This guidebook has been compiled to update all staff and families about the changes to the Child Development Center at the J programs due to the COVID pandemic.

We have overlaid our early learning philosophy and best practices on these new procedures to bring your children an uncompromised school experience. In order to ensure that all important and relevant policy and procedure information is in one place, this document combines all these new protocols and procedures with our traditional policies.

All of our planning, protocols and procedures are informed by the Kansas Department of Health and Environment (KDHE), Johnson County Department of Health and Environment (JCDHE), the Center for Disease Control (CDC).
CURRICULUM & LEARNING

We believe that all children deserve a program that provides a safe and nurturing environment which promotes their physical, social, emotional and cognitive development while responding to the needs of families.

It is extremely important that children get back to learning in order to continue on their developmental paths.

During this time, we have called upon the Jewish lenses that guide us through our decision making and practice for children. We are re-imagining our time spent in school to reflect these lenses in the following ways.

OUTDOOR LEARNING

The lens Hit’orerut (Awakening) suggests that by experiencing the wonder of the natural world, children ask questions and become astounded by all that they notice around them. In this, we see the opportunity to take more learning and wonder outdoor – teaching and learning in, about and through nature. This provides a strong platform to learn visually, scientifically and creatively. It also bolsters children’s need for outdoor play which is so important in helping their minds and bodies grow stronger.

When connecting with their natural surroundings, children learn to appreciate the world and take responsibility for the earth (Tikkun Olam or Repair of the World). There are so many social and emotional learning opportunities to be found when we think this way.

We can imagine moments of K’dushah (Holiness) to be celebrated and marked by spending time outside. Imagine Shabbat singing with a breeze blowing or Havdalah in the snow? These types of transformative and “out of the ordinary” outdoor experiences will deepen the value of each child’s time spent in school. We will slow down and notice all that we have around us.

In this spirit, our students will be going outdoors in a variety of weather conditions. Current research indicates that during the pandemic, it is safer for children to be outdoors as much as possible when they are together. We have added additional clothing to the list of items to leave in school to accommodate changes in weather during the day and to make sure that all children are well prepared for our outdoor activities. We anticipate that children will be outside for at least one hour daily. We will not be learning and playing outdoors when the temperature is dangerously low, in extreme heat or if there is a threat of a thunder/lightning storm, high winds or heavy rain.
At the Child Development Center at the J block exploration will be the heart of our Early Childhood classrooms. Research conducted over decades shows that children who play with blocks significantly benefit. On any given day, you can expect to see our children building, negotiating, exploring scientific concepts and developing reflection skills. When children play with blocks, they are learning to use oral language, develop eye-hand coordination, create patterns and make decisions and choices. Children will also explore engineering and design concepts while expanding their imaginations.

Even our youngest learners explore the properties and texture of blocks. Toddlers begin to understand the concept of cause and effect while our older preschoolers differentiate between size and shape and acquire an understanding of gravity, stability, weight and balance.

Block exploration can extend to the outdoors where children play with much larger blocks. These blocks foster large muscle work and alternative dramatic play. Outdoor blocks, which are heavier, require children to work and plan together.

Whether inside or out, teachers will be supporting children by observing and documenting their work, understanding the stages of block play, responding with thoughtful feedback, encouraging creativity and promoting a sense of curiosity.

Our classrooms are designed as spacious learning centers, allowing the children to explore and make choices as they learn and play. Classrooms allow for small and large group activity and are also intentionally sparse to allow for thorough cleaning and disinfecting as well as flexibility.

The opportunities to explore materials in different parts of the room, along with spending time outdoors each day, help to foster learning in areas such as language, math, science and social development.

Throughout the day, children use self-directed and guided choices as they participate in small and large groups. Teachers strive to build upon the thoughts and actions of the children while utilizing the curriculum to guide instruction.

Teachers have the flexibility to change the environment dependent on emerging interests of the children. Our rooms are outfitted with cots for resting and nap time.

Jewish Learning, Holiday Celebrations and Values Learning about Jewish traditions, culture and holidays is an integral part of the Child Development Center experience. We foster love of family and community as well as respect and appreciation for others through our Jewish heritage. Weekly Shabbat celebrations will be held in each classroom with a community component that will tie all the rooms together as one school – either virtually or through planned outdoor/social distanced opportunities. We will also provide new and innovative ways to celebrate Jewish holidays with hallway displays and provocations that children will explore and bring back into their classrooms.
This year will look different as children transition back to school without parents escorting them to their classrooms. Our team will provide parent orientation as well as tools/stories to use at home to help prepare children for return to the school environment.

