



Parent Handbook 2022-2023

Temple Beth Israel
18 Temple Drive
Port Washington, NY 11050
516-767-1708

Dear TBI Preschool Families,

TBI Preschool is honored that you have chosen our school for your child's preschool educational experience. We look forward to meeting, or welcoming your child back, to school this year and are looking forward to a great year.

The purpose of this Handbook is to provide you with our school's philosophy, rules and guidelines for making school safe, fun and educationally appropriate to children's socio-emotional needs.

We look forward to working with you and your family this year, and if you have any questions about the contents of this Handbook or anything else, please do not hesitate to contact your teacher, the Preschool Director or the VP of Education for TBI at any time.

Sincerely,

Diana Snaider
Preschool Director
preschool@tbiport.org

Debi Gewirtz
VP, Education
deborahgolub@gmail.com

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.

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 send 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. If you think your child will have difficulty transitioning away from bringing their object to school, please consider whether it should come with them during the transitional process, or if that will make separation from the object more challenging. Please make sure that it is labeled with your child's name.

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

If your family needs extended hours, please contact the Preschool Director. Before care is available beginning at 8:00am and after care is available until 6:00pm.

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.

Health + Safety

The health and safety of our students and staff is a top priority. Every precaution will be taken to prevent accidents and injuries; however, we do have situations that arise as is expected. TBI's staff is trained in First Aid and CPR, and there are first aid kits and AED machines in the building if needed.

For a minor injury, an "Ouch Report" is completed and if there is a visible scratch or mark, the Preschool Director will also call the parent during the school day to notify them of the injury. If any more serious accidents or injuries arise, the parent will be called immediately, and if additional medical attention is needed, we will advise the parent and call an ambulance if necessary. For serious injuries (ex. broken bone, stitches, etc.) an Incident Report will be completed and submitted to OCFS.

In the event a parent is not available when a serious injury occurs, the Emergency Contact(s) for your child will be called and notified of the situation.

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
COVID-19	Please refer to the COVID-19 Addendum
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.

Failure to pay tuition on time may result in your child being unable to attend school until the situation is remedied. 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

During the course of the COVID-19 pandemic, TBI Preschool follows the recommended health and safety guidelines of local and state regulatory agencies and the recommendations of the CDC and OCFS, while trying to keep our school experience as “normal” as possible. **Please note that all policies and procedures outlined in this addendum are subject to change.**

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

What to Bring to School

- We will be limiting what students can bring from home. Lunch boxes and backpacks can 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.

COVID-19 Illness, Exposure and Action Plan

Please email COVID19@tbiport.org when any questions arise or if your child or a member of your family becomes a close contact or tests positive for COVID. This email address will be checked regularly throughout the week and on Sunday; however, it will not be checked on Shabbat.

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; if your child is presenting with symptoms inconsistent with their normal seasonal allergies, they must follow the protocol below.

Children showing symptoms of illness 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

Please note that TBI Preschool has set the threshold for fever at 100.0 °F.

In all scenarios outlined below, when referring to testing positive for COVID-19, day zero is the earliest of first symptoms or the day of the positive test. When referring to a close contact, day zero is the day of the most recent exposure to the person who tested positive.

Wherever this Handbook refers to COVID tests, we accept at-home or medically administered tests.

- **Child or staff member is sick and does not have COVID-19:** Any child presenting with any of the above symptoms may not return to school until their symptoms are resolving AND they have received a negative COVID-19 test, or 5 days has passed since symptoms first occurred. Additionally, if your child's illness included fever, they must be fever-free for at least 24 hours before returning to the program even if they had a negative COVID-19 test before the fever resolved. Any child who comes to school with symptoms or develops symptoms during the school day will be sent home and encouraged to test.

- **Child or staff member tests positive for COVID-19:** Child or staff member must isolate from school for a period of at least 5 days; symptoms should be improving and they must be fever-free for at least 24 hours before returning to school. Anyone who is returning between days 6 and 10 must wear a well-fitting mask up through day 10 or may remove their mask following two negative COVID-19 tests taken 48 hours apart. Students who are under 2 or unable to wear a mask may return to school on days 6-10 when symptoms are resolving and following two negative COVID-19 tests taken 48 hours apart.

- **Household Contact/Close Contact (within 6 feet of someone with COVID-19 for more than 15 minutes in a 24-hour period):**
 - The child or staff member may come to school if the child is able to wear a well-fitting mask for 10 days following exposure and is symptom-free.
 - Children under 2 who are not yet able to mask may attend school but must be completely symptom-free and follow the testing guidelines.
 - Close contacts must also return negative COVID-19 tests on days 3 and 5 following initial exposure, regardless of symptoms. A photo of the negative test must be sent to the Preschool Director to remain in school.
 - If the Close Contact lives with the child and another household member tests positive, then the clock “resets” on the 10-day exposure period for your child/staff member.
 - Please note that anyone who lives with your child and tests positive MUST be isolated from the rest of the household; otherwise the clock “resets” on the 10-day monitoring period for your child.

- **Per current NYS guidance, we will not be contact tracing within TBI**
 - Positive cases in the classroom will not require classroom masking however we will send a notice home so that you may decide what is best for your family and if you would like your child to mask while in school for the following 10 days we will support your child in mask wearing.

Picking Up Sick Children

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

All students and teachers entering New York following international travel must follow the CDC's guidance following international travel.

Masks/Face Coverings

- In accordance with current rules in New York, masking is not required and each family may decide whether or not to send their child to school in a mask. TBI staff members also have discretion to decide whether to mask; however:
 - Please refer to the outlined COVID exposure scenarios above as to when masking is required.
 - TBI Preschool reserves the right to change its mask policy at any time based on guidance from the state, CDC and OCFS.

Materials in the Classroom

- 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 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) 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.
- Each classroom will have a daily cleaning log provided by OCFS, our licensor which our staff will complete throughout the day.

Therapy Services

- TBI Preschool allows therapists to provide services. Therapists are considered essential workers to support special needs and therefore allowed in our building.
- Therapy services will be conducted in a designated room, not in the classroom unless it is written in the child's IEP that the service be conducted in the classroom.
- Therapists who provide services at the preschool will be required to wear a mask when in a classroom. Having therapists mask or unmask when working one on one with your child is at the discretion of you and your therapist. Please speak with your therapist about your preference as well as theirs.

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.

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:

Signature

Printed name

Date