



## **Torah Tots Policies and Procedures 2020/21 Updated 11/30/2020**

Torah Tots will monitor the latest health guidelines, state mandated policies, CDC and PBC Health Department recommendations to adjust our programming policies and procedures. Safety will always be our number one priority for our children, staff, and families.

These procedural guidelines will be provided for, and agreed to, by all families and staff prior to the start of school. We will continue to review safety protocols and procedures on a regular basis and make changes based on advice from the Department of Health and the Department of Children and Families.

Our class sizes will remain as they always have been since there are no restrictions on class sizes at this time. Classes will always remain separate from each other and will not use common areas together.

### **Parent Drop-Off and Pick-Up Procedures**

- ▣ All children will be required to utilize carpool for arrival and pickup.
- ▣ No parents will be permitted to enter the building until further notice.
- ▣ Our Turning Twos and EC2 classes will be having small group phase in and orientation times to ensure a smooth separation at the start of the year. EC3 and EC4 classes will have an orientation day as well. These days will be for children only.
- ▣ Adults dropping off and picking up children must wear masks and will be required to unbuckle and remove the child from the car in the morning and buckle the child in at pick up. Ideally that person should remain consistent. Signs noting family’s name will be provided and must be displayed in your passenger side window.
- ▣ If you will be late for drop off or you have to pick up your child early, you must call the office and we will have someone meet you at your car.
- ▣ Staff, wearing masks, will greet students at their cars and temperatures will be taken daily using a touchless thermometer, prior to their removal from the parent’s vehicle. If a child has a temperature of **100.4** or higher, they will not be able to attend school that day. Health check questionnaire will be sent via Tadpoles or WhatsApp and needs to be answered prior to drop off each morning. If you answer yes to any of the following questions, you must stay home from school. Any child or staff member who displays visible symptoms of illness will not be accepted to school that day.

1. Have you, your child or anyone in your home been in close contact with a person who has COVID-19 contact (defined by the CDC as being within 6 feet of someone for 10 minutes or more) or have you or your child been in contact with someone who has a respiratory infection?
2. Do you, your child (or anyone in your home who hasn't been in quarantine) have a fever, respiratory infection, cough, shortness of breath, difficulty breathing, sore throat, loss of smell or taste, chills, muscle pain, headache, a rash, diarrhea, vomiting or lethargy?
3. Have you administered medication for fever to your child (or yourself) in the past 24 hours?

- ▮ Your child's teacher will escort children to and from the parent's vehicle during dropoff/pick-up times. The drop off and pick up area will be at the outer doors of our classrooms facing the parking lot.
- ▮ Classes will not interact with other classes for group activities.
- ▮ The administration team will restrict visits to rooms and observe by standing at the doorway unless necessary to go in, so they are not working with multiple groups of children.
- ▮ Playground times will be staggered so as not to mix classes and allow for proper cleaning to occur.
- ▮ Specialists like PE and music will be held outdoors or in our social hall with a set distance of over 8 feet from the students.
- ▮ We cannot accommodate therapy visits at this time. Shadows that work one on one with only one student exclusive to our program will be permitted.

### **Wearing Masks at School**

- ▮ Palm Beach county has put in place a mandate to wear face coverings. If this mandate is still in effect by the start of school, Torah Tots staff will wear masks at all times inside classrooms and the synagogue building. When outside and social distancing is possible from other staff members, staff will not be required to wear any face covering. Children will not be required to wear masks.

### **Illness at School and Updated Sick Policy**

- ▮ Any sick children and staff are required to stay home; this includes children and staff who have a temperature of **100.4** F or higher, or who are displaying symptoms including coughing, sneezing, shortness of breath, difficulty breathing, sore throat, loss of smell or taste, chills, muscle pain, headache, a rash, diarrhea, vomiting or lethargy.
- ▮ Children or staff with immediate family presenting with the above listed symptoms who have not quarantined are required to stay home.

### **If a child or staff shows signs of illness at school**

- ▮ If a child or staff displays symptoms of illness while at school including, but not limited to fever, coughing, sore throat, runny nose, diarrhea, vomiting, lethargy, and rash, s/he will be isolated in our supervised, designated area.
- ▮ Parents will be notified and required to pick up their child immediately. Emergency contacts will be called if your child is not picked up within 30 minutes. Parents should call the school (561- 241-6257) when they arrive, and the child will be brought to your car.

### **Returning to School after Illness**

- ▮ Any child or staff showing signs of respiratory issues (including coughing, tugging in the chest, wheezing or shortness of breath) or other COVID-19 symptoms including fever, abdominal pain, diarrhea, vomiting, sore throat, or lethargy may return to school based upon the following criteria:
  - 48 hours after being symptom free, without fever reducing medication AND with lab/physician documentation of negative COVID-19 test results
  - OR
  - They may return to school if a physician establishes an alternative diagnosis and they present a doctor's note that states: "I examined \_in my office on\_\_and evaluated for \_\_\_\_."  
S/He does not have COVID-19 and is able to return to school without placing others at risk.

### **If a staff member or child is exposed to, suspected of/or diagnosed with COVID-19**

1. Parents/staff must contact the school within 24 hours of finding out a medical diagnosis of COVID-19 for themselves and/or children.
2. If any staff, child or anyone they have been in direct contact with has a positive COVID-19 diagnosis, Torah Tots Early Childhood Center must be notified immediately. We will notify the PBC Department of Health and follow their guidance on action and closures. If this should occur, we will notify families immediately.
3. We will make decisions on closures and quarantining on a case by case basis with guidance from medical professionals and the Florida Department of Health. Those actions may include:
  - a. If we are notified that a staff member or a child in our school is suspected of and being tested for COVID-19 with symptoms, anyone considered in close contact (all other children and staff who have been in contact with that class) must quarantine for 48 hours or until test results come back. The classroom may reopen after 48 hours or when permission is granted by regulatory agencies.
    - ✦ Areas used by the child or staff member will be closed off from the rest of the building and disinfected.

- ✦ Families will be notified that a positive case has been in the school via email and parents from the affected class will be called. Confidentiality will be maintained while communicating with parents and staff about the situation.
  - b. If an immediate family member of either a staff member or student has a positive COVID-19 diagnosis, the staff or student exposed may not return to school for 14 days AND with lab/physician documentation of negative COVID-19 test results.
  - c. Siblings of students who are quarantining due to a positive case of COVID-19 in their class may continue to attend school as long as they remain asymptomatic. (Contacts of contacts are not considered in the quarantining process)
4. If a student or staff member is diagnosed with COVID, the health department will be notified. The student or staff member will need to quarantine and remain home until the health department advises it is ok to return. Siblings of the student or children of the teacher will also need to quarantine. Both those diagnosed with COVID, plus the siblings and children, will need a negative COVID test to return.
5. If you have children who attend other schools or activities where they might have been exposed to COVID, please keep your child home until it is determined that your family does not have COVID.

**IMPORTANT:** If anyone in your family is awaiting COVID tests results, please keep all your children home from school, even if your children are completely asymptomatic, until the results are known. The only exception to this rule would be if family members are undergoing pre-procedure testing or routine surveillance testing at their place of work and are asymptomatic. In this case, your children may continue to come to school as usual.

### **In the Event of a Closure**

If a class or the entire school needs to be closed due to a recommendation by the Health Department or medical school advisors, the following is our procedure. If we are closed for up to 15 consecutive school days, we will move to virtual learning and take-home learning packets for that time. Parents will be obligated to pay regular tuition for this time and teachers will be employed. After the 15 consecutive day closure, parents will have their tuition payments suspended or credited to their account. At that time, virtual learning will no longer take place. Upon parent's requests and need, we would have virtual learning options available for a fee. We understand that this might happen more than once during the year. Each time, the protocol of up to 15 consecutive days will remain the same as above.

