

Supplementary Handbook



JUNE 2020

BS”D

June 5, 2020

Dear Aleph Families,

We are preparing to re-open Aleph with the utmost care and consideration for the children, families, staff and general community’s health and safety. This Handbook was created to provide you with key information about updated policies and procedures in order to make the transition back to our center as smooth as possible. We are grateful for the guidance of our licensing, QRIS and TACSEI coaches who are also advising us on the best course of action. All procedures are based on the latest guidelines, recommendations and policies from Washoe County Licensing, Washoe County Health Department and the CDC.

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. 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.

The policies in this handbook are temporary. As soon as we are informed that we can safely make a change to a policy, we will do so and inform you through email.

We can’t wait to see your children here again!

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

Warmly,

Sarah Cunin

What To Expect When We Re-open

PHASED RE-OPENING

Similar to the State of Nevada, Aleph Academy will follow a phased re-opening plan. Each phase will be implemented and then re-assessed after a minimum duration of two weeks. We will be spending the majority of our mornings outside and fully utilize our Natural Playscape as our learning environment.

Phase I- 3 weeks

Beginning June 15th, Aleph will open Camp Explore from 9:00-12:00 daily. Only snack will be served and all new protocols and procedures will be put in place. Only children previously enrolled at Aleph will be able to attend.

Phase II - 4 weeks

The schedule will increase to a full day option from 9:00am-3:30pm. Lunchtime and naptime will be re-instated. *The estimated date for transitioning into Phase II of our re-opening plan is July 6th. At this time, accepting new students at Aleph will be considered. Our summer session will end on July 31st.

Phase III

Aleph will re-open at full operating capacity, including before care and after care options.

*Anticipated date for Phase III will be August 17th, at the start of our scholastic year.

POLICIES TO DECREASE SPREAD OF ILLNESS

We will incorporate all Washoe County regulations into our Aleph Academy day in an effort to limit exposure to COVID-19.

Spacing: Children will sit spaced apart during circle time and story time. Small groups will be encouraged during playtime. During nap time, when possible we will keep each cot 6 feet apart. When we are unable to, the children will nap head to feet.

Toys and other classroom materials: Toys that cannot be easily cleaned and sanitized will be removed from the classroom. There will be a limited number of toys and materials in the classroom in general to reduce the risk of contact contamination. Materials for activities will be prepared each day for each individual child. We will continue to follow strict sanitizing procedures during and at the end of each day. Any materials that may have come into contact with children's saliva, mucus or any other bodily fluid will receive our three step cleaning and sanitation process. A container labeled "used" will be placed in each class to facilitate separation of clean and played with toys. They will be cleaned and disinfected before re-use.

Mask policy: All staff will wear appropriate face coverings while inside. As recommended by the CDC, Children under 3 cannot wear masks. It is recommended that children 3 years and older wear face coverings. We will do our best to have them keep them on. Please provide a new or clean mask for your child daily. Children with any breathing issues should not be wearing a mask. Children will not nap or eat while wearing their masks. We will not require masks to be worn outdoors but will encourage safe distancing while outside.

HEALTH & WELLNESS POLICY

Handwashing

Our hand washing policies follow the strict guidelines of the Washoe County Health Department. We will continue to follow those guidelines with increased frequency of washing. Frequent hand washing is the most effective method for controlling the spread of infectious disease. Children will be encouraged to practice good hygiene habits while at the center. Children will be guided by teachers to wash hands with soap and water for at least 20 seconds upon arrival, before and after meals or snacks, after coming in from outside, after using the toilet and diapering, after coughing, sneezing or nose blowing, before and after engaging in any messy activity. Handwashing will constantly be occurring throughout our day. Reminders posted in each class regarding procedures for handwashing and changing diapers are already in place.

Surfaces

All classrooms, bathrooms, office spaces and kitchen have been cleaned and sanitized. Classrooms will be cleaned and disinfected frequently during the day. Doorknobs, light switches, classroom sink handles, countertops, toilets, chairs and cubbies will be wiped down. This is in addition to our janitorial services. Cleaning products are EPA- approved for use against the virus that causes Covid-19.

Water Bottles

Children are required to bring at least one [disposable water bottle with sports cap](#) daily. These will be discarded at the end of each day. If your child does not have a water bottle, the school will provide one and you will be charged \$1 for each one they use. If you think your child needs more than one bottle, feel free to leave additional bottles in their cubby. Disposable paper cups will be available for drinking water inside the classroom.

DROP-OFF*

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, at this time, to minimize contact and gathering. The building will only be open to teaching staff and essential building staff.

Drop Off: We will be doing Drive Through drop off and pick up. Staff will be outside in the parking lot from 8:55-9:15am. Staff will greet your child and perform a Hands-Free temperature check and guide your child inside to wash hands and join their class. Please remain

in your vehicle at all times. If you are running late, please call the office @775-825-8928 and a staff member will come to your car to escort your child to class.

HEALTH SCREENING

Upon Arrival: Staff temperatures will be taken upon arrival and as needed. Children's temperatures will be taken while in the car upon arrival and as needed.

Please keep your child home if they are showing any signs or symptoms of sickness including fever, cough, body aches, or shortness of breath. 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. If your child has any outward signs of illness we will ask you to pick up your child within 30 minutes of our phone call and keep them home for 72 hours. The child will wait in our new designated area until they are picked up. 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. In some cases, a note from your child's doctor or proof of a negative COVID test will be required for your child to return. 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.

If a staff member or child is experiencing symptoms consistent with COVID-19, we will be in touch with the Health Department and follow their guidelines regarding testing and returning to school. This may include staying home for an extended length of time or a negative COVID test. Staff or children will only be able to return with a doctor's release.

PICK-UP PROCEDURES*

Pick Up: Pick up will also be drive through. Staff will be in the parking lot and will have your child escorted to the car when you arrive. Please come between 11:50-12:10pm for half day and 3:10pm-3:30pm for full day to pick up your child/ren so that they aren't waiting unnecessarily. If you arrive earlier than the times listed, please call the office and we will have your child brought to your car. Please remain in your vehicle.

**This is all new for us. Please be patient as we figure it out! A map with clear directions will be emailed to you prior to opening.*

WHAT TO BRING

We will be limiting what students can bring from home.

Phase I:

Daily-Please send your child wearing a bathing suit or water clothes, water shoes and sunscreen already applied. Send a disposable water bottle and a mask. Please do not send any other items at this time.

Leave at school-

- A change of clothes to be stored in a large Ziplock bag. Once clothing is used, it will be sent home for washing and needs to be replaced with a new set of clothing.
- Diapers and wipes
- Shoes to wear in the classroom and kept at school for the duration of summer.

Phase II:

Daily-Please send your child wearing a bathing suit or water clothes, water shoes and sunscreen already applied. Send a disposable water bottle and a mask. Please do not send any other items at this time.

Leave at school-

- A change of clothes to be stored in a large Ziplock bag. Once clothing is used, it will be sent home for washing and needs to be replaced with a new set of clothing.
- Diapers and wipes
- Sunscreen and sun hat
- Shoes to wear in the classroom and kept at school for the duration of summer.
- Naptime items including fitted sheet and blanket which need to be stored in a closed bag (example zippered backpack or extra large ziplock) and brought home to be washed daily. Any item, including lovies, not able to fit into the bag will not be allowed at school. Lovies will only be available to your child during naptime.

CLOSURE & CHANGES TO POLICY

There may be times that require an unplanned closure, including but not limited to a new outbreak of COVID-19 at our school or in our community. In the event that we need to close the school due to circumstances outside of our control and without much warning we will initiate an emergency protocol. We will follow the guidance and direction of local, State and National authorities to determine a course of action that considers the health and safety of our children and staff. Tuition will still be charged for short term closures, of a month or less, outside of our control so that we can re-open as soon as possible. If Aleph must close for more than 4 weeks, a re-assessment of tuition will be conducted and communicated to you via email. Enrollment is maintained during a closure period as long as all commitments to Aleph are fulfilled.

TRAVEL

We highly advise not traveling outside of our area during this time. If a family member or your child participates in any travel outside the United States or to any hotspot within the United States, we must be notified. Licensing will then be notified and whatever the current regulations are will be adhered to. This may mean having to exclude your child from our program for up to 14 days or submitting a negative COVID-19 test. Licensing and the Health Department will determine this. Please Google Coronavirus and Travel for the most current travel advisories.


SUMMER TUITION

Tuition has been adjusted to accommodate the schedule of each Phase. Tuition will be charged based on your child's start date and schedule and be prorated for late starts. Once your child

starts, you will be charged for the remaining weeks of the summer program. There will not be any refunds of summer tuition.

SOCIAL EMOTIONAL DEVELOPMENT

Your child's Social Emotional Health is very important to us here at Aleph Academy. The Technical Assistance Center for Social Emotional Instruction (TACSEI) has provided us with a guide that can be used to help your child during the pandemic. All staff at Aleph Academy will be familiar with these tips and will incorporate these into their interactions with the children in their class.




Helping Your Child During the Pandemic

With the increasing prevalence of Coronavirus, you might be feeling challenged by the change in your routines, the need for social distancing, or the fear and anxiety around the virus and its effects on your family. Your child might also be feeling this way in response to changes in your mood, changes in the daily routine, or changes in your environment. The following tips offer some guidance for supporting your children at this time.




Remain calm and reassure children

- "The leaders in our community have made a plan for us to stay safe. I am going to help you be safe."
- "We cannot go to grandma's house right now, but we can Face Time her. She loves you so much, and that would make her so happy!"




Provide positive attention

- If nobody in the household is showing symptoms of illness, use hugs and high fives OR be creative and use "elbow fives" or "feet fives."
- Use positive facial expressions such as smiles or funny faces.
- Use descriptive praise: "You cleaned up breakfast all by yourself" or "Your brother looked so happy when you read the book to him."




Teach safety habits

- "We are going to wash our hands for 20 seconds. This will get the germs that could make us sick off of our hands. What song do you want to sing?"
- Show your child how to cover their cough.



