



THE LEONARD AND SYRIL RUBIN

Early Childhood Center  
at the KAPLEN JCC on the Palisades

## 2020-2021 School Year Procedures and FAQs

The Leonard and Syril Rubin Early Childhood Center is proud to operate during the 2020-2021 school year! While the program does not look exactly the way it used to, we guarantee an unforgettable school year filled with learning, exploration, discovery, and fun. Below please find details and procedures for this unusual school year. The health and safety of all of our students, staff and families are of utmost importance. These are current measures that we have in place in compliance with the current Department of Children and Families (DCF) and the Board of Health Regulations. Should the guidelines change, we will communicate the updates with you.

### PROGRAMS

#### When does the school year start?

September 8, 2020 for all students.

#### What are the program hours for the school year?

##### INFANT PROGRAM:

Monday-Friday, 8:45 am–5 pm\* (12 months only)

##### TODDLER PROGRAM:

Monday-Friday 8:45 am–5 pm\* (12 months only)

##### TWO YEAR OLDS:

Monday, Wednesday, Friday 8:45 am–12 pm (September-June)

Monday-Friday 8:45 am–12 pm (September-June)

Monday-Friday 8:45 am–3:30 pm (September-June)

Monday-Friday 8:45 am–5 pm\* (September-June)

Monday-Friday 8:45 am–5 pm\* (12 months)

##### THREE YEAR OLDS:

Monday-Friday 8:45 am–2 pm (September-June)

Monday-Friday 8:45 am–3:30 pm (September-June)

Monday-Friday 8:45 am– 5 pm\* (September-June)

Monday-Friday 8:45 am – 5 pm\* (12 months)

**FOUR YEAR OLDS:**

Monday-Friday 8:45 am–2 pm (September-June)

Monday-Friday 8:45 am–3:30 pm (September-June)

Monday-Friday 8:45 am–5 pm\* (September-June)

Monday-Friday 8:45 am–5 pm\* (12 months)

\*In observance of Shabbat, all school programs on Fridays end at 5 pm September through mid-November and March through June. From mid-November through February the programs end at 4 pm.

Please note - the extended day program tuition (8:45 am–5 pm) for ages 2 and up has been adjusted and does not include vacation camp or a complimentary afterschool class. After school programs are offered. For more information please visit [www.jccotp.org](http://www.jccotp.org). Registration and payment will be separate.

**Will extended care be offered?**

This year our extended care classes will run from 8:45 am–5 pm.

**How many students and teachers per class will there be?**

As of October 1st. The state of NJ Department of Children and Families is allowing 15 children per room. We will continue to stay within our ratios and add children to classes upon enrollment when space allows.

**How will my child’s teacher communicate with me throughout the day?**

Our teachers will use email and Kaymbu as means of communication. In addition, you can call your child’s classroom or the school office for more urgent matters.

**Will the ECC provide lunch and snacks?**

We will provide crackers and other dry snacks daily. Please send your child with a healthy snack each day (2 pending on the program). Please pack your child's lunch in an insulated bag (with ice packs or a thermos if needed) daily as we cannot store lunches in the classroom refrigerators at this time. Please note that our facility is **NUT FREE** and **kosher style rules must be followed**. Children will be seated apart during lunch and snack time. Sharing of lunches will be strictly prohibited. Please use this link to access our full parent [handbook](#) to view our Kashrut rules.

**\* What type of specials will my child have this year?**

Specials will look a little different this year. We are working on new and innovative ways to incorporate our specials into our classrooms while following all health and safety protocols. For the first time ever, our teachers will be running specials with the help of our amazing leaders in each department.

Each department has prepared a curriculum, corresponding materials and videos for our teacher to use with the children weekly.

In the case of Judaics and Music we are able to ZOOM the teachers into the classroom live!

### **What if my child needs to take medication during the school day?**

Our school nurse will be able to administer any medication with the proper paperwork filled out as per our handbook.

### **When is tuition due?**

First payment is due either August 10 or August 25 depending on your tuition agreement that you were asked to fill out in the commitment and payment form.

For families starting later than the beginning of the school year the first payment is due 1 month before your start date. All tuition payments must be paid in full by April 2021 for 10 month programs or June 2021 for 12 month programs.

## **DROPOFF/PICKUP**

### **\*What will the dropoff and pickup procedures be?**

Dropoff and pickup will be via the carpool line only. At this time parents and caregivers are not allowed in our wing. This is a precautionary measure mandated by DCF and the BOH. We will send a detailed explanation of carpool procedures as we get closer to opening day.

At dropoff you will be asked to join the carpool line at your designated time and have your carpool card displayed in your window.

At pickup please have your carpool card displayed in the window as well. A car that will not have the carpool card will be asked to park until the carpool line is done in order to verify the driver's identity for security reasons.

If the person picking up your child is not one of the parents, you will be asked to give them the carpool card or email the office ahead of time to give them authorization. If they do not have the carpool card they will be asked to show identification.

### **\*What should I do if I want to pick my child up early?**

We understand that occasionally there will be a need to pick up your child early from school. When an early dismissal is requested, a teacher must leave the classroom which is not always possible. In order to follow proper protocols and ensure safe supervision, parents must follow the procedures below:

1. Choose from one of our designated pick up times ONLY: 12pm, 2pm, 3:30pm, 4:45pm
2. Email [earlychildhoodcenter@jccotp.org](mailto:earlychildhoodcenter@jccotp.org) by 10:00am with your child's name, classroom, date of early dismissal, and the designated pick up time
3. An ECC staff member will email a confirmation to you with a pick up location
4. Arrive at the confirmed location at the designated time with your carpool card

Please do not call or email your teacher directly for an early dismissal. All early dismissals must go through the office.

If you have any questions or need assistance, please contact mpeters@jccotp.org or 201-408-1436 or YVered@jccotp.org or 201-408-1438.

## **HEALTH & SAFETY**

### **Will children be screened daily before entering the school?**

Yes. As parents/caregivers drive up to the carpool line each child's temperature will be taken and each family will be asked a series of health-related questions. These results will be reported to DCF daily. When completing the health questionnaire, if your answer is YES to any questions, your child will be excluded from school for the appropriate period of time.

- Temperature of 100.4 or higher
- Has any fever reducing medication been given to your child today?
- Has your child\any member of your household come into close contact with anyone diagnosed with COVID-19 in the last 14 days?
- Does your child, you or anyone in your household have a cough, shortness of breath or trouble breathing?
- Does your child, you or anyone in your household have a headache, fever, muscle pain, chills, repeated shaking with chills, new loss of taste or smell?
- Have you and your child or anyone in your household traveled to any of the states\countries on the travel advisory list in the last 14 days?

### **\*Will my child be required to wear a mask?**

Children under the age of 2 are not required to wear masks. For children ages 2 and up, wearing a mask is recommended but not required. You will be asked to send a mask with your child each day. All children in our 2s, 3s and 4s program will be asked to wear a mask for the majority of the day. While outdoors and when social distancing is possible, children will be allowed to place their mask under their chin and will be supervised carefully. When an outdoor activity does not allow for proper social distancing, masks will be worn.

- Supervised mask breaks will be allowed when needed both indoors and outdoors.
- Children with medical issues will not be required to wear a mask upon presentation of a doctor's note.
- Children with sensory and tactile aversions to masks will be gradually and gently encouraged to keep their mask on.
- Children will not be required to wear a mask at lunch, snack, when drinking water or at rest time.

### **Will teachers and staff be required to wear a mask?**

Yes. They will be required to wear a mask at all times unless eating or drinking.

### **\*What are the cleaning and sanitizing protocols?**

- Surfaces and classroom equipment/toys cleaned and sanitized continuously throughout the day

- Continuous hand washing throughout the day
- All areas (playgrounds, hallway, playroom etc.) will be cleaned between classes
- Individualized art and sensory materials for each child
- Diapering, handwashing, face covering and proper cleaning protocols posted in all rooms and hallways
- Bedding and soft lovies will be sent home weekly for washing and sanitizing
- All soft toys removed from rooms

### **What is your hand washing protocol?**

Children and staff will wash hands after each activity, after using the bathroom or a diaper change, and before all snacks and meals. Hand washing will be supervised by educators and will last for at least 20 seconds as per guidelines.

### **Will you be practicing safety measures at all times?**

All safety measures will be in place throughout the entire school day.

### **Will children share supplies?**

While children will share toys in the room that are easy to clean, the ECC will supply each child with their own art supplies (crayons, markers, pencils) and sensory toys (playdough, slime) to use daily.

### **Will my child be required to socially distance from other children?**

No, the children will be placed in classes and considered a cohort. Each cohort will spend all of their time together. Social distancing will not be required within the cohorts.

### **Do I need to submit a medical form for my child(ren)?**

Yes, we will be requiring all of the medical and health forms listed in our handbook and on Campsite. Children will not be allowed to begin on the first day if any forms are missing.

### **What kind of exposure will my child have to the greater JCC?**

The children will have limited exposure to the greater JCC. When they are walking in the JCC hallways, all social distancing and safety measures will be followed.

### **\*What if my child needs to travel outside of NJ?**

If a student is travelling outside of New Jersey (except New York, Delaware, Pennsylvania, and Connecticut), he/she must quarantine for 10 days upon return. Your child must remain symptom free during the ten day period beginning on their first full day back in New Jersey in order to return to school. Please understand a negative test result will not shorten the ten day quarantine period. At all times, precautions should be taken including maintaining a 6ft distance from others that did not travel with your child.

## \*What if a family member needs to travel outside of NJ or we have guests from outside of NJ?

If a family member is travelling outside of New Jersey (except New York, Delaware, Pennsylvania, and Connecticut), you must quarantine for 10 days upon return. Please note, quarantine requires individuals that have travelled to separate themselves from others during the 10 day period. The travel quarantine applies to house guests travelling to NJ from other states and countries as well. At all times, precautions should be taken such as maintaining a 6ft distance from others, wearing masks, and washing hands. Please understand a negative test result will not shorten the ten day quarantine period.

## SICKNESS POLICY

### What if my child gets sick at school?

Children who meet the criteria below will be brought to a designated room where they can wait while we contact you. You will be required to get them right away to ensure the safety of other students and staff.

- At least **two** of the following symptoms: fever (measure or subjective), chills, rigors (shivers), myalgia (muscle aches), headache, sore throat, nausea or vomiting, diarrhea, fatigue, congestion or runny nose; OR
- At least **one** of the following symptoms: cough, shortness of breath, difficulty breathing, loss of taste, loss of smell.

### What if I can't pick my child up right away?

You will need to make sure there is an approved parent or caregiver available each day to pick up your child in case of an emergency or illness.

### \*If my child gets sick with non-covid symptoms, when can they return to school?

Your child may return to school once your child is fever free for 24 hours without fever reducing medication and symptoms have improved.

A doctor's note and a negative covid test will be required IF:

- At least **two** of the following symptoms: fever (measure or subjective), chills, rigors (shivers), myalgia (muscle aches), headache, sore throat, nausea or vomiting, diarrhea, fatigue, congestion or runny nose; OR
- At least **one** of the following symptoms: cough, shortness of breath, difficulty breathing, loss of smell, loss of taste.

### \*What if sickness is related to COVID-19?

The following health guidelines will be adhered to strictly. We have provided information below, but for more details please refer to the New Jersey Department of Health Guidance [HERE](#)

- **If a child/staff member has a confirmed or assumed case of COVID-19 and is showing symptoms** they may return when:
  - They are fever free for 24 hours with no fever reducer AND

- Symptoms have improved AND
- It has been 10 days since symptoms first appeared
- **If a child or educator in a classroom has a positive case of COVID-19** all members of that group are considered close contacts and must self quarantine for 14 days from the date of last exposure.
- **If a case of COVID-19 is discovered within a family of an enrolled student and the student is isolated from the covid positive individual, that student must stay home** for 14 days **after exposure**. All children in that class and the exposed child should be self monitoring daily. If the positive individual is not able to isolate, the quarantine period will be extended.
- **All positive or assumed cases** must be reported to NJDOH and DCF. They will provide additional guidance about potential program closures. The classroom will be notified in writing of a positive COVID-19 test.
- **All other health protocols stated in our ECC Family Brit** will continue to be in place. Please review our full parent [handbook](#) (pg. 18 provides more information about our health policies)

## SEPARATION PROCESS

### How will the separation process work this year?

Starting school is a significant milestone and a source of positive growth for everyone involved – children, parents, and teachers. Even if your child is excited about coming to school—for the first time or is a returning student — every September is a new year, a new class, and a new experience. All young children need the understanding and support of their families and teachers during this time.

#### What we will do:

This year separation will look a bit different due to the strict regulations put in place by the state. Though parents will not be permitted to enter the ECC wings, we will supply all families with tools to aid in the separation process. These will include: in person (socially distanced) “meet and greets” with the teachers and classmates, a social story to read with your child before school begins, virtual tours of the classroom so your child can become familiar with the room and toys, and daily photos sent via Kaymbu so you can see your child’s smiling face.

#### How parents can help navigate separation feelings at home:

We believe that separating from parents and caregivers is an important skill and we work to help children identify, express, and manage their feelings throughout the process. Establishing trust with the teachers and the environment enables children to become comfortable with the separation from their parents. To prepare a child for school, parents can talk about the teachers and friends who will be there, what goes on in school (such as playing, art projects, reading, singing, snack time, and more), and that mommy/daddy/caregiver always comes back when school is over!

We hope this will help you to grow more comfortable too—separation is a major step for children and parents alike. Children take their cues from their parents both verbal and non-verbal, it is

important that you believe that your child is going to have a great day and that you trust his/her teachers to care for them. When you are feeling positive your child can sense it and they feel calmer and more at ease. Going to school is a wonderful new experience; one that requires support, love, kindness, and patience as a child learns to navigate this new exciting stage in his or her life. We will happily and eagerly work with each child and family to ensure a smooth transition into school.

## SCHOOL SUPPLIES

### What will my child need on the first day of school?

Below a list of items to send based on your child's age level. These will be kept in your child's cubby and replaced as needed.

#### **Infants:**

- Diapers 1 pack
- Wipes 3 packs
- Diaper cream
- 1 or 2 extra bottles
- Change of bedding
- 4 changes of clothing including socks, pants and shirts
- Sweatshirt or sweater
- Extra pair of shoes if walking
- Spray on sunscreen
- Sunscreen stick for face
- Hat
- 1 or 2 extra pacifiers

#### **Toddlers and 2s:**

- Diapers 1 pack
- Wipes 3 packs
- Diaper cream
- Change of bedding if resting in school
- 4 changes of clothing including socks, pants and shirts and underwear if needed
- Sweatshirt or sweater
- Extra pair of shoes
- Spray on sunscreen
- Sunscreen stick for face
- Hat
- 1 or 2 extra pacifiers

#### **3s and 4s:**

- 2 Changes of clothing including socks, pants, shirts and underwear
- Diapers/wipes if necessary
- Sweatshirt or sweater
- Extra pair of shoes



## What should I send with my child daily?

### Infants, Toddlers, 2s:

Lovie or comfort toy if needed

Bedding for rest time (not needed for half day programming)

Hat for sun

2 Snacks (only 1 needed for half day program)

Lunch (Nut Free, Kosher Style)

Reusable water bottle

Bottle for milk if needed

### 3s and 4s:

Bedding for rest time

2 Snacks

Lunch (Nut Free, Kosher Style)

Reusable water bottle

## VIRTUAL LEARNING

### Would virtual programming be available if school has to close due to the Governor's order?

We do not intend to offer virtual school if the entire school is mandated to close by the State. However, we plan to offer a Pre-K program, if demand warrants it.

### If my child's classroom needs to quarantine for 2 weeks, would virtual programming be available?

Yes - your child's teacher will provide virtual learning and curriculum throughout the 2 week quarantine.

## FEES & REFUND POLICY

### When are the fees due?

Tuition will start being collected in August prior to the start of the year according to the payment plan each family selects.

### What is the refund policy?

If the school is closed because of the Governor's order, we will issue a refund for unused days.

If a child's classroom needs to quarantine for 2 weeks because there is a positive case of COVID-19, the school will offer virtual instruction and no refund will be issued.

If a student tests positive for COVID-19, there will be no refund for the days they are sick. (This policy is similar to our general flu and sickness policy).

## **Can I withdraw if I become uncomfortable with sending my child to school?**

We want you to feel comfortable and safe at our ECC. Should you decide to withdraw your child voluntarily, you may withdraw by July 31 and receive a full credit/refund for the registration fee.

If you choose to withdraw your child between August 1-September 7 for any reason, the registration fee will not be refunded, however the tuition payment you may have made will be.

If you choose to withdraw after September 8, our regular refund policy will apply - a 30 day written notice is required. The registration fee will not be refunded and you will be required to pay the tuition for the 30 days of notice.