



Family Reopening Handbook Addendum

Dear Intown Jewish Preschool Families,

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

All policies previously listed in the parent handbook are still intact unless there is an update below. We are grateful for the input of experts and stakeholders who are advising us on the best course of action. **With the ever-changing environment we are currently living in, and the unknowns of Covid-19, all policies, procedures and schedules are subject to change.** We continue to monitor the rules and regulations and work with incredible professionals who are available to support us.

Please know that we will do our best to continue to communicate with you regularly and appreciate your patience while we navigate reopening our school. Thank you for your ongoing support and partnership. We can't wait to see your children again!

As always, if you have any questions, please do not hesitate to reach out.

Warmly,
Dena Schusterman
Executive Director
Elie Estrin
Director

Intown Jewish Preschool Parent Reopening Handbook

What To Expect When We Reopen

**All procedures are based on the latest guidelines, recommendations and policy from the BFTS, and CDC.*

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

DROP-OFF/PICK-UP PROCEDURES

Drop off and Pick Up Procedures

We are setting up the following procedures in order to limit the risk of exposure to and minimize the spread of Covid-19. Families, including guardians, siblings, parents, and caretakers will not be allowed in the building to minimize contact and gathering. The building will only be open to teaching staff and essential building staff.

Drop Off

- Drop off is from 8:55-9:05 only at the carpool gate. A teacher will be there to check in your child and bring him/her to his/her classroom. If for some reason you need to come to school later for drop off or earlier for pickup, please Elie Estrin ahead of time and when you arrive at school, ring the doorbell and wait for a staff member to meet you at the main entrance front door .
- A check in table will be set up at carpool drop off. Each parent will be asked a series of health check questions and documentation will be recorded daily. The director or a Morah will take your child's temperature using the school touchless thermometer.
- We recommend the same person drop off and pick up your child daily.
- All adults must wear masks during drop-off.

Pick up

- Pick up is from 2:55-3:05 at the carpool line. Please pull your car up as far as possible on the roundabout. The first three cars will have children brought to them. Children will be waiting in the library beginning 2:55. Please be prompt at pickup time to ensure children are waiting for more time than necessary.
- All adults must wear masks during pick-up.
- Staff will not buckle your child into their car. Adults picking up must buckle your child into their carseat.

SICK POLICY

- Please take a temperature check at home prior to bringing your child to IJP
- Keep your child home if they are showing any signs of symptoms or sickness including: fever, runny nose, cough, fatigue, muscle aches, vomiting, or diarrhea. Any child with a temperature of 100.4 or above will be sent home for a minimum of 72 hours.
- Children must be symptom free for 72 hours before returning to school (without the aid of a fever reducing medication). In some cases, a note from your child's doctor will be required for your child to return.
- If your child has an excessive runny nose, cough, or sneeze, we will ask you to pick up your child and keep them home for 72 hours. In some cases, a note from your child's doctor will be required for your child to return.
- If your child shows symptoms while at school, you will need to pick up your child within 30 minutes.
- If you have multiple children, and one child has a fever or symptoms at drop off, your other child will not be able to attend.
- If you, your spouse or other members of your family have a temperature or are sick, we respectfully request that you keep your child home.

NEW CLASSROOM REGULATIONS

Mask Policy

- All staff will be wearing masks during carpool times and when feasible throughout the day.
- The CDC has recommended that no child under 2 should wear a mask.
- If your child is two-years-old or older and you have a mask that you would like your child to wear, we will not enforce a child to wear it throughout the day.
- Children will not sleep with mask covers and nap mats will be placed 6 feet apart.
- Children will not wear masks outside.

Classroom policies

- In an effort to limit exposure, we have a few new regulations
 - Class structure
 - Class sizes will remain low ratio and will only mix with other classes to form a group of 25 people or less.
 - Children and teachers must remain in the same group throughout the day
 - Groups may not be able to use the same space at the same time, such as the playground
 - Spaces that will be used by more than one group during the day will be sanitized and disinfected between use
 - Please note that due to limited class size, we will be accepting students on a first come basis.

Materials in the classroom

- We will be removing any materials in the classroom that cannot be easily sprayed with a sanitizing spray. This includes any porous materials.
- There will be a limited number of toys and materials in the classroom in general to reduce the risk of contact contamination.
- We will follow strict sanitizing procedures at the end of each day and take extra precaution with any materials that have come into contact with children's saliva, mucus or any other bodily fluid.
- We will be increasing our janitorial services to clean our school daily.

Hand Washing Policy

- Our hand washing policies follow the strict guidelines and rules.
- We will continue to follow those guidelines with increased frequency of washing and pay special attention to situations and times that we may need to implement even more frequent handwashing.

What to bring

We will be limiting what students can bring from home.

- Students should bring their lunch, water bottle and snacks. Lunch containers and water bottles need to be taken home and washed every day. If your child is staying for nap-time, please bring a fitted crib sheet, blanket and lovie (if needed) and a closable bag. We will send it home on Friday's for laundering.
- For ease of transporting your child's belongings in and out of the building, please bring a bag or backpack big enough to hold their lunch, water bottle, and nap sheet.
- **No toys** will be allowed until further notice.
- Please 2 pairs of change of clothes in a sealable bag on your child's first day.

Closure Policy

Due to new regulations, if we experience an exposure or presumed exposure, we must call the CDC and BFTH and may be asked to close our center for a minimum of 24 hours. If this happens, staff will do our best to notify you of any school closures as soon as possible to allow for you to make alternate arrangements for your family.

Travel

During this time, if your family/child participates in any travel within or outside the United States, your child may not return to school for 14 days while you monitor your health prior to readmittance to our center. We highly advise not traveling outside of the United States at this time. Please see [Coronavirus and Travel in the United States](#) for additional information.

WAIVER

Intown Jewish Preschool is asking families and staff to sign a waiver stating they are at the school of their own free will and understand the potential risk involved with being at the preschool. All children enrolled in IJP must have a sign waiver before attending.