, Concerns, Complaints:

- Your ideas are always welcome. The only way to be effective in voicing your concerns is to voice them directly to the Director.
- It is advisable to save your specific communications for the teachers for after class, unless it is an emergency. A note in the morning is more effective than trying to speak to the teacher when he/she is with other children. The teacher will get back to you within the day.
- In the event that you do have a pressing concern with the classroom, please make an appointment to discuss it with the Director (or send in a note). If it is not satisfactorily resolved, please speak to the Director. The ECEC Committee will not discuss classroom or policy issues unless the Director has been previously consulted.

- Your feedback is essential in maintaining the partnership that benefits the children.

Facebook:

- The Abramson ECEC will utilize Facebook for your child's individual class as well as have a general Parent Page for your convenience. A release form will be required to be signed prior acceptance into these groups. Please remember that these pages are closed and private and are only permitted for use by parents or legal guardians.

ABRAMSON ECEC COMMITTEE

This committee has been established to be a voice and an advocate for all the members of the ECEC. With the direction and input of the ECEC Committee, the Director sets policy for all matters regarding the functioning of the school. The committee has been founded to provide support, guidance and assistance with implementing policies for the ECEC, to the ECEC Director, the ECEC staff and ECEC families. The committee will also function as a liaison for integration within the TBI community. Anyone interested in serving on the Committee must be a member of Tiferet Bet Israel and should contact the Director or one of the chairpersons.

PARENT/TEACHER ORGANIZATION

The PTO serves as the link between the parents and the TBI ECEC. The PTO strives to assist the ECEC in providing a fun, friendly, and inviting place for children and their families. The PTO provides programming that enhances and enriches the overall ECEC experience. The following are some of the functions that the PTO performs:

- Through fundraising, we provide support for the learning environment and enhance the physical condition of the school.
- We plan and fund social programs for families.
- We provide weekly Shabbat challah for each class
- We enable the ECEC to provide programs at little or no cost to the ECEC community.

By participating in PTO meetings and events you can help enhance your child's educational experience. Also, becoming involved in the PTO gives you the opportunity to meet other parents, to form strong relationships, which strengthens the TBI community.

TECHNOLOGY

It is our goal to utilize the latest technology tools as a vehicle to support the children's learning process in the classroom and to engage families in our learning community.

Teachers will use digital pictures and video to document the varied activities and skills that the children are experiencing throughout the day. Pictures and video will allow teachers to track children's development and celebrate milestones with families.

Please keep an eye out for pictures and communication through our Facebook page.

SAFETY AND SECURITY

The safety of every child is paramount to the faculty and staff at TBI. To ensure their safety we have implemented a school safety plan that includes all emergency and safety procedures. All staff and faculty of TBI are trained in first aid and rescue breathing, as well as emergency evacuation, safe room, and lock down procedures. Children, teachers, and staff take part in practicing these procedures on a regular basis.

The doors to the school wing are kept locked at all times. You must use a fob or be buzzed in by our office staff to enter.

No child will be released to anyone without written and dated parental permission. All information on the Emergency and Authorization forms must be kept current. Please notify us of any changes. If you or your designated caregiver comes to the school during regular school hours (not during your child's regular time) to pick up your child you must come to the school office first.

Our Emergency Plan provides for response to all types of emergencies. Depending on the circumstances of the emergency, we will use one of the following protective actions:

- Immediate evacuation: Students are evacuated to a safe area on the grounds of the facility in the event of a fire, etc. This area will be the parking lot outside the playground entrance.
- In-place sheltering: Sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the building is the best immediate response. This area will either be the child's classroom or the chapel.

- **Evacuation:** Total evacuation of the facility may become necessary if there is a danger in the area. In this case, children will be taken to a relocation facility at **St John's Lutheran Church, 1802 Skippack Pike, Blue Bell, Pa.**
- **Modified Operation:** May include cancellation/postponement or rescheduling of normal activities. These actions are normally taken in case of a winter storm or building problems (such as utility disruptions) that make it unsafe for children but may be necessary in a variety of situations.

In the event of severe weather, facility issues, or hazardous road conditions, school will not be in session. The ECEC Director will assess the situation as it arises and make a decision. The Director will EMAIL all families to inform of any closures or delays, as well as TEXT through our One Call Now system that **you must opt in to**. Please also check our website for weather and facility updates www.tbibluebell.org along with our Facebook page and you may try to call our phone line at (610) 275-8797 for an updated message.

For building closures and in an emergency we will TEXT your cell phone, but **you must opt in** for this service.

To opt in for emergency texts from TBI, text ALERT to 22300.

We ask that you not call during the emergency. This will keep the main telephone line free to make emergency calls and relay information. The facility director may provide an alternate phone number (i.e. cell phone number, etc.) to call in an emergency event. You have previously indicated persons to pick up your child in an emergency. Please ensure that only those persons you listed on the form attempt to pick up your child. We specifically urge you not to attempt to make different arrangements during an emergency. This will only create additional confusion and divert staff from their assigned emergency duties.

In order to assure the safety of your children and our staff, I ask for your understanding and cooperation. Should you have additional questions regarding our emergency operating procedures contact the ECEC Director.

FIREARMS POLICY

No firearms shall be permitted on the Tiferet Bet Israel property (both inside and outside the building) at any time for any reason, except those carried by law enforcement and other authorized security personnel. If anyone brings a firearm onto the property, he or she will be asked to leave immediately. If such an individual refuses to leave, the police shall be called via 911 by someone who is authorized to speak for TBI. If the President, the Rabbi or the Executive Director are present, they must be informed immediately. If none of them are present, they must be notified of the incident as soon as possible. Once the individual has been removed, the officers of the Congregation and the Executive Director will promptly investigate the incident and make a recommendation to the Board regarding the consequences (banning the individual from the premises or revoking the individual's membership, for example).

REGISTRATION

If you are interested in enrolling your child in the ECEC, you must first submit a Registration Agreement along with a non-refundable registration fee of \$50.00/Member Rate or \$150.00/Non-Member Rate per child for whom you are submitting an application and complete the registration forms. The 2020-2021 registration forms are available to download from the website: tbibluebell.org.

Along with your Registration Application Agreement we require a Tuition Deposit in the amount of \$250.00, which will be applied to your January 2021 tuition. If your child is withdrawn from the ECEC prior to the end of your contracted enrollment period, you will forfeit the \$250.00 Tuition Deposit and it will be retained by the ECEC.

In order to reserve a spot for your child the Registration Agreement, online registration, and all deposits must be submitted and accepted by the ECEC.

TUITION & BILLING

TBI is a non-profit organization that depends on its tuition fees to cover operational costs. Therefore, it is essential that your tuition be paid promptly and regularly. If your child is absent, the tuition is still due in full.

TBI offers several payment plans to assist you with your tuition obligation. You may choose one of the following options:

1. Monthly payments due no later than the last day of the prior month.
2. Full payment will be made before the first day of school.
3. One half payment will be made on or before the first day of school and the second payment will be made on or before the first day of school in January following January 1st.
4. One quarter payment will be paid on or before the first day of school. Monthly payments may be made after that.

Monthly tuition payments are due the last day of the month for the upcoming month. If your tuition payment is not received by the ECEC on or before the first school day of the month, a non-refundable late payment fee of \$36 will be assessed on your account on the second school day of the month. If your tuition payment is not received by the ECEC on or before the fifth school day of the month, your child will not be permitted to attend school and will be denied entry on the sixth of the month and thereafter until all past due balances have been paid. Parents will not receive any deductions or credits of tuition amounts for any days missed due to late payments.

Tuition will not be refunded if the child withdraws from the ECEC before the end of the school year without a minimum of 30 days notice, in writing. If for any reason the child is asked to leave the program, the remaining tuition will be refunded.

Tuition will not be refunded for illness, vacation, or snow days. Those days will not be made up.

Unless you have made specific arrangements approved by the ECEC Director in accordance with the established procedures, if payment is not received by the due date, your child will not be permitted to attend the program. Reinstatement will resume when payment has been received. If at any time a family is requesting that a special payment arrangement be made, it is the family's responsibility to contact the ECEC Director or Executive Director sufficiently in advance of the fifteenth of the month that the next tuition payment is due.

In the event of a necessary closure of the ECEC, we understand that any tuition already paid for the period of closure will be credited to our TBI account. We understand that in the event of a closure, we will pay tuition for virtual programming. Tuition rates for virtual programming will be provided separately. If we do not wish to participate in such programming for such a fee we must opt-out.

For graduating families and families who will not be attending camp but will be returning for the subsequent school year, tuition for the portion of June that occurs after the end of the school year will be automatically credited to your TBI account for future use. If you would like a refund, please reach out directly to our Director of Finance, Sue Parris, at financedirector@tbibluebell.org

SCHOOL CLOSING

In the event of severe weather, facility issues, or hazardous road conditions, school will not be in session. The ECEC Director will assess the situation as it arises and make a decision. The Director will EMAIL all families to inform of any closures or delays, as well as TEXT through our One Call Now system that **you must opt in to**.

For building closures and in an emergency we will TEXT your cell phone, but **you must opt in** for this service.

To opt in for emergency texts from TBI, text ALERT to 22300.

Please also check our website for weather and facility updates www.tbibluebell.org along with our Facebook page and you may try to call our phone line at (610)275-8797 for an updated message. If we need to close school early due to the onset of inclement weather, you must have arrangements in place for your child's pick-up. We realize that this may be inconvenient for some working parents; however, it is imperative for the safety and welfare of your child and our staff that you arrive in a timely manner after being notified of our closing.

We use the Wissahickon School District as a principle but not a conclusive guide, and will utilize other factors.

CHILD ABUSE REPORTING

Teachers, school administrators, clergy, and child care workers are mandated under state law to report their suspicions to the Department of Human Services. The mandate includes reporting any suspicion of physical, sexual, emotional, and any other action that is seen as detrimental to the child's safety. Anyone who works at TBI has been cleared by the Pennsylvania State Police and the Nation ChildLine.

ZERO TOLERANCE

Our zero tolerance policy is designed to ensure a pleasant and appropriate atmosphere in our building and school community. Any adult engaging in unacceptable behavior such as but not limited to: badgering, rudeness, intimidation, profanity, terroristic threats, violence, or carrying a weapon will be reported to the local authorities. Such conduct will jeopardize a child's right to attend school and circumstances will be reviewed and evaluated while conditions may be imposed to accommodate continued enrollment in our program.

HEALTH INFORMATION AND POLICIES

Each child enrolled in TBI's ECEC must have a current, appropriate Health Form on record **before they enter school**. The health form indicates a record of up-to-date immunizations and the signature of a licensed physician.

Please see the Guidance During COVID-19 within this handbook for complete protocols & procedures during COVID19.

Please inform the school office as soon as your child becomes ill at home, whatever the cause. This will help us alert parents to bring similar symptoms in their children to medical attention sooner. Please do not call directly to your child's classroom.

In the event that a child contracts a communicable disease and exposes other children, the ECEC Director must be notified. All parents will be notified generally of the condition and possible symptoms. The ill child's identity will be kept confidential. The ill child will not be allowed to return to school until the period of contagion has passed.

A doctor's note is required for re-entry into school when a child has conjunctivitis (pink eye), ringworm, pinworm, scarlet fever, strep throat, whooping cough, chicken pox, or anything that requires a 24 hour time period after treatment. We maintain a 'no nit' policy. Your child will be checked before re-entry is permitted.

Report to the teachers any information such as a fall or any unusual behavior so we can be sensitive to any further complications or developments.

In case of a medical emergency plan during a school session, we will administer first aid. The parent or authorized adult will be notified as quickly as possible. If medical attention is required, we will call the local ambulance service that will transport the

child, accompanied by a TBI staff member, to the local hospital. Every effort will be made to contact the child's own physician.

MEDICATION DISPENSING POLICY

If a child requires a prescription medication to be given while at school, we must have a doctor's note and the medication has to be in the original container. Please bring the medication to the school office. Do not leave it in the child's lunch box. We will not administer over the counter medicine, such as tylenol or motrin. However, should a topical medicine be needed, please see the classroom teacher or office for proper documentation to be filled out. If your child has an allergy, we will follow the allergy plan to properly respond should they have an allergic reaction.

Usually, medications prescribed to be given up to twice a day, do not need to be given at school (before school, upon arriving home, and at bedtime). There will be no medication dispensed at school unless this is necessary, as indicated in writing by a doctor.

TOILET TRAINING POLICY

We change diapers when your child has a bowel movement, when they express discomfort, and before/after transitions (meals, naps, outdoor time). This is only done on an appropriately disinfected changing area. Teachers wear disposable gloves. We do not take a diapered child to the bathroom.

If you are in the process of training your child, we will only take them to the bathroom if they are wearing a pull-up. Underwear is not appropriate in school for a child who is beginning the training process. If your child is successful using the toilet at home for at least a 72 hour period, then you may consider putting them in underwear for school. (By successful, we mean that your child asks to use the bathroom and has success on it. Sitting your child on the toilet to 'catch them' does not mean that they are trained. Please understand that we do not have the luxury of time to 'catch the moment' with your child).

Once your child is wearing underpants, your child needs to show consistency in using the bathroom at school. We understand accidents do happen and we are prepared to deal with them in a loving way. However, if your child has more accidents than successes we will need to reconsider whether underwear is still an appropriate option in school. Children who are completely trained are taken to the bathroom on an as-needed basis and during appropriate transitions (before outdoor play, lunch, nap time). We are

always mindful to ask children many times during the day if they have a need to use the bathroom.

BEHAVIOR

Our goal is to assist and enable our children to grow toward self-control and self-discipline. We recognize that such growth is often ‘start and stop’ and uneven. Each staff member will employ proactive strategies, which include modeling and positive reinforcement. Helping the children with the verbalization of their feelings is another sensitive, non-threatening approach we use. We also will remove a child from a difficult situation, giving them another opportunity to resolve a conflict in a positive way thus enabling them to seek an alternative to the questionable behavior. We encourage children to learn to choose correct behavior, and to learn how to make amends for bad choices.

The classroom environment and procedures are set up to encourage appropriate behavior before a child needs to behave in an inappropriate manner.

We consider you, the parent, as our partner in educating your child. Thus, parents may be called in to confer on an overall plan to resolve our concerns. Often, with parents and teachers working together, behavior can be improved. On rare occasions a child may require more help than our school environment can provide. In such a situation, the Director will endeavor to work with parents to direct them to the proper resources. Parents are expected to follow any behavioral or educational recommendations of the ECEC Director. In some cases, if the situation warrants, for the good of the child as well as the class, the child may be asked to leave the school.

VOLUNTEERING & VISITING

Volunteers play an important role in the school. Volunteering & Visiting will be suspended while COVID-19 protocols are followed.

Once the circumstances allow for Volunteering & Visiting, the following will be implemented:

We welcome contributions from parents that can enrich our program. Our teachers provide many opportunities for parents to participate in the classroom. Some of the activities may include reading to the children, helping with baking or an art activity, or sharing a special talent or information about your occupation. All visitors and

volunteers need to have all necessary required state mandated clearances and make special arrangements in advance with the classroom teacher or the ECEC Director.

SNACK AND LUNCHES

Tiferet Bet Israel is a kosher institution (see below). We will provide a nutritious mid-morning and afternoon Kosher snack. In accordance with best practices with COVID-19, snacks will be single served and individually wrapped.

The entire school wing is peanut and tree nut free.

You must notify us in writing if your child has any allergies (see allergy plan form).

In accordance with the recommendations of the American Academy of Pediatrics, we will be serving water with our snacks. It is recommended that young children drink no more than 4-6 ounces of fruit juice a day. It is also recommended that children drink more water.

Again, following the lead of other early childhood programs, and in accordance with the American Academy of Pediatrics guidelines, we will be concentrating on serving healthier snacks. Because we have children with various allergies, including peanuts, tree nuts, and dairy products, we will be careful about our selections with regard to these ingredients. Should your child have specific dietary restrictions that require a snack from home in lieu of a school provided snack, please discuss this with the ECEC Director.

We encourage you to choose healthy lunches for your children. However, we will serve your child the lunches that you send to school (see below).

There are a number of children with serious peanut and tree nut allergies in both the ECEC and TBI's religious school. **The entire school wing is peanut and tree nut free.** Other classrooms may have additional restrictions based on food allergies of children in that class. We realize that this may be an inconvenience. However, we ask your cooperation due to the serious complications that may result. The risk of contamination in an early childhood setting is increased because young children tend to share their food. Even though this is discouraged, there is a chance that it may happen. Also, residue may remain on a table. Please be aware of ingredients and avoid sending any food that contains peanuts or tree nuts.

A list of alternative lunch ideas is available in the school office. Thank you for your understanding and cooperation.

All packed lunches must be **dairy or parve**. Dairy is defined as any milk or milk based food. Parve is defined as neither meat nor dairy; “neutral” such as fish, fruits, vegetables, eggs, and grain. Children may bring a non-meat, non-poultry, non-shellfish lunch to school. Some examples of a kosher dairy or parve choices are egg salad, yogurt, tuna, soy nut butter, bagels. Of course, fresh fruit and vegetables are wonderful, safe choices too.

All baked goods served in class must come from an approved bakery or have a Kosher symbol (list may be obtained from TBI main or school offices). Be sure that any baked goods served are keeping with the school allergy policy. Since dairy allergies are common, it is essential that you inform the school if a baked good is brought in that contains eggs or dairy.

No baked goods from home are allowed, even if you keep a kosher home. Thank you for your cooperation.

Any food brought in to be shared for birthday parties, Shabbat celebrations, holiday celebrations, or any other group activity must meet the standards above. All food brought in to be shared must be approved by the ECEC office staff or the teachers. If the food brought in is not appropriate, it will be sent home.

CLOTHING

Please dress your child in comfortable clothing that is washable and able to get dirty! Since we go outside daily, except in extreme weather, each child must always have a set of seasonal, weather-appropriate clothing (eg. boots, rain gear, snow pants, mittens, hat, etc). It is required that a set of weather-appropriate clothing be left at school.

It is also important that the outfit is conducive and child friendly for toileting, teacher friendly for diapering; elastic waistbands and loose fitting clothing work the best. Long skirts may cause tripping or falling on the playground structures. Please note that one-piece suit, overalls, belts, and suspender type clothing make it very difficult for older children to be independent in the bathroom process.

