



# **Parent Handbook 2021-2022**

Temple Beth Israel  
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## **Philosophy**

The philosophy of Temple Beth Israel's Preschool ("TBI Preschool") is based on the premise that children thrive when they are treated with respect and given opportunities to grow emotionally, intellectually and socially through meaningful age-appropriate experiences.

Ours is a child-centered, experiential approach, which respects the importance of children's play and the uniqueness of each child. We strive to create an environment rich in stimulation, yet gentle and accepting of each child as they develop at their own pace. We seek to be responsive to all individuals and families in our community.

Creativity, individualization, intellectual stimulation, incorporating appropriate readiness skills, group activity and interpersonal relations are elements of our program. We focus on the process and discovery, not the end product.

We encourage children to know and respect their own heritage and to respect the cultures and traditions of others. While children of all religious and diverse backgrounds are welcome, we are a Jewish school. Jewish customs are integrated into our daily schedule and children learn to celebrate Jewish cultural traditions and gain an appreciation for Jewish heritage.

We are licensed by the New York State Office of Children and Family Services.

## **Curriculum**

The curriculum is based on a developmental interactive approach. Children's activities stem from integrated themes of interest to the children. Our students are exposed to a wide variety of language-rich hands-on experiences through music, art, literature and movement. Large and small motor skills are an integral part of the daily routine. Each class is scheduled for a minimum of 30 minutes on the playground/social hall in addition to engaging in movement activities in their classrooms. Children develop socially while engaging in a wide variety of activities. We lay the educational foundation for future success by providing a strong sense of self and an enthusiasm for learning.

## **Our Partnership with Parents**

Parents are our most important resource and a vital part of our school. They provide support for our programs and are a wonderful resource for our curriculum. Parents are encouraged to contribute their many skills and talents in meaningful ways to enrich our program and their child's school experience. We encourage parents to participate in our Shabbat and holiday programs. We welcome your participation in other ways in the

classroom as well and request that you make arrangements directly with your child's teacher. During the 2021-2022 school year, we will be inviting parents via Zoom to participate in any birthday celebrations for their child.

The Brightwheel Childcare App and email are our primary methods of contact with parents. This enables communication with teachers and provides easy access to school photos and school news. Teachers will also be communicating with families by using the Brightwheel Childcare App to share information about your child's day. In addition to using Brightwheel, we will communicate any updates, closures, or real-time pertinent information to you via email, phone call or text.

We are interested in developing a close relationship with you to enhance your child's development and activities. Please let us know if something new, special, different or stressful is happening at home so we can work more effectively together.

### **Contact Information**

Your child's emergency contact card must be up-to-date at all times. If any of your contact information changes (address, phone, email address), please notify the Preschool Director immediately and update your child's Brightwheel account to reflect those changes.

### **Responding to Parental Concerns**

We pride ourselves on building strong partnerships with you. If you wish to speak with a teacher regarding any matter of concern or to share information, please leave a note with the teachers in the morning regarding the best time to reach you, send your child's teacher an email, or a message through Brightwheel. Teachers will get back to you within 24 hours. Drop off and pick up times are not private and teachers cannot give you the full attention you deserve while they have responsibilities to the children.

### **Confidentiality**

School personnel will not discuss a child with anyone other than the child's parents unless there is written consent. All student records are kept in the Preschool Office in a locked cabinet.

### **Staff Qualifications**

Our staff consists of dedicated professionals who enjoy working with young children. All of our teachers complete required training in early childhood education each year. All

staff members are certified in CPR and First Aid. Each classroom lead teacher either has a NY State certification or holds a CDA in early childhood education. Each classroom also has one or more assistant teachers who are sensitive and respectful of preschool children's needs.

## **Separation**

Separation is always a delicate process. For some children it comes easily, and for some children it can take time. Our goal is to help your child gain confidence in their classroom environment, and a bond with their teacher in order to feel safe separating. Our teachers are experienced at reading signs of separation readiness.

Transitional objects sent to school are often helpful for the separation process. If a child needs a transitional object such as a blanket or a stuffed animal, we encourage them to bring them until the separation process is complete. Please make sure that it is labeled with their name. During COVID-19, we are asking children to keep those items home wherever possible.

We also ask that you do not plan any appointments during school hours until the teacher advises you that your child has made a complete adjustment to the classroom. Your classroom teachers and the Preschool Director are available to help you and your child. We encourage you to continue to communicate what is happening at home with the teachers throughout the year so we are aware of any outside situations that might be affecting the child at school.

A Parental Input form will be sent to you before the preschool program begins. The information you provide on this form will help us to assure a positive year-long experience.



## **Arrival and Dismissal**

It is very important that your child begin class with their classmates. Being punctual sends a message to your child that school is important.

Please plan to arrive 5 minutes before class is dismissed. Children become very anxious if they do not see their caregiver at pick up.