Preparation for this day should include a brief discussion about school, encouraging words about meeting new friends and the reassurance that mom/dad/caregiver will see the child when school is over each day. Acknowledgement that parents “used to” walk them into school should be noted while also letting children know that the teachers and adults in school are there to keep them safe and that after some time they will get used to the new routine. Letting children express how they feel the first few days and “seeing and hearing” their worries and fears will help them know that they are supported. Virtually meeting their teachers before school begins will also help ease them into school.

However, there should be balance. Too much emphasis and discussion about the first day of school may cause a child to be apprehensive. When parents are positive, excited and confident, children sense this and feel the same way. Helpful hint: Make sure that your child’s school routine (bedtime, breakfast, etc.) begins at least one week before school starts.

Our Early Childhood professionals understand that a child’s initial separation from home and from those with whom they are familiar is not always easy and might be challenging this year. However, it is an important first step and an exciting time in one’s growth and development, and we feel fortunate to share this significant transition experience with you and your child.

Beginning school is a time for children to make new friends and engage in peer play in new surroundings and with new materials. They’ll have many opportunities to learn about themselves in a social situation. Awareness that separation is an important part of growing up and a lifelong process that must be handled with care and sensitivity will balance the challenge of this initial separation. It is our goal to work with you in successfully developing a relationship of trust and understanding before school begins and as we work through the first few weeks. Working as partners in guiding your child through this adventure is paramount to a successful transition from home to school.
DAILY PROCEDURES
ARRIVAL & DISMISSAL

At this time, parents will not be permitted to drop off/pick up children to and from their classrooms. At arrival families, will park in the parking lot and walk their child to the CDC entrance. All adults are required to wear facial coverings when they enter the building. **Children over the age of 2 are also encouraged to wear facial coverings when entering the building.** Each family will be welcomed into the CDC and your child’s temperature will be taken. Once children are cleared, we will encourage hugs, kisses & goodbyes before a CDC Administrators walks your child to their classroom.

ATTENDANCE

If your child will be absent from school, please send a communication through the Tadpoles app to notify us. Your child’s teacher will mark them absent. Be sure to include your child’s name and reason for absence.

See below for specific information about COVID-19 and staying at home due to illness.

BIRTHDAYS

We are happy to help celebrate the children’s birthdays in school. This year, due to restrictions about parents entering the building, we are unable to accommodate parent-attended birthday celebrations. We will be sure to sing Happy Birthday and recognize your child during Shabbat that week.
COMMUNICATION TECHNOLOGY & SOCIAL MEDIA

The Child Development Center at the J uses the website www.thejkc.org to disseminate important information.

We also use an app called Tadpoles in all of our classrooms. Communicating with your child’s teacher is simple and easy through the Tadpoles app. Tadpoles is a quick and efficient way to communicate to your child’s classroom teacher and to the school administration. You will receive daily photos via Tadpoles as well as emails with videos and learning stories. Families should download the Tadpoles app & will be connected with their child’s profile on the first day of school.

Our school uses Tadpoles as a means of communication with all parents. Attendance records, a child’s photo portfolio as well as communication from school comes via Tadpoles. All families will be loaded into the system and can expect communication via Tadpoles.

SNOW OR EMERGENCY WEATHER CLOSINGS WILL BE TEXTED THROUGH TADPOLES, AND WILL BE POSTED ON THE J’S WEBSITE AND FACEBOOK.

CLOTHING & PERSONAL ITEMS

Children’s clothes will be changed if any secretions get on their clothes. Please make sure that there are several extra changes of clothing at school for your child.

If the spare clothes are not used, they can remain in the classroom. We will send home any soiled clothes at the end of the day.

Most items that come to the school with the child will be sent home with them at the end of the day. That includes lunch boxes, drinking cups or Thermos containers, etc. Cups and Thermos containers must come with a closable lid.

Bedding will remain at the CDC for one week before it is sent home for cleaning.

Please do NOT send in any toys from home.

PLEASE NOTE: Children will be spending at least an hour of their day outdoors on a typical day. All children must have and leave in school the following list of items.

ALL PERSONAL ITEMS MUST BE LABELED.
COVID-19 PROTOCOLS AND PROCEDURES

CLASS SIZES AND SOCIAL DISTANCING
During naptime cots will be placed 3 feet or more apart and children will sleep head to toe in order to limit spread.

In addition, we endeavor to promote small group work and maintain distance during snack and meal times by separating children as much as possible.

SCREENING AND TEMP CHECKS
All children and staff will be required to have their temperature checked DAILY upon arrival at the CDC.

A staff person will take each child’s temperature, using a no-touch forehead thermometer.

Each parent will also be asked screening questions during drop off. The screening questions pertain to the entire household.