All items of clothing should be clearly labeled including all outerwear such as jackets, hats, and gloves. Each child is required to have a complete and clearly labeled change of seasonally appropriate clothing, including socks, to be left at school. These clothes will

be used if there is a toileting accident or a wet play experience that requires a change of clothes.

It is advised that children wear sneakers to school. These are the safest for climbing on the climbers in the playground.

TZEDAKAH

Children are encouraged to bring some coins for Tzedakah (charity) on Friday. Please send a few coins with your child in order to reinforce this precious mitzvah (good deed). During the course of the year, we hope to sensitize the children to the needs of those less fortunate through various Tzedakah projects.

BIRTHDAY CELEBRATIONS

Birthday celebrations are conducted at snack time. Any class treat must come from an approved bakery or have a kosher symbol (see SNACKS AND LUNCHES). Dietary laws of Kashrut are strictly observed. **Foods containing peanuts or tree nuts are not permitted.** In addition, please inform us of any items containing eggs or dairy.

Invitations to home parties may be distributed at school ONLY if the entire class is invited.

**Leonard & Madlyn Abramson Early Childhood Education Community at
TBI
Guidance During COVID-19**

These guidelines highlighted below are intended to ensure the health and safety of our Leonard & Madlyn Abramson ECEC family. We will continue to follow Centers for Disease Control and Prevention (CDC) and Pennsylvania Department of Health (PA DOH) and Pennsylvania Department of Human Services (PA DHS) guidelines on safety measures in order to protect our children, families, and staff from contracting the novel Coronavirus. As local, state, and federal guidelines change so too will our guidelines.

Please note: any changes to any policy or procedure will be communicated to you via written documentation.

Prevention of COVID-19

Everyday preventative health measures will take place to promote the prevention of COVID-19. The best way to prevent COVID-19 is to avoid being exposed to the virus. The following measures are in place to help prevent exposure to the novel coronavirus.

Face Masks

- All staff must wear a mask while on ECEC premises.
- In compliance with the current state mandate as of (7/2/2020) it is recommended for children over the age of 2 to wear a mask: “While outdoors and unable to consistently maintain a distance of six feet from individuals who are not members of their household; in any indoor location where members of the public are generally permitted.” We will make every attempt to keep the children socially distanced. Children over 2 years old will be required to wear masks when inside and unable to socially distance. The Department of Health recognizes that getting younger children to be comfortable wearing face coverings and to keep them on may create some difficulties. Under these circumstances, parents, guardians, licensed child care providers in community-based and school settings or responsible persons may consider prioritizing the wearing of face coverings to times when it is difficult for the child to maintain a social distance of at least 6 feet from others who are not a part of their household (e.g., during carpool drop off or pick up, or when standing in line at school). Ensuring proper face covering size and fit and providing children with frequent reminders and education on the importance and proper wearing of cloth face coverings may help address these issues.

Cleaning and Disinfection

- Toys and common items will be disinfected after each child's use as well as at the end of the day. Children will not share writing utensils and arts and crafts supplies. Each child will have designated writing utensils and arts and crafts supplies that will be kept separately and labelled for each individual.
- For children that are napping, bedding will be sent home daily for washing.
- Indoor surfaces (tables, chairs, countertops, etc.) will be cleaned and disinfected after use during activities, and before and after snack and lunch.
- Changing tables will be cleaned and disinfected after each use, within DHS guidelines. Staff members will wear smocks to protect from bodily fluids.
- In-house maintenance staff and teaching staff will be cleaning highly touched areas throughout the day, such as door handles/knobs, sink handles, light switches and playgrounds.
- At the end of the day, teachers will be thoroughly cleaning classrooms, followed by our maintenance staff to include floors and bathrooms.
- As always, cleaning disinfectants and sanitizing products will be out of reach of the children.

Encouraging Proper & Healthy Hygiene

- Children and staff will be taught to cover their coughs and sneezes with their elbows and will wash their hands for 20 seconds immediately afterwards.
- Children and staff will wash their hands after toileting, after touching their mask, and after changing diapers .
- Handwashing will be practiced throughout the day by children and staff alike.
- Handwashing is required, but not limited to: upon entering the facility on arrival and after outdoor play, before and after snack time, before and after lunch time, after using the restroom, after coughing, sneezing or blowing noses.
- Staff members will wear gloves while handling food, changing diapers and toileting, applying sunscreen, and tending to wounds. Staff members are required to change their gloves and wash hands every time they get up and work with another child or accidentally touch their mask.

Ratios and Groupings

- The same staff will be with the same children each day.
- Each class group will stay together the entire day and will not be mixed during activities.
- Children will remain in their classrooms for lunch and will be seated at least 6 feet apart from other children. Children from the same household will be allowed to sit in groups.

Temperature Screenings

- Children and staff will receive temperature checks prior to entering the building.
- Children and staff will not be permitted to enter the building should they register a temperature.
- In the event that a child or staff member registers a temperature above 100 degrees during the temperature screening that occurs prior to entering the building, the child or staff member will be allowed to return to school when at least 24 hours have passed since the last fever without the use of fever-reducing medications and a medical practitioner has evaluated and cleared staff or child to return to school.
- Temperature checks will be done upon arrival, after 1pm dismissal and throughout the day should it be deemed necessary. Records of temperature readings will be kept in the office.

Health Screenings

- All staff and children will receive a daily health screening prior to entering the building. The health screening is in the form of a questionnaire that requests disclosure of symptoms, travel, or other potential exposure to COVID-19.
- At the beginning of each week, each family will submit a COVID-19 Questionnaire. Every day at drop off, a staff member will confirm that the answers to all questions remain the same.
- Records of health screenings will be kept in the office.

Building Access

- Only those individuals required for the continued operation and maintenance of the ECEC will be allowed to enter.
- Other than staff, individuals will not be allowed to enter a room occupied by children.
- Whenever possible access to individuals other than staff will be scheduled outside of child occupancy.
- Hand sanitizing, face masks, and social distancing will be maintained.
- Upon entering the lobby, all individuals proceeding further will be required to pass a health and temperature screening.

Other Various Procedures

- Students will not be allowed to leave anything at school. Everything will be sent home each day and parents are responsible for cleaning items that are sent home prior to sending them back to school.
- No outside toys will be permitted to be brought to school.
- Weather permitting, as many activities as possible will take place outside.
- Outside windows will be opened where possible to increase air circulation.

- OT, PT or speech therapists are required to follow the same health and temperature screening procedures as our staff.

The ECEC will continue to monitor local guidelines for gathering to ensure that our classroom sizes strictly adhere to requirements

Policy for Sick Children and Staff

The below policy was created following CDC and PA DOH guidelines to ensure the health and safety of children and staff.

It is imperative that if you remain vigilant for symptoms of COVID-19, and stay home if you are experiencing any of these symptoms:

- | | |
|---|------------------------------|
| ● Fever of 100.4 or higher | ● Chills |
| ● Cough | ● Muscle Pain |
| ● Shortness of breath or difficulty breathing | ● Headache |
| ● Diarrhea | ● Sore Throat |
| | ● New loss of smell or taste |

In a July 2, 2020 press release, the Wolf administration announced a recommendation for domestic travelers returning from certain states with high numbers of COVID-19 cases to quarantine for 14 days upon return to Pennsylvania. A list of states to which the quarantine recommendation apply can be found on the PA DOH Travelers Information website. The states listed as of 7/15/2020 are listed below. We will continue to monitor this list and make adjustments to these guidelines should they change.

Alabama	Idaho	Oklahoma
Arizona	Iowa	South Carolina
Arkansas	Kansas	Tennessee
California	Louisiana	Texas
Delaware	Mississippi	Utah
Florida	Nevada	
Georgia	North Carolina	

- Staff or children who develop symptoms of COVID-19 or symptoms similar (fever, cough, shortness of breath, sore throat) will be immediately sent home. Should a child need to be picked up, they will be sent to a designated isolation room or will sit outside, depending on the weather, with supervision from a staff member equipped with the proper PPE (mask, face shield, disposable gown and gloves).
- The staff will call the parent or guardian listed on the emergency contact sheet. Once the phone call is made, if a message is left and a call back is not received

within 10 minutes, the next person on the emergency contact sheet will be contacted.

- The child must be picked up within 30 minutes of the parent being notified.
- The ECEC will be disinfected upon a staff member or child experiencing COVID-19 symptoms.

Staff and children may return to school when:

- Initial COVID-19 test is negative; or,
- At least 72 hours have passed since the last fever without the use of fever-reducing medications and a medical practitioner has evaluated and cleared staff or child to return to school.
- If a staff member or child has tested positive for COVID-19, they may return to school under the following conditions:
 - At least 14 days have passed since symptoms first appears; and,
 - At least 72 hours have passed since last fever without the use of fever-reducing medications; and,
 - Symptoms (e.g., cough, shortness of breath) have improved; or
 - Received a negative COVID-19 test result after the onset of symptoms.
- If a staff member, child, or household member of a staff member or child comes in contact with a person who has COVID-19 or suspected COVID-19:
 - Household should self-isolate for 14 days from the last day person was in contact with sick individual
 - Report the exposure to the school
 - Exposure to a suspected COVID-19 case includes, but is not limited to, the following scenarios:
 - Contact with a person who developed COVID-19 symptoms within 14 days of the date of contact
 - Contact with a person who is being tested for a possible case of COVID-19 within 14 days of the date of contact
- If a staff member, child, or household member of a staff member or child has any of the following, the child may NOT attend school:
 - Fever of 100 or above
 - Cough, runny nose, shortness of breath or other symptoms of respiratory infection, or diarrhea or other gastrointestinal distress.
- If someone in your household is diagnosed with COVID-19 you must notify the school immediately.
- If a child or staff member is diagnosed with COVID-19, all parents of children in the class will receive a phone call with information explaining the occurrence.
- The ECEC will report when a staff person, child, or household member is exposed to a positive COVID-19 case to the PA DOH by calling 1-877-PA-HEALTH or 1-877-724-3258 and to our Certification Representative or regional office.

Classroom Setup

- Classrooms have been adjusted to allow for extra space and easy sanitizing. The following policies have been put in place regarding classroom setup:
 - The same staff will be with the same children each day.
 - Each class group will stay together the entire day and will not be mixed with other class groups during activities.
 - Use of the facilities outside of the classroom will be staggered so that communal areas are only used by one class group per day.
 - Children will remain in their classrooms for lunch and will be seated at least 6 feet apart from other children. Children from the same household will be allowed to sit in groups.
 - For children that are napping, a cot will be designated to labeled for each child. Bedding will be sent home daily for washing.
 - Children will continue to be consoled and loved by staff members to best ensure their emotional health.
 - Staff should wash their hands, neck, and anywhere touched by a child's secretions.
 - Staff should change the child's clothes if secretions are on the child's clothes.
 - Contaminated clothes will be placed in a plastic bag or washed in a washing machine.
 - Children and staff should have multiple changes of clothes on hand in the child care center or home-based child care.
 - Staff should wash their hands before and after handling infant bottles prepared at home or prepared in the facility. Bottles, bottle caps, nipples, and other equipment used for bottle-feeding should be thoroughly cleaned after each use by washing in a dishwasher or by washing with a bottlebrush, soap, and water.

Cleaning Policy

- The ECEC will be following CDC guidelines for cleaning solutions, frequency of cleaning, and what should be cleaned. The primary cleaning product used on all hard surfaces, both indoors and outdoors, for cleaning is called Vital Oxide (EPA Registration Number 82972-1), which is designated as a disinfectant for use against COVID-19.

General Policies

- For children that are napping, bedding will be sent home daily for washing.
- Indoor surfaces (tables, chairs, countertops, etc.) will be cleaned and disinfected after use during activities, and before and after snack and lunch.

- Changing tables will be cleaned and disinfected after each use, within DHS guidelines. Staff members will wear smocks to protect from bodily fluids.
- In-house maintenance staff and teaching staff will be cleaning highly touched areas throughout the day, such as door handles/knobs, sink handles, light switches and playgrounds.
- Toilet seats, faucet handles and any other items touched in the bathroom will be cleaned by a staff member after each use.
- At the end of the day, teachers will be thoroughly cleaning classrooms, followed by our maintenance staff to include floors and bathrooms.
- As always, cleaning disinfectants and sanitizing products will be out of reach of the children.
- All outdoor play areas will be cleaned and disinfected daily.
- The ECEC will be disinfected upon a staff member or child experiencing COVID-19 symptoms.

Toy Policies

- Toys and common items (crayons, arts & crafts, books, etc) will be disinfected after each child's use as well as at the end of the day.
- Toys that cannot be cleaned and sanitized should not be used.
- Staff will monitor the use of toys to ensure that toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions should be set aside until they are cleaned by hand by a person wearing gloves.
- Machine washable cloth toys should be used by one individual at a time or should not be used at all. These toys should be laundered before being used by another child.
- Toys will not be shared between classes unless they are washed and sanitized before being moved from one group to the other.
- Toys that need to be cleared will be set aside.
- Children's books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.

Diapering Policies

- When diapering, staff are required to wash their hands and the child's hands before they begin, and wear gloves. Staff are required to follow safe diaper changing procedures. Procedures are posted in all diaper changing areas. Steps include:
 1. Prepare (includes putting on gloves)
 2. Clean the child
 3. Remove trash (soiled diaper and wipes)
 4. Replace diaper

5. Wash child's hands
 6. Clean up diapering station
 7. Wash hands
- After diapering, staff will wash their hands (even if they were wearing gloves) and disinfect the diapering area.
 - If reusable cloth diapers are used, they should not be rinsed or cleaned in the facility. The soiled cloth diaper and its contents (without emptying or rinsing) should be placed in a plastic bag or into a plastic-lined, hands-free covered diaper pail to give to parents/guardians or laundry service.

Food Preparation, Meal Service, and Other Essentials to Bring

- Sinks used for food preparation should not be used for any other purposes.
- Staff should ensure children wash hands prior to and immediately after eating.
- Staff should wash their hands before preparing food and after helping children to eat.
- All food must be sent from home.
- Children should bring all food, including snacks, in a clear zip lock bag that is clearly labeled for identification. Lunches will be refrigerated. No Tupperware should be used. All food packaging will be disposed of after meal times.
- Staff members will wear gloves while handling food. Staff members should change their gloves and wash their hands every time they assist a different child during meal time.
- Children will remain in their classrooms for snacks and lunch and will be seated at least 6 feet apart from other children. Children from the same household will be allowed to sit in groups.
- Students will not be allowed to leave anything at school. Everything will be sent home each day and parents are responsible for cleaning items that are sent home prior to sending them back to school.
 - Each day, students should bring a water bottle or bottles, enough food for the day, a change of clothes, and clean face masks.
 - Other items that may be brought into school include hats, coats, gloves, bathing suits and towels, bedding for napping, diapers, and diaper cream.
 - Parents are responsible for emptying and cleaning the contents of their child's bag each day.
- Food will be refrigerated.
- No outside toys will be permitted to be brought to school.
- Students are not allowed to bring in food to share communally.

Enrichment Policy

In order to comply with our classroom set up policy, outside enrichment programs have been suspended until further notice. We will continue to consider adding enrichments based on the local COVID-19 climate, the safety of the enrichments, and whether the enrichment organization's safety standards align with our policy.

Childcare Closure

- If a confirmed case of COVID-19 has entered the school, the ECEC reserves the right to implement short-term closure procedures in line with CDC guidelines . These procedures include the following:
 - The ECEC will immediately notify local health officials (PA DOH by calling 1-877-PA-HEALTH or 1-877-724-3258 and to our Certification Representative or regional office). These officials will help determine a course of action.
 - The ECEC will dismiss students for 2-5 days, depending on guidance from local health officials.
 - This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school. This allows the local health officials to help the ECEC determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.
- The ECEC will communicate with all staff and parents regarding exposure and closure procedures recommended by local health officials.
- The ECEC will clean and disinfect thoroughly using the following procedures:
 - Close off areas used by the individuals with COVID-19 and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Open outside doors and windows to increase air circulation in the area. If possible, wait up to 24 hours before beginning cleaning and disinfection.
 - Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.
 - If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
 - Additional information on cleaning and disinfection be found on CDC's website .
- The ECEC will impose extended closures upon the recommendation of local health officials.
- The ECEC will report when a staff person, child, or household member is exposed to a positive COVID-19 case to the PA DOH by calling 1-877-PA-HEALTH of 1-

877-724-3258 and to our Certification Representative or regional office. Procedures related to community exposure will be determined based on coordination with these local health officials.

- The ECEC will monitor new case rates in Montgomery County, PA at the beginning and end of each week. If a notable increase in cases is being observed, together with local health officials, activities of the school will be assessed. A decision to close the ECEC and subsequent reopening will be made on a weekly basis based on guidance from local health officials.

Appendix A - COVID-19 Questionnaire

Child Name: _____ Date: _____

Question	Yes	No
1. Have you or a member of your household had any of the following symptoms in the last 21 days: sore throat, cough, chills, body aches for unknown reasons, shortness of breath for unknown reasons, loss of smell, loss of taste, fever, temperature at or greater than 100 degrees Fahrenheit, congestion or runny nose, nausea or vomiting, diarrhea?		
2. Have you or a member of your household been tested for COVID-19? <ul style="list-style-type: none"> • If yes, when was the date of the test? _____ • Results of the test? _____ • Is the person currently in quarantine? _____ <ul style="list-style-type: none"> ○ What is the status of the person's symptoms? _____ 		
3. Have you or a member of your household traveled outside the U.S. in the past 30 days? <ul style="list-style-type: none"> • If yes, where and when? _____ 		
4. Do you have any reason to believe you or a member of your household has been exposed to or acquired COVID-19? <ul style="list-style-type: none"> • If yes, what is the believed source of the potential exposure? _____ • What signs did that person exhibit? _____ 		
5. To the best of your knowledge have you been in close proximity to any individual who tested positive for COVID-19? <ul style="list-style-type: none"> • If yes, when did the contact occur? _____ • When was the diagnosis reported? _____ 		

Parent/Caretaker Name: _____

Parent/Caretaker Signature: _____ Date: _____

	Date	Has the answer to any of the above questions changed?	Temperature of Child at Drop Off	Parent/Guardian Signature
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