Children will be released only to their approved caregiver. Each child's family must complete the "approved pickup" list on the Brightwheel Childcare App to indicate those people with permission to pick up your child. The parent authorizing the release of a child to an adult other than the usual caregivers must give written permission. For safety purposes, any adult unknown to TBI Preschool staff will be asked to show picture identification when picking up.

Should an unauthorized adult arrive to pick up a child, the child will not be released unless TBI Preschool is able to reach the child's parents and obtain permission for the individual to pick up your child.

If an unforeseen emergency occurs, a parent or an authorized adult may call the Preschool Director and request that the child be released to a specific adult.

Please refer to the COVID-19 Health and Safety Plan for additional details on TBI Preschool's arrival and dismissal procedures.

### **Class Schedule**

TBI's hours of operation are:

PreK:	9:00 am - 2:00 pm
3's:	9:15 am - 1:15 pm
2's:	9:30 am - 12:30 pm

### **What to Bring to School**

Backpacks and lunch boxes (for those eating lunch at school) should be brought in daily. Please wipe down the outside of the lunch boxes and clean reusable water bottles daily.

If your child is napping in school, please provide 2 crib sheets at the beginning of the week so that they can be taken home to be washed daily.

If your child relies on a stuffed animal or a "lovey" for emotional support, please contact the Preschool Director to discuss your child's specific needs.

### **Parking Lot Safety**

For the safety of our children, please observe the following guidelines when arriving and leaving school:

- Drive slowly and carefully
- Park your car in a marked spot

- DO NOT park in front of the school
- If the parking lot is full, there are additional spaces in the lower parking lot
- Always hold your child's hand when walking to and from your car

We appreciate your cooperation in keeping all of our children safe.

### **Toys from Home**

We request that children do not bring toys from home to school. They are often the cause of challenges between friends. Toys from home are difficult to share and are of high interest to other children. We would hate for a child to be upset if a toy from home was lost or broken.

### **Toilet Training**

Toileting should be a positive developmental step for your child. Some of the objectives of successful toilet training are keeping the child comfortable and giving the child a sense of pride and accomplishment.

We do not feel that it is developmentally appropriate to require that all preschool children be toilet trained, and the teachers will be happy to reinforce any toilet learning that you have begun at home. Please stay in touch with the teachers regarding your style of toilet learning. However, please remember that you, as parents, are primarily responsible for teaching your child. We have found that it is the least disruptive for children if they have reasonably mastered toileting at home before they attempt it in school. It is more difficult to remember to use the bathroom in school because there are many wonderful distractions.

Children who are already trained will be guided and directed to wipe themselves. In addition to reinforcing independence and good hygiene, the reason behind this method is to instill the idea that other people do not have the right to touch them in private areas. It is therefore important that you, as a parent, instruct your child in the proper way to wipe and encourage practice at home

If you have any questions regarding this process, feel free to speak with the Preschool Director or your child's teacher. Working together, we will ensure a positive toilet training experience for your child.



## **Clothing**



### **EVERY ITEM OF CLOTHING MUST BE LABELED WITH YOUR CHILD'S NAME.**

Comfortable, washable play clothes are the most appropriate dress for preschoolers. Play is the work of children, and they should “dress for a mess.” At school, children get immersed in hands-on experiences and we want them to feel free to do so without worry about dirtying their clothes. Additionally, clothing which children can put on and take off by themselves helps foster independence and facilitates positive bathroom experiences. While we use “washable” paint and art materials, some colors come out more easily than others. We offer smocks to children but do not require them to wear them.

Sneakers or rubber-soled shoes are required daily.

A complete change of clothes, including shoes and socks, should be left in a shoebox in the classroom for emergency use. Please be sure to change those clothes as your child grows and as the seasons change. If your child is still in diapers, please be sure to include diapers and/or Pull Ups in their size, as well as wipes.

Weather permitting, the children play outside every day, so please make sure to dress your child appropriately. In addition, the temperature in our classrooms can fluctuate as well so we recommend leaving an extra sweater or sweatshirt in your child's cubby.

## **Discipline Policy**

It is our objective to foster positive self-esteem, self-control, self-direction and cooperation. At TBI Preschool, both adults and children are to be treated with respect. Within their developmental capabilities, it is important for children to take responsibility for their actions and decisions. Positive redirection, logical consequences and opportunities for children to problem-solve are encouraged by our teachers.

The following are to serve as guidelines in establishing positive discipline:

- Teachers set clear, explicit and consistent limits according to the developmental level of the child.
- Teachers will document any challenging behavior, try various approaches to resolve the challenge, and reach out to the parent to discuss the situation.
- Teachers provide opportunities for each child to verbalize their feelings in socially appropriate ways.
- Teachers do not solve difficult situations for children; rather, they help children learn to find solutions and take responsibility for their actions.

- The behavior is separated from the individual. The behavior, not the child, is considered and referred to as unacceptable.
- The child is given opportunity to make choices wherever possible (i.e. “Would you like to put the blocks away by yourself or would you like some help?”).
- Teachers intervene immediately when one child physically comes in contact with another child, or when there is a chance that a child may injure themselves. The responsible adult is expected to remove the child from the situation and give the child an opportunity to calm down. Once calm, the children involved will be asked to express their feelings. They will then be coached on finding alternative solutions.
- Repeated acts of aggression against other children or a teacher (i.e. biting, hitting, kicking, etc.) will be discussed with the parents, and may result in a child being sent home. If your child is hurt in school by another child, the classroom teacher will call you to discuss the incident.

## **Placement**

Class placement is a complicated process where we strive to meet the social, emotional and academic needs of all children. Factors that play into the decision making process include birthdates, temperaments, learning styles, teaching styles, personalities, special needs and teacher recommendations. Final placements are at the discretion of the Preschool Director.

## **Food**

To comply with Jewish dietary law within the TBI building, no food sent with a student may contain meat.

Out of concern for the well-being of all our children, TBI is a nut-free school. Please refrain from sending in any food containing nuts or nut products. In the event there are additional allergies, and therefore food restrictions, in your child’s classroom, you will be notified before the school year begins. If you have difficulties or questions regarding lunches, we have a list of alternative nutritious foods that children tend to like. We realize that this may be difficult for picky eaters, but we hope to use these opportunities to help children learn how to take care of their friends.

TBI Preschool serves snacks every day. Parents are welcome to send food to be shared by their child’s class as long as they have made prior arrangements with the classroom teacher to do so. If fruit is brought in, it must be cut in school.



Any food items sent to school, whether a snack for the class or as a birthday treat, must be nut-free, in a sealed package and certified Kosher dairy or parve. We cannot serve home baked treats to the children for both religious and allergy reasons.

## **Birthday Celebrations**



We are happy to help your child celebrate their birthday. You may bring pre-packaged treats for the class to share. A list of ingredients stating they are nut free and kosher must be on the package. Please check with your child's teacher for any additional food allergies and bring in food that complies with any allergy restrictions so no child will feel left out.

Goody bags are to be reserved for home parties and are not to be brought to school. Instead, please consider donating a book or toy to TBI Preschool in honor of your child's birthday.

Parents may distribute birthday party invitations in school only if the whole class is invited. If you are not inviting the whole class, please use the class list and mail/email the invitations to the children's homes.

## **Special Services**

Children are able to receive special services (speech therapy, occupational therapy, physical therapy, SEIT services, etc) during the school day at TBI. In order for this to happen, please discuss your child's needs with the Preschool Director. The following items must also be on file for your child to receive on-site services:

- Written permission for the therapist to provide services.
- A written copy of the days/times services will be taking place.
- A copy of your child's IEP/evaluation.

The therapist must provide a valid ID and sign in/out in the Visitor's Log in the preschool office every time they provide services to your child.

If your child is absent, it is your responsibility to inform the provider.

## **Emergency Procedures**

TBI Preschool conducts monthly fire drills and two Shelter-in-Place drills per year. Emergency Backpacks are kept on a hook behind each classroom door. The backpack

is taken with the class whenever they leave the classroom. Each classroom, the Preschool Director and all other TBI staff also carry walkie-talkies with them at all times.

In case of a more serious emergency, we have emergency food, water and flashlights on hand.

### Emergency Evacuation

In the event that we have to evacuate the building during school hours, the children will be brought to Rabbi Mishkin's house (at the TBI - end of Mackey Avenue). If we need to be farther away from the building, we will bring the children to a staff member's house at 95 Mackey Ave. Phone calls/emails will be made from the emergency location, and teachers will remain with your child until you can reach us.

### Emergency Closings

You will be notified via email and the Brightwheel Childcare App of any school closings, delayed openings or early dismissals due to inclement weather. The email will be sent as early as possible to give you as much time as possible to arrange for child care. A delayed opening is subject to change if weather and road conditions remain hazardous. Early dismissal is considered when the weather forecast calls for difficult road conditions at regular school closing time.

Email notifications will be sent to all addresses listed on your Emergency Card. If there is no internet service due to any emergency situation, phone calls will be made to the phone numbers listed on your child's Emergency Card.

No refunds, credits or cancellation of fees will be made for extended vacations or school closings included, but not limited to, snow storms, power outages, hurricanes, flooding, public health emergencies etc. Make-up days may be scheduled at the discretion of the Preschool Director.

## **Medical Forms + Requirements**

All children entering our school must have a completed and signed medical form on file, showing that all immunizations (including chicken pox) are up to date. The exam must take place within one year of the start of school, and an updated medical form will be required annually upon the expiration of the form on file.

If your child has an allergy that requires Epi-pens and/or Benadryl to be kept at school, we must have a completed Medication Consent Form on file which is signed by both the physician and the parent. These forms are only valid for 6 months and it is the

responsibility of the parent to make sure this form is up to date at all times. All medications kept at school must be in the original packaging, including inserts and labeled with the child's name. No medication will be administered without a completed Medical Consent Form.

All non-prescription drugs and/or creams that need to be administered during the school day must be accompanied by a non-medication consent form, which is available in the preschool office, or can be provided to you by email. The form must be signed by the parents, and include instructions for usage. All creams/lotions must be in their original container with your child's name written on the package.

**PLEASE BRING ALL MEDICATIONS TO THE PRESCHOOL OFFICE** so they can be stored properly.

### Immunization Requirements

As of June 13, 2019, there is no longer a religious exemption to the requirement that children be vaccinated against measles and other diseases to attend either public, private, or parochial or child day care settings.

Our detailed health care plan is on file in the Early Childhood office.

### **Illness**

If a child becomes ill while at school, parents will be notified and asked to pick up the child immediately. TBI Preschool will attempt to contact parents and emergency contacts as follows:



- We will call home. If there is no answer,
- We will call the mother or father's cell phone. If there is no answer,
- We will call the mother or father's employment. If there is no answer,
- We will call the other phones listed on your child's emergency contact card and/or their physician.
- Your child will stay in our designated sick room with a staff member until you arrive.
- If medically necessary, we will call an ambulance to transport the child to a local medical facility. Based upon the medical judgment of the attending physician, the child may be admitted to a local medical facility. We will continue to call the parents or physician until one is reached.

If a contagious illness occurs, please notify the school office as soon as possible. Notices will be sent home to all parents of children who may have been exposed.

Please keep your child at home if they are sick or feeling under the weather. Nobody has good days when they are ill and we all want school to be a positive experience for your child.

A child with fever, vomiting or diarrhea must be kept home for 48 hours after the symptoms subside. Children with infections requiring antibiotics should not return to school for 48 hours or until a note from your physician states that they are no longer contagious.

**Please call or email the office if your child will be absent from school.**

**HEALTH EXCLUSIONS FROM PRESCHOOL**

<u>DISEASE</u>	<u>EXCLUSION POLICY</u>
Chicken Pox	1 week after onset of rash or when all chicken pox are scabbed
Conjunctivitis	24 hours after treatment
Fever	Fever free without fever reducing medication for 24 hours
Fifth Disease	Do not exclude unless oral temperature exceeds 100
Head lice	Nit free
Impetigo	18 hours after treatment
Influenza	1 week/ fever and symptom free for at least 24 hours
Salmonellosis	Cessation of diarrhea
Scabies	The day after treatment has been applied
Strep Throat	24 hours after treatment has begun 48 hours after fever breaks
Scarlet Fever	24 hours after treatment has begun 48 hours after fever breaks
Stomach Virus	24 hours after cessation of diarrhea/vomiting

If severe pain, cough, sore throat, itching, acute diarrhea, vomiting, oral temperature of 100.0F, jaundice, difficult or rapid breathing, skin rashes lasting more than one day, swollen lymph nodes, swollen joints, blood or pus from ear, skin or stool occurs, we will need a statement from a physician stating that the child has been examined and that there is no serious health risk to the child or other children.

**Reporting Child Abuse**

New York State law requires that all staff working in a school report any suspected child abuse. In accordance with the provisions of sections 413 and 415 of the NYS Social Services Law, all TBI staff must report any suspected incidents of child abuse or maltreatment concerning a child in our care to the Statewide Central Register of Child Abuse and Maltreatment when they have reasonable cause to suspect that a child is an abused or maltreated child.

## **Publicity**

We take photographs and/or videos of children participating in our program. These may be used in newsletters, brochures, print and electronic media. A release for their use was included on your child's *Application and Agreement* form.

## **Termination of Enrollment**

If it is determined that the school cannot meet the needs of a child after reasonable actions have been taken, the administration reserves the right to terminate enrollment. In addition, other reasons we may have to terminate or suspend a child from school include:

- Failure of parents to pay tuition, or habitual lateness in payments
- Failure to complete required forms or providing child's immunization records
- Habitual tardiness of picking up your child
- Physical or verbal abuse of TBI's staff
- Failure of a child to adjust after a reasonable amount of time
- Excessive biting, tantrums, or angry outbursts resulting in the child being a danger to themselves or to others

**We want you to know we will do everything possible to work with the family of the child in order to prevent this policy from being implemented.**

## **Program Withdrawal, Cancellation and Fees**

Families who enroll their children at TBI Preschool do so with the understanding that they are contracting with the school for a specific payment schedule ("tuition") as disclosed on the *Application and Agreement Form*. Families are expected to pay tuition regardless of whether your child attends the program or not. Tuition payments secure a space for your child and allow us to pay for our expenses, which include staff salaries. Any changes to your child's enrollment must be requested in writing. As stated on the *Application and Agreement Form*, deposits are non-refundable. We reserve the right to cancel any class due to insufficient registration, in which case all fees, including deposit, would be refunded.

If personal circumstances prevent you from meeting your contractual tuition obligations, please contact the Preschool Director to request special consideration.

### **Discount Policy for Families Enrolling Multiple Children**

Siblings: Oldest child at full fee, 2nd child at 10% discount.

Twins: Enrolled in the same class; one child at full fee, and the other at 10% discount.

Triplets: Full fee for two triplets, and half fee for one triplet.

### Late Pick-Up Fees

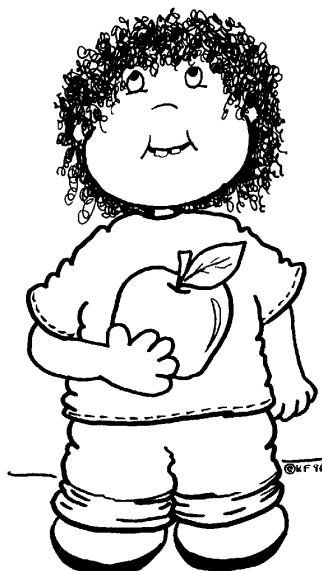
Classes end promptly at scheduled times. If you are unable to be at TBI at dismissal time, the Preschool Director must be notified. The teacher will stay with your child for 10 minutes after the school day ends. The child will then be brought to the Preschool Director, who will call you, and subsequently your emergency contacts to come and pick up your child. After three late incidents, a late fee will be charged. The late fee is \$10 for each fifteen minutes the parent is late. These fees will be due at the time you pick up your child.

### **Right to Amend Policies and Procedures**

TBI Preschool reserves the right to amend its policies and procedures during the course of the school year. Any changes will be communicated in writing.

TBI Preschool does not discriminate on the basis of race, color, gender, religion, national origin, or any other protected category.

TBI Preschool is licensed by the New York State Office of Children and Family Services. We are in compliance with the regulations of the office and all other applicable laws and regulations.



## **TBI Preschool Parent Handbook**

### **COVID-19 Addendum**

The COVID-19 pandemic has changed the way we look at early childhood education and our daily practices and procedures in a group setting. During the course of the pandemic, it is vital that TBI Preschool follow the recommended health and safety guidelines of local and state regulatory agencies and the recommendations of the CDC and OCFS. Changes in procedures and practices have been developed to support the health and safety of your children, your families and our staff so that we can remain open. **Please note that all policies and procedures outlined in this addendum are subject to change at any time.**

While we wish that we could control every possible risk, and while we will use our best efforts to keep your child safe from COVID-19, we want to make clear that we cannot promise or guarantee that this or any other pathogen will not enter school. By the very nature of the personal interaction that takes place in the preschool environment, there is always a risk of your child becoming ill with COVID-19 or any other communicable disease. We want you to be fully aware of this risk in making the decision to send your child to school. By sending your child to school, you are assuming that risk and accepting it on your child's and family's behalf.

### **Arrival and Dismissal Procedures**

In order to reduce direct contact and limit the risk for COVID-19 transmission, TBI Preschool is restricting access to its facility to its essential staff and children enrolled in the program. Accordingly, parents and caregivers WILL NOT be permitted to enter the building during drop off and pick up. The following procedures will be followed:

- Each morning during drop off, parents/caregivers must confirm the following Health Check statements through the **Brightwheel Childcare App**. The Health Check asked you to confirm that your child has:
  - No fever of 100.0 °F or more
  - No cough, shortness of breath or trouble breathing
  - No chills or muscle pain
  - No headache or sore throat
  - No loss of taste or loss of smell
  - No congestion or runny nose
  - No nausea, vomiting and/or diarrhea
  - No contact with a confirmed or suspected COVID-19 in the past 10 days

- o No positive results for COVID-19 through a diagnostic test in the past 10 days
  - o No restricted travel in the past 10 days
- If you **CAN confirm** that all of these statements are true that day, your child(ren) may enter the program. If you **CANNOT confirm** that all of these statements are true that day, your child(ren) will not be allowed to enter the program.
- All adults are strongly encouraged to wear masks during drop off and pick up regardless of vaccination status to model behavior for your child.
- Parents or caregivers should park their vehicles, walk up the ramp and line up while maintaining distance from the family in front of you. You may also wait in your car until the line has shortened.
- Families must check in their child using the Brightwheel Childcare App on your phone by using our QR code and your personal ID.
- A staff member will take the child(ren)'s temperatures before they enter their classroom to avoid false readings at the school entrance due to extreme temperatures during the winter and summer.
  - o If the child fails the temperature check, the child(ren) may not attend school and will be sent home with their parent/caregiver. Please remain in the parking lot for a few minutes following drop off in case your child needs to be taken home.
  - o In accordance with privacy guidelines, we will record only that a child has passed or failed the temperature check; not the actual temperature reading.
  - o Upon entering the classroom, your child will be taken to the nearest handwashing location. TBI Staff will direct/assist your child in washing their hands.
- Upon your arrival to pick up your child, please sign out on your Brightwheel Childcare App, and line up on the ramp, maintaining distance between you and the person in front of you on line. A staff member will bring your child out to you.
- If the parent/caregiver who is scheduled to pick up your child begins feeling ill while school is in session, please arrange for one of your emergency contacts to pick up your child and bring them home so that the individual does not unnecessarily expose others.



- Staff members will be subject to the same daily temperature and health checks as children.

### **COVID-19 Illness, Exposure and Action Plan**

No child will be permitted to attend our program if they are showing any signs of illness, including a runny nose, cough, etc. If a child suffers from seasonal allergies, a doctor's note must be submitted to the Preschool Director.

Children showing COVID-19 symptoms are not allowed to attend school. COVID-19 symptoms include:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Headache
- Sore throat
- Congestion
- Runny nose
- New loss of taste or smell
- Nausea, vomiting and/or diarrhea

Any child presenting with fever may not return to school without a negative COVID-19 test and until they are fever-free without the use of fever reducing medications for 48 hours.

Please note that TBI Preschool has set the threshold for fever at 100.0 °F. Please refer to the Parent Handbook's Illness section for details on non-COVID-19 illnesses and the duration that children must be symptom-free before returning to school. **Children must have a medically administered COVID-19 test (either rapid or PCR is now acceptable), with a negative result and resolution of symptoms before returning to school.** As in any school year, in the event your child has another communicable disease outlined in the main section of the Handbook (coxsackie, conjunctivitis, strep throat, etc.), your child will need a note from their pediatrician outlining when they may return to school. Please note that at-home Rapid antigen tests will not be accepted.

To keep our community safe, you, our families, have a responsibility to immediately report to the Preschool Director if your child, immediate family member or caregiver is exposed to suspected or confirmed cases of COVID-19.

**Families will be notified of any confirmed cases of COVID-19 in a TBI Preschool staff member or child. The details of the affected individual will be kept confidential.**

- Positive Case in TBI Child/Staff: If a child or staff member tests positive, the impacted classroom will be closed for a minimum of 72 hours for deep cleaning, and the entire class will immediately move to virtual learning for 10 days while self-quarantining at home. All children or staff members who were exposed in the classroom must also test on or after day 7 and return a negative test result before returning to school.
- As required, TBI will immediately notify the state and local health department about any positive test results by a staff member or a child at our school.

**The following scenarios will also necessitate a child or a staff member to quarantine:**

- If your child was in direct contact with someone who has tested positive for COVID-19, your child must quarantine for 10 days from the date of exposure, and may not return to school until this quarantine period is complete. All children or who were exposed must also test on or after day 7 and return a negative test result before returning to school.
- If a household member or your caregiver has symptoms of COVID-19 and is pending test results and/or tests positive and your child was exposed to this individual, your child must remain at home until the affected individual returns a negative test; if the affected individual tests positive for COVID-19, your child must quarantine for 10 days, and may not return to school until this quarantine period is complete.
- If a member of your household or your caregiver is ordered to quarantine by any governmental agency or school district or otherwise believes that they are required to quarantine because of contact with someone with a confirmed case of COVID-19, your child may not come to TBI Preschool for 10 days. If the contact in your household takes a PCR COVID-19 test on or after day 4 following exposure and receives a negative result, then your TBI student may return to school 7 days after the contact's exposure.
- Please contact the Preschool Director immediately if your child begins exhibiting any COVID-19 symptoms, and if they subsequently test positive for COVID-19.

Picking Up Sick Children

It is more important than ever that we are able to reach you if your child becomes sick during the school day. A sick room has been designated, and any child who needs to be sent home will remain in the sick room with a staff member until they are picked up.

- Children must be picked up immediately (within 20 minutes) of our determination that they are sick. Please remain easily accessible during the entire time your child is in our care.
- If we are unable to reach the parent/caregiver within 10 minutes of identifying symptoms of illness, your emergency contact(s) will be called.
- Please call the preschool office when you arrive and check your child out on the Brightwheel Childcare App. A staff member will bring your child and their belongings to you according to our normal pick up procedures.

## **Travel**

NY State recently lifted the domestic travel restriction requirements; however, the guidance continues to recommend quarantine and testing following domestic travel. CDC guidance must be followed when traveling internationally. Since our student population is extremely vulnerable to contracting COVID-19, we are keeping the following policies in place to protect our students, staff, and their families. Please note that all travel restrictions are subject to change based on regulatory changes and guidance.

All unvaccinated students and staff must quarantine for a period of 10 days following travel, consistent with CDC guidance for quarantine, **unless** the student or teacher takes a PCR COVID-19 test on or after day 4 following return from travel; travelers who receive a negative test result on or after day 4 may return to school 7 days after returning from travel. Vaccinated staff must follow CDC guidelines for travel.

TBI considers “travel” to include traditional travel by air, as well as overnight stays with people who are not part of your family cohorts, whether the stay is local, out of state, or international. If your TBI student is staying overnight with people who are fully vaccinated, then the TBI student does not need to quarantine and test before returning to school. If the student is staying with individuals who are not fully vaccinated, then they must follow the quarantine or test-out rules which apply to travel. For example, if a student stays overnight with two fully vaccinated grandparents, then the student does not need to quarantine and test; however, if only one of the two grandparents are fully vaccinated, then the travel quarantine and testing rules apply.

**Test results must be sent to the Preschool Director prior to returning to school.**

For more information on the quarantine requirements and other procedures for travelers, please refer to the CDC travel guidance:

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html>

### **Classroom Practices**

New classroom practices are being implemented in the best interest of the health and safety of the children and TBI staff.

- Each grade level (2's, 3's and PreK) is considered a "cohort" this year. While each class will spend the majority of their time in their classroom, classes in each grade will share the playground and social hall so that each class has ample outdoor and/or activity time.
- Staff will remain with the same class whenever and wherever possible.
- Spaces that are used by more than one group during the day will be disinfected in between uses.

### **Masks/Face Coverings**

As of September 15, 2021, Governor Hochul instituted a series of universal mask mandates, including at all state-regulated child care centers. As such, TBI Preschool is adopting a universal mask mandate for all children age 2 and above.

- TBI staff members are required to wear masks/face coverings at all times.
- All children age 2 and above must wear masks. Our staff will encourage and support our students in mask wearing.
- Please send in an extra mask for your child's cubby. In the event your child needs a fresh mask and none from home are available, TBI will provide a child sized surgical mask.
- Used masks will be sent home daily for cleaning.
- Masks/face coverings may not be placed on children younger than 2 years of age, anyone who has trouble breathing, or anyone who is otherwise unable to remove the face covering without assistance.
- Children will never wear masks when napping if they remain at school for after care and need to rest.
- Children will be reminded not to touch their faces.

### **Classroom Best Practices Around Social Distancing**

- The following approaches may be used to teach children about social distancing:
  - **Using space markers or mats:** We will use masking tape, sit-upons or mats to create spots on the floor and encourage the children to use the space to play while communicating with their peers.
  - **Rest Period:** Children who remain at TBI for aftercare and nap will be distanced at least 6 ft. apart and children will also sleep “head-to-toe” with others.

### **Materials in the Classroom**

- Any materials that cannot be easily disinfected will be removed from the classroom, including 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 disinfecting procedures at the end of each day and take extra precaution to remove any materials that have come into contact with children’s saliva, mucus, or any other bodily fluid from rotation during school hours.

### **Hand Washing Policy**

- Our hand washing policies follow the strict guidelines and rules proposed by the department of health and state licensing.
- Children will be guided by their teacher to wash their hands properly for 30 seconds each time.

### **Food Policies**

- All lunch food must be packed in your child’s lunchbox. All water bottles brought from home must be taken home every day and cleaned.
- TBI Preschool will provide a morning snack.

### **Cleaning + Safety Policies**

TBI staff will use cleaning solutions which are New York State registered disinfectants, and are listed by the EPA as effective to use against COVID-19. TBI Preschool will follow the cleaning protocols outlined below:

- Tables will be sanitized before and after eating.
- Any mouthed toys (including sneezes, coughs) will be removed from rotation and disinfected.
- All surface areas will be cleaned daily.
- All toys will be cleaned daily.
- All bathrooms, door handles and light switches, will be cleaned daily by janitorial staff.
- Classrooms will be mopped (with bleach solution) daily by janitorial staff. Water will be changed between each room to prevent the spread of infection.
- Each room will be cleaned with a fogger daily by janitorial staff. The fogger uses a disinfecting solution to reach crevices and other hard to reach areas.
- Medify HEPA filtration units are running constantly in every classroom to further filter the air.
- TBI's HVAC system has MERV-13 filtration throughout the building to provide increased filtration.

### **Therapy Services**

- TBI Preschool allows therapists to provide services. Therapists are considered essential workers to support special needs and therefore allowed in our building.
- If your child receives services privately, please continue to receive services in your home.
- Therapy services will be conducted in a designated room when possible.
- Like TBI Preschool staff, any therapists who provide services at the preschool will be required to wear a mask and comply with the same temperature and health checks as TBI staff and families. Strict handwashing guidelines must be followed by the therapist.

## **Pandemic-Related Mandatory Closings**

Families who enroll their children at TBI Preschool do so with the understanding that they are contracting with the school for a specific tuition schedule ("tuition") as disclosed on the *Application and Agreement Form* which each family completed. Under normal circumstances, you are expected to pay tuition regardless of whether your child attends the program or not. Tuition payments secure a space for your child and allow us to pay for our expenses, which includes staff salaries.

In the event of a mandated COVID-19 closure which prevents TBI Preschool from operating in person for more than three days, **remote learning** will be implemented. Remote learning will take place on all days that your child is regularly scheduled to attend school. Remote learning will take place in a manner that the educational staff believe is most conducive to the learning style of preschoolers, and may not replace a full day of preschool in duration. The style of remote learning will be left to the discretion of TBI Preschool staff.

At TBI Preschool's discretion, families may receive a credit or refund during a pandemic-related mandatory closing. TBI will apply the following non-exclusive guidelines when deciding what credit or refund will be offered:

- No refund will be offered unless and until the program has been operated in remote fashion, whether for voluntary or mandated closure, for more than four consecutive weeks;
- The amount refunded or credited, if any, will be prorated based on the amount of time the school is required to close;
- The amount refunded or credited, if any, will be determined after factoring in the cost of operating TBI Preschool, including paying teachers, staff, and other fixed costs.
- Families' accounts with TBI Preschool must be in good standing to receive any refunds or credits.

If personal circumstances prevent you from meeting your contractual tuition obligations, please contact the Preschool Director to request special consideration.

## **Program Withdrawal**

All deposits are non-refundable, as stated on the *Application and Agreement Form*. No refunds, credits or cancellations of fees will be given for school closings or extended vacations. There are no makeup days for personal absences.

## **Best Practices to Curb the Spread of Coronavirus**

Our top priority is the health, safety, and wellness of our community. We strongly recommend that families follow the guidelines set forth by the New York State Department of Health State of New York and the CDC regarding social distancing and proper hygiene at all times.

TBI recommends that families also do the following in order to help keep everyone healthy:

- Practice social distancing and mask wearing when out in public
- Clean your child's lunch box and water bottle daily
- Bring disinfectant wipes or hand sanitizer in your car for pickup times
- Bathe your child right after school and change their clothes
- Wear clean clothes to school

Please visit the CDC's website for additional guidance to limit and mitigate the spread of COVID-19.





## **ACKNOWLEDGEMENT**

By signing below, I acknowledge that I have read and will comply with the Parent Handbook and COVID-19 Addendum. I understand that all policies and procedures listed in this Handbook and Addendum are subject to change. Any changes will be communicated to me in writing and I will need to acknowledge and comply with such changes in order for my child to continue attending TBI Preschool.

Acknowledged by:

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Signature

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Printed name

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Date



**COVID-19 Amendment  
2021-22 Parent Handbook  
September 2021**

This Amendment supersedes the previously issued COVID-19 Illness, Exposure and Action Plan section of the COVID-19 Addendum to the 2021-22 Parent Handbook, and is effective immediately.

**COVID-19 Illness, Exposure and Action Plan**

No child will be permitted to attend our program if they are showing any signs of illness, including a runny nose, cough, etc. If a child suffers from seasonal allergies, a doctor's note must be submitted to the Preschool Director.

Children showing COVID-19 symptoms are not allowed to attend school. COVID-19 symptoms include:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Headache
- Sore throat
- Congestion
- Runny nose
- New loss of taste or smell
- Nausea, vomiting and/or diarrhea

**To return to school following any illness or after displaying any of the COVID-19 symptoms listed above, children must have a negative COVID-19 PCR test and be symptom-free. A doctor's note is no longer required.**

Regardless of the cause, any child presenting with fever may not return to school until they are fever-free without the use of fever reducing medications for 48 hours. Please note that TBI Preschool has set the threshold for fever at 100.0 °F. Please refer to the Parent Handbook's Illness section for details on non-COVID-19 illnesses and the duration that children must be symptom-free before returning to school.

To keep our community safe, you, our families, have a responsibility to immediately report to the Preschool Director if your child, immediate family member or caregiver is exposed to suspected or confirmed cases of COVID-19.

**Families will be notified of any confirmed cases of COVID-19 in a TBI Preschool staff member or child. The details of the affected individual will be kept confidential.**

- Positive Case in TBI Child/Staff: If a child or staff member tests positive, the impacted classroom will be closed for a minimum of 72 hours for deep cleaning, and the entire class will immediately move to virtual learning for 10 days while self-quarantining at home.
- As required, TBI will immediately notify the state and local health department about any positive test results by a staff member or a child at our school.

**The following scenarios will also necessitate a child or a staff member to quarantine:**

- If your child was in direct contact with someone who has tested positive for COVID-19, your child must quarantine for 10 days following the date of exposure, and may not return to school until this quarantine period is complete.
- If a household member or your caregiver has symptoms of COVID-19 and is pending test results and/or tests positive, your child must remain at home until the affected individual returns a negative test; if the affected individual tests positive for COVID-19, your child must quarantine for 10 days, and may not return to school until this quarantine period is complete. Additionally, the TBI student must take a PCR COVID-19 test on or after day 8 following initial exposure and receive a negative result before they will be allowed to return at the end of the 10 day quarantine.
- If a member of your household or your caregiver is ordered to quarantine by any governmental agency or school district or otherwise believes that they are required to quarantine because of contact with someone with a confirmed case of COVID-19, your child may not come to TBI Preschool for 10 days. If the contact in your household takes a PCR COVID-19 test on or after day 5 following exposure and receives a negative result, then your TBI student may return to school 7 days after the contact's exposure.

Please contact the Preschool Director immediately if your child begins exhibiting any COVID-19 symptoms, and if they subsequently test positive for COVID-19.