Due to children having fevers for a variety of reasons the JCDHE has created primary and secondary symptoms for children. A child who develops at least one primary symptom or two or more secondary symptoms is presumed to have COVID-19 and should be excluded from care for ten days after their symptoms begin and 24 hours after their fever has resolved without the aid of medication.

If the child is tested for COVID-19 and tests negative, they can return to child care 24 hours after their symptoms resolve. If a physical indicates the symptoms are due to a different diagnosis (e.g., allergies, asthma), a child can be re-admitted to the CDC prior to their symptoms resolving. If a child has only one secondary symptom, JCDHE recommends they be excluded until at least 24 hours after the resolution of symptoms.

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FACE MASKS/COVERINGS

All staff are required to wear cloth masks while clocked in at the CDC. This includes both inside the classroom, in shared spaces and outside.

Based on recommended guidelines, children who are two and older will be trained to wear cloth face masks/coverings during transition times in the CDC. This includes, when entering the CDC and getting checked in, and whenever walking in shared J spaces (walking to the pool or gym). Children will not be required to wear masks within the classroom or on the playground however, we will support families that choose to have their child wear a mask throughout the day.

Our staff will be trained to make this an empowering, safe experience with the understanding that masks are not going to be popular with all children. If a child is having difficulty wearing the mask, we will try again at a different time. We will do our best to encourage them.

- Children will NOT wear masks during naptime. • Children under two years old will not wear masks. • Children should bring a mask from home each day • We will have disposable children’s masks on hand in our classrooms. • Any masks worn during the day will be sent home. Please wash them before returning them with your children.

Parents are required to wear a mask when entering the J and in the CDC at all times. Disposable masks are available at the CDC front desk should you forget yours in your car.

VIRTUAL LEARNING

Based upon our experience this past Spring we are better prepared if the facilities were to be closed due to Covid-19. In the event of a mandated stay-at-home or closure due to COVID-19, our team is prepared to implement a comprehensive daily virtual learning plan for our families. Each day students will participate in a morning meeting routine, prescribed learning activities and social connection time with their teachers and classmates. There will be small and large group virtual gatherings. Throughout August, September and October, we will establish consistent classroom routines that will continue if we are not learning in person.

Toddler and 2 year old classes will also have a modified virtual schedule in the event of a stay-at-home or closure to maintain connections and help parents facilitate important activities as well as maintain a school day schedule. Because we are building virtual programming into our school curriculum this year, please note that you are enrolling your child for a full school year regardless of how the curriculum is delivered. There will be no tuition credits or refunds if a stay-at-home order or the CDC enters critical care again, however there is a reduced tuition fee in these circumstances. Please review the Tuitions and Fees policy on page 14 for further information.
PROMOTING HEALTHY HYGIENE

Children and adults must perform proper hand hygiene frequently and will wash their hands many times throughout the day, including: • when entering classrooms • returning from the playground • before and after eating • after using the bathroom

Hand-washing has been and will continue to be a regular routine practice throughout our day. All staff members will have hand sanitizer and sanitizing wipes in backpacks they will carry for adult use when they are not in the classroom.

VISITORS

We will be limiting foot traffic inside of the CDC. All visitors will need to wear masks and follow safety protocols.
SANITIZATION

Our Operations and Facilities Department has established sanitization protocols and procedures based on regulatory guidelines. Additionally, we will be using EPA-listed COVID-19-killer cleaning products.

The CDC will be sanitized before, during and after school on regular schedules by trained staff using an electrostatic cleaner. Electrostatic spray surface cleaning is a process of spraying an electrostatically charged mist onto surfaces and objects sanitizing & disinfecting surfaces.

All chemicals are appropriate for commercial use. We record all chemicals used in the building and identify if they are EPA-recognized as a COVID killer. Additionally, all staff are trained to apply and clean appropriately per instructions.

All school staff will be trained in cleaning and disinfecting protocols.

WHAT HAPPENS IF THERE IS A COVID-19 DIAGNOSIS AT SCHOOL?

The Child Development Center will maintain the confidentiality of the individual at all times while mitigating the situation. We will report the case to the Johnson County Department of Health and Environment and follow their guidelines that are in place at the time of reporting.

We will notify all parents and staff in the affected classroom and any other known contacts. All facilities that the individual came in contact with will be vacated, deep cleaned and disinfected per Center for Disease Control guidelines. Those guidelines for handling exposure and mitigating risk of exposure will be strictly followed.

Parents are required to pick up ill children immediately. If you are not able to pick up your child within 30 minutes, or we can’t get in touch with you, we will call emergency contacts. Please check with the office staff to ensure that your emergency contacts are up to date.