Be available by



- Being responsive to your child's needs: "I see your body has some extra energy today. Do you want to go for a walk or have a dance party?"
- Listening to your child and talking about their feelings: "I know you feel disappointed that you can't go to school to see your friends."
- Answering questions: "She is wearing a mask because she is sick and she is keeping us safe by covering her mouth."



Plan your day

- Communicate the daily schedule using words and visuals about when work time, play time, and family time will happen.
- Involve your child in planning the day: "Do you want to play with blocks or watch a show while I work?" "Do you want to take a walk before or after my phone call?"
- Maintain consistent routines related to sleeping, eating, and physical activity.

- Plan fun family activities for your child to look forward to such as watching a video, going on a scavenger hunt, calling a friend or family member, or family games.
- Create an activity bin of things your child can do safely on their own. Have your child help you choose things to put in the bin.
- Most of all, make a plan but be flexible and prepared that things might happen that disrupt your plans.



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The following link can be used to access additional resources for children and families:
<https://challengingbehavior.cbcs.usf.edu/emergency/index.html>

NOTICE OF POLICIES

All policies in our current Parent Handbook are still in effect. The policies in this Re-opening Handbook are temporary until further notice, with the goal of keeping children and staff safe, while still providing quality early childhood educational practices. We appreciate your input and look forward to a fun and enjoyable summer!

WAIVER

Families and staff need to sign the attached waiver stating that they are at the school of their own free will and understand the potential risk involved with being at Aleph. Please sign and return to the school with your child's summer enrollment.

On March 11, 2020, the World Health Organization declared the COVID-19 outbreak a global pandemic. On March 12, 2020, Nevada Governor Steve Sisolak declared a state of emergency for Nevada relating to the COVID-19 outbreak. On March 13, 2020, President Donald Trump declared the COVID-19 outbreak a national health emergency.

Given the severity of the COVID-19 pandemic, and in anticipation of my child's return to the care of Aleph Academy, a child care provider ("Facility"), I hereby make the following waiver, release and other representations and covenants set forth herein, on behalf of my child, and in favor of this Facility.

Acceptance of Risk; Release; Indemnification.

The safety and security of the children in its care remains a top priority of Facility. I understand that there is a risk associated with my child's return to care at Facility, including but not limited to, increased social contact and interaction with Facility employees and other children. To help reduce the spread of COVID-19 and to protect Facility employees and other children, Facility encourages all children and parents to adhere to all safety and health guidelines for the prevention of COVID-19, including those issued by the Washoe County Health Department, Washoe County Social Services and the Centers for Disease Control and Prevention. All persons should engage in frequent hand washing using soap and water for at least twenty seconds (or, if soap is not available, use an alcohol-based hand sanitizer), sanitize surfaces and objects frequently used. Staff will wear personal protective equipment such as face masks and gloves, and follow any and all other preventive measures recommended by applicable authorities.

Notwithstanding the foregoing, I understand that the above guidelines do not completely eliminate my child's risk of exposure to COVID-19 and, should my child experience any COVID-19 related symptoms (such as fever, cough, body aches, or shortness of breath), I am advised to keep my child home, not to bring my child to the Facility, and follow the advice of my healthcare provider, clinic, or hospital. In such cases, I will immediately alert the Facility of such symptoms.

Regardless of any steps taken by Facility to reduce the risks associated with the COVID-19 pandemic, I am fully aware that there are a number of risks associated with my child's care at Facility during the COVID-19 pandemic, including without limitation, being exposed to and contracting COVID-19 from other individuals, surfaces and/or airborne particles. I understand that my child's contracting of COVID-19 could result in serious medical symptoms requiring medical treatment in a hospital or even death. On behalf of myself and my child, and our heirs, successors, and assigns, I knowingly and freely, assume all such risks, both known and unknown, relating to my child's care at Facility arising from or relating to COVID-19, including all illnesses, injuries, damages or death arising there from, and I hereby forever release, waive, relinquish, and discharge Facility, along with Facility's shareholders, officers, directors, members, managers, officials, partners, trustees, agents, contractors, employees, affiliates, or other representatives, and their successors and assigns (collectively, the "Facility Representatives"), from any and all claims, demands, liabilities, rights, damages, expenses, and causes of action of whatever kind or nature, and other losses of any kind, whether known or unknown, foreseen or unforeseen, (collectively, "Damages") arising from or relating to COVID-19 as a result of my child's care at Facility, and including but not limited to claims based on the alleged negligence of any Facility Representative or any other person. I further promise not to sue Facility or any Facility Representative for any illness, injury, death or other Damages arising out of or related to COVID-19 and agree to indemnify and hold them harmless from any and all Damages resulting therefrom as a result of my child's care at Facility.

If any provision of this Waiver and Release of Liability is declared invalid, the remaining provisions remain enforceable. I may seek advice from legal counsel before signing this Waiver and Release of Liability. By signing this Waiver and Release of Liability, I acknowledge that either I have sought the advice of legal counsel or wish to waive the opportunity to seek the advice of counsel before signing.

**READ CAREFULLY -- BY SIGNING THIS DOCUMENT YOU MAY GIVE UP
IMPORTANT LEGAL RIGHTS.**

Child's Name

_____ Date: _____

Signature of Parