

**TBTST**  
**COVID -19 Addendum to**  
**Parents Handbook**

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## Introduction

The needs and well-being of our students, their families, and our staff is always our priority. We strive to provide a healthy and safe preschool environment based on the recent guidelines and recommendations of DCF and the CDC. In light of the current situation, TBTST's Early Childhood Center has reassessed safety measures that were put in place and implemented some new safety measures for our families and staff so that we can play our part in reducing the spread of the virus and in keeping those within our school as healthy as possible. As we continue to safely serve our students and their families, we cannot emphasize enough the importance of a strong partnership with you! Open communication and transparency will make a tremendous difference in how we move forward with the new challenges that face us due to the COVID-19 virus.

## New Student Policy

**New students must submit a negative COVID-19 test result before the first day of school. Test must be taken 5-7 days before the first day of school to allow enough time for results to come in.**

## School Operations

- Children will be assigned to the same classrooms daily. (the same group of children and the same staff each day)
- Before/after care: students will remain in their assigned age rooms. Hours will be offered per demand.
- Late pick up is not encouraged. If needed, fees would be \$20 per hour and will not be prorated for partial time.

## How You Can Help TBTST's Early Childhood Center Before school

- Please **take and record** your child's temperature before dropping off each day. Anyone with a fever of 100.4 or above will not be able to attend preschool. (See Symptoms and Exclusions below.)
- If your child shows **any symptoms of illness** – please keep them at home.
- Make sure you have not forgotten your child's bag with all needed belonging.
- Nap Mat Set– please bring on Monday. It will be sent home to be washed on Friday. **Per DCF all beddings MUST brought is a large sealed bag!**
- Please leave toys, blankets, or stuffed animals at home. They will not be permitted at school.
- **Be sure to take a mask with you.** You will need to wear a mask when dropping off and picking up your child(ren) even if you are not entering the building.

**If your child has a fever and/or shows any illness symptoms, please KEEP THEM HOME! Your child will not be allowed to come to school that day. Meaning, any child with visible symptoms, regardless of temperature, may not be admitted to school that day. Observe the symptoms and call your child's Dr. for further instructions.**

## Drop-off and Pick-Up Procedures

- Arrive at your child's class scheduled time.
- Wear your mask and roll down the front passenger and back seat windows.
- **Children:** 3 years and older will be required to wear masks to enter the school.
- **Fill out the Health and Safety Screening Form found on Brightwheel. Be sure to read each question and answer truthfully. Your child will be subject to an immediate termination if it is determined that any of the answers are not true.**
- Teacher will take and record the temperature of the child(ren) being dropped off.
- Once the health check is done, please get out of your car and take your child/children out of their seat.
- Your child's teacher will escort your child(ren) to their classroom.
- **Please understand that If your child has ANY symptoms on our Health and Safety Screening Form, we cannot allow your child to enter until 72 hours after the symptoms have been resolved.**
- **Pick Up Procedure** –Our security guard will notify teachers once you arrive. A staff member will escort your child to your car. Please wait outside your car, with mask on to welcome your child.

**We kindly request that the same guardian(s) drop-off and pick-up each day.**

**The only adults permitted to enter the building will be staff of TBTST.**

## Communication with Parents, Teachers, Administration

- Brightwheel will continue to be used as the main channel of communication between parents, staff, and administration.
- You are always welcome to email or just call the office with any questions/concerns you might have.
- Please **DO NOT** approach staff during drop-off and pick up! We would like to eliminate contact and make the process as quick and efficient as possible.
- **Parents are required to notify the office of any of the following:**
  - You are required to notify the office of any scheduled traveling including in/out of state.
  - You are required to notify the office of any scheduled traveling to any of the amusement parks, including Disney parks, and any sporting events.
  - You are required to notify the office if you encountered someone who has tested positive for COVID -19.
  - You are required to notify the office if you or anyone in your household shows any COVID-19 related symptoms.

**Neglecting to notify the office will result in an immediate termination of your child.**

## Health Screening of Children/Staff

All children and staff are required to be screened for any observable illness, including cough or respiratory distress, and to confirm a temperature below 100.4 degrees before entering the facility. We have purchased no-touch thermometers for each classroom and will be recording everyone's temperature each morning upon arrival. Please understand that if your child has **any symptoms** on our Health and Safety Screening Form, we cannot allow your child to enter until the symptoms have been resolved.

## Masks and Clothing

- Staff, faculty members, and guardians must wear masks during drop off and pick up. **Children in the two years old class and up will be required to wear a mask** the entire day excluding lunch and nap time. Cloth masks will be placed in a Ziploc bag with the child's name on it during nap time. Disposable masks will be thrown to the garbage upon entering the classroom. Guardians must provide a clean mask for children each day. If you send your child with a disposable mask, please be sure to supply extra masks. We will not be able to provide one for you. Children 2 years of age and younger are not permitted to wear masks as it is a suffocation hazard.

**Each mask must be labeled with the child's name on it.**

Any adult on the grounds of the synagogue is required to wear a mask (including in the parking lot). This includes any adult dropping off or picking up a child at preschool.

You must have a mask on during drop-off and at pick-up.

Every child should have at least one extra set of clothing that remains at preschool. Each piece of clothing must be labeled with the child's name. We request that any clothes that go home are washed prior to bringing them back.

## Lunch and Snack

Families are asked to pack a Kosher (dairy or parve) lunch and a beverage. Please pack disposable utensils and paper goods.

If you would like your child's lunch to be heated, please be sure to pack it in a microwave-safe container. Food will not be removed from the container in order to be heated.

Morning/afternoon snacks will be provided by the school.

## Health and Safety

### In School

- All classrooms have easy access to hand washing sinks stocked with soap and paper towels.
- Children will be practicing proper handwashing of minimum 20 seconds.
- Children will be taught how to and encouraged to cover coughs and sneezes with tissues or the

corner of the elbow.

- Children who develop any symptoms while at school, they will be removed from the classroom. You will be notified for immediate dismissal.
- A Child shall not return to the facility until the signs and symptoms are no longer present for 72 hours (that is three full days of no fever, without the use of medicine that reduces fever.)
- A **WRITTEN STATEMENT** from a physician attesting to the fact that the child has been appropriately treated must be provided to the school.

**We are required to report any symptoms present in people in the School community to the Broward County Board of Health and they will provide guidance regarding exclusion time.**

### At Home

- If a child becomes sick at home with any symptoms: cough, sneezing, fever, muscle aches, generally not feeling well; we ask that you notify the school office and keep your child at home. Please review the information in our Symptoms and Exclusions section to understand the steps required to return to school. If symptoms are consistent with Covid-19, please call your child's pediatrician and ask for guidance. Please call the school office and share that guidance with us so that TBTST ECC will know how to proceed with our next steps of notifying the proper people and/or authorities.
- If you or anyone living in your home has had close contact with a person with symptoms or diagnosed with COVID-19, your child(ren) must quarantine for 14 days at home and will return to school with a proof of one negative result.

**TBTST ECC, as a private institution, reserves the right to request a negative test result from parents and students as circumstances occur.**

### Testing

- **The only acceptable Covid-19 test is the PCR or diagnostic test. We DO NOT accept the rapid test, which is an antibody test. If you choose to use a rapid test, you must also do the PCR test as well.**
- The timing of the testing must be a minimum of three days after the exposure; five days from exposure is recommended.
- The exception to the three-day minimum wait time is if the staff/child is showing any Covid-related symptoms; then they should test immediately.
- Test results must be provided to the TBTST ECC office in writing from the testing facility, showing child/staff name, date of test, and results.
- If you choose not to test your child, your child must remain out of school for a minimum of 14 days from the exposure date.

### Siblings

- Preschool siblings of exposed children must also stay out of school. Siblings may return to school if BOTH the exposed sibling and the sibling has a negative test result.
- If the exposed sibling tests positive, the DOH requires every family member to be tested. Siblings will be required to quarantine for 14 days regardless to negative test results.

## Cleaning Classrooms and Materials

- We currently have enough cleaning supplies to disinfect the school environment continuously, as directed by the health department.
- We have removed rugs, stuffed animals, and any cloth toys from the classrooms and will only permit items based on how easily they can be disinfected.
- Toys will be washed and sanitized after EACH use and at the end of the day.
- All bathrooms will be sanitized after EACH use and at the end of each school day.
- All classrooms will be cleaned and disinfected at the end of each school day.
- Playground will be sanitized after each use and before the next class goes out (45-minute gap between classes.)

## Social Distancing Strategies

TBTST Early Childhood staff is diligently working to ensure that we have put in place strategies that will work best for everyone.

- Children will be assigned to the same classrooms with the same group of children and the same staff each day.
- Classrooms were rearranged to provide more space for students to keep social distance.
- Individual school supplies labeled with child's name will be provided.
- Children will participate in enrichments virtually, in their designated classrooms.
- Only one age group will be allowed on the playground at a time, to limit interactions.
- At nap time, children's mats will be spaced out as much as possible, ideally 6 feet apart (head-to-toe positioning).
- Drop-off and pick-up will limit direct contact between guardians and staff members and adhere to social distancing recommendations.

## Group Size and Co-mingling

- We will maintain low ratios and adhere to current CDC recommendations, licensing, and state and local government guidelines (no more than 8:2).
- We will have a schedule for the outside playground to limit intermingling.
- No outside visitors will be permitted.
- Temple office staff will not be permitted on school side.

## Hand Washing/Gloves

We will follow the same procedure for wearing gloves as before: a staff member will wear gloves when there is potential to be in contact with body fluids; including feeding children and diaper changing. All children and staff members must adhere to regular hand washing with soap and water for at least 20 seconds at the following times:

- Arrival to school
- Before and after eating
- After playing outdoors
- After coughing or sneezing

- After using the restroom
- Before and after using shared equipment/toys/games

## COVID-19 Symptoms and Exclusions

We are required to report any symptoms present in people in the preschool community to the Broward County Board of Health and they will provide guidance regarding exclusion time.

Any one of the following symptoms require children or staff to stay home and inform us as soon as possible.

- A fever of 100.4 or above
- Cough
- Shortness of breath
- Stomach cramping
- Diarrhea
- Nausea
- Fatigue
- Skin rash
- A family member living within your home who has any one of the above symptoms

If a child presents with any combination of the symptoms consistent with COVID-19 (fever of 100.4F or above, cough, shortness of breath, stomach cramping, diarrhea, vomiting, nausea, fatigue, skin rash), the child must self-isolate at home until all of the following are true:

- The child has had no symptoms for at least 72 hours (that is three full days of no symptoms without the use of medicine that reduces fever)
- Other symptoms have greatly improved (for example, cough, shortness of breath, fatigue, etc.)
- At least 10 days have passed since symptoms first appeared.

## If TBTST Has a Case of Covid-19, we will:

- Report the confirmed case to the local health department and follow their specific guidelines
- Notify families and staff of the exposure
- Determine the date of symptom onset for the child/staff member
- Determine if the child/staff member attended/worked at the preschool while symptomatic or during the 2 days before symptoms began
- Identify what days the child/staff member attended/worked during that time
- Determine who had close contact with the child/staff member at the preschool during those days.
- **Unless otherwise determined by the Broward County Department of Health, children and staff members who are determined to have had close contact with the affected child/staff member will be asked to get tested and remain at home for 14 days after the last day they had contact with the affected child/staff member.**
- Perform a thorough cleaning and disinfecting of the classroom/facility.
- **The child/staff that tested positive must be symptom-free and have one negative test result before returning to the program.**
- **Based on circumstances, TBTST ECC reserves the right to close the school and request all students and faculty to get tested.**

# Acceptance of the New Procedures for all Children/Families/Staff

Anyone who is using our school program must read, sign, agree to, and follow the policy and procedures in order to participate in TBTST's Early Childhood Program.

I have read, fully understand, and accept TBTST Early childhood's policies and procedures for COVID-19. I also understand that this document can be changed at any time with or without notice by the School Director or the Board of Directors.

I understand that the safety, health and the well-being of children, families, and staff rely on my due diligence to keep myself and family following social distancing rules set by the CDC, state and local government, or law enforcement at any given time.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date