## Cleaning and Disinfection

- ▣ Classroom materials will be sanitized before each use.
- ▣ Staff and children will wash their hands upon arrival and after each activity or transition in addition to meal and bathroom time.
- ▣ Chairs, tables, doors and common areas will be wiped down frequently throughout the day.
- ▣ During nap time, children's naptime mats will be placed apart.
- ▣ Discontinued use of soft toys, dramatic play costumes indefinitely.
- ▣ Regular deep cleaning of the entire building at night and regular cleaning throughout the day.

## Torah Tots COVID-19 Policies and Procedures Agreement

All staff and parents of students registered in our program will be required to sign the following liability waiver and sign off that they have read, understood, and will abide by the policies and procedures that have been put in place to minimize the risk of transmission of COVID-19.

### Covid-19 Policies and Procedures Waiver and Agreement

I acknowledge that I have fully read, understood, and will abide by the policies and procedures (above) that have been put in place to minimize the risk of transmission of COVID-19. Failure of a family to adhere to these policies may result in exclusion from the program.

I acknowledge and agree that this Release and Waiver of Liability is intended to be, and is, a complete release of any responsibility of Torah Tots Academy, Inc for any and all illness, including COVID-19 or other communicable disease or illness.

Child's Name \_\_\_\_\_ Class \_\_\_\_\_

Parent 1 Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Parent 2 Signature \_\_\_\_\_ Date \_\_\_\_\_

## **FAQS:**

### **Will you be offering after school enrichments?**

We will suspend all after school enrichment at this time until we are sure that it is safe to mix different classes together.

### **Will you be having specials during the week?**

We will have limited specials which will be held outdoors weather permitting or in our social hall socially distant from the teacher leading the special.

### **Will early care and after care have drop in options?**

No, that will not be available at all. Arrangements must be made to ensure on time drop off and pick up.

### **Will you still be offering lunch for purchase?**

Until further notice, we will not be offering a hot lunch option at Torah Tots for the start of the school year. We continue to evaluate our hot lunch option with our campus caterer, CEK, and will have more information soon about the possibility of resuming in January.

### **Will you be serving morning or afternoon snacks?**

Upon recommendation of the Department of Health, we will not be preparing and serving any snacks to the children. We will reevaluate this as time passes and will resume our morning snack when safe to do so.

Parents will provide a nutritious morning and afternoon snack like fruit, vegetables etc. **Will**

### **there be a Parent Orientation, Virtual Meet & Greet and Student Orientation?**

- Yes, we are planning to have a Virtual Parent Orientation on August 24th. Details to follow.
- Our Virtual Teacher Meet & Greet Visits will be individually scheduled times during August 17- 21<sup>th</sup> to meet your teacher for the new school year.
- Our student orientation day will be held with children only on August 25<sup>th</sup>. There will be a phase in period for our Turning Twos and EC 2 classes for students only that week. The children will attend in small groups for short periods of time on August 26<sup>th</sup> and August 27<sup>th</sup>. There will be a shorter school day scheduled for August 28<sup>th</sup>. Schedule will be sent out by email. EC3 and EC4 classes will begin regular school hours on August 26<sup>th</sup>.

### **What are the changes to payment plans for the 2020-21 school year?**

There are no changes to the payment plans.

### **If someone at school contracts COVID-19, how will we handle?**

If we learn about a positive case in our school community, we will evaluate via contact tracing how wide the exposure is and make cleaning and closure decisions based on those findings, in consultation with the Department of Health.

**Are we aware of and or concerned about the new “Kawasaki-like disease” (MPIS) affecting children?** We are. The negative outcomes per research indicate complications are due to children having the symptoms go untreated for a week to ten days. Our staff will look for these signs and symptoms on a daily basis. It is believed to be a reaction to a virus (not always COVID-19) that causes an over-reaction in children’s immune systems. It is highly detectable with signs being: rash on hands and or feet, fever, gastrointestinal issues, among others. Finally, and very reassuring, it is not communicable. Children do not give it to other children.