Parents are required to contact the preschool within 24 hours regarding a COVID-19 diagnosis of any child or anyone in the home who has direct contact with the child.

EXCLUSION OF POSITIVE CASES

All individuals who test positive will be excluded from the CDC and required to quarantine until they are no longer infectious. An individual is considered infectious (capable of spreading the virus) three days before their symptoms began until ten days after their symptom onset and 24 hours after their fever (if present) has resolved without the aid of medication and their initial symptoms have improved.

Based upon the revised guidance from the Johnson County Department of Health and Environment, the CDC will not be quarantining an entire classroom as a result of a child or staff person testing positive so long as all staff were wearing face masks appropriately while in the CDC. As mentioned, parents will be notified and all children in the classroom (above the age of 2) will be required to wear facemasks for 14 days. Parents will have the option of keeping their child at home for a period of time if they chose, but should familiarize themselves with our Tuition and Fees policy on page 14 of this manual.
RETURN TO SCHOOL POLICY

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Due to children having fevers for a variety of reasons the JCDHE has created primary and secondary symptoms for children. A child who develops at least one primary symptom or two or more secondary symptoms is presumed to have COVID-19 and should be excluded from care for ten days after their symptoms begin and 24 hours after their fever has resolved without the aid of medication.

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Our program is licensed to serve healthy children and may not permit attendance of a child who has any of the illnesses or symptoms of illnesses listed in the KDHE exclusion policy below. A medical diagnosis from a health care provider provided to the school, in writing, indicating that the child poses no serious health risk to themselves or others is required prior to or upon return to the program.
Any child in care at the Child Development Center will be sent home and/or need to stay home if they are experiencing the following:

A. An acute change in behavior including lethargy/lack of responsiveness, irritability, persistent crying, difficulty breathing, uncontrolled coughing, noticeable (spreading) rash, or other signs or symptoms of illness until medical evaluation indicates inclusion in the facility.

B. Fever (temperature above 101 degrees Fahrenheit orally, above 102 degrees Fahrenheit rectally, or 100 degrees or higher taken auxiliary (armpit)) and behavior change or other signs and symptoms (e.g., sore throat, rash, vomiting, diarrhea).

C. Uncontrolled diarrhea, that is, increased number of stools, increased stool water, and/or decreased form that is not contained by the diaper until diarrhea stops; blood or mucus in the stools not explained by dietary change, medication, or hard stools.

D. Vomiting illness (two or more episodes of vomiting in the previous 24 hours) until vomiting resolves or until a health care provider determines the illness to be non-communicable, and the child is not in danger of dehydration.

E. Abdominal pain that continues for more than two hours or intermittent pain associated with fever or other signs or symptoms of illness.

F. Mouth sores with drooling, unless a health care provider or health official determines the condition is noninfectious.

G. Rash with fever or behavior change, until a health care provider determines that these symptoms do not indicate a communicable disease.

H. Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge), until 24 hours after treatment has been initiated.

I. Untreated scabies, head lice, or other infestation.

J. Untreated Tuberculosis, until a health care provider or health official states that the child can attend child care.

K. Known contagious diseases while still in the communicable stage (chicken pox, streptococcal pharyngitis, rubella, pertussis, mumps, measles, hepatitis A).
TUITION AND FEES

As noted in the 2020-2021 CDC Terms of Enrollment:

Enrollment is considered binding for the 2020-2021 school year. Requested changes are made based on space and availability. A $30 change fee will be assessed for the first change, and $50 for changes made thereafter.

Regular monthly billing will be set up to automatically charge to a credit card or bank draft on approximately the 1st and 15th of each month. Equal payments will begin on August 15th, 2020.

In the event of a JCDHE recommended quarantine of an entire classroom, a Child Development Center required critical care due to Covid-19 cases or a J shut down tuition will be credited to your J account for families that are directly affected.

If the Child Development Center is mandated to be closed or on critical care for more than 30 days we will move to a virtual model for families choosing to stay home. Tuition will be reduced to $300 per month during the mandated time frame. Children attending in person (if CDC is in critical care) will continue regular fees.

A $300 hold fee can be used once per year (August-August) to hold your child’s enrollment. This hold fee reserves enrollment for up to 8 weeks and replaces tuition/fees during that time frame.

In addition to the above polices, a sick and vacation credit of up to 1 week’s tuition is provided in September. This credit is provided with the understanding that throughout the year each child may need to miss school for a period of time due to illness or other reasons. The sick and vacation credit is applied to all accounts so long as the child remains enrolled from August 13, 2020-August 13, 2021.

The sick and vacation credit is not extended or increased if the child’s absences from the program extend beyond one week, including if such absences were related to Covid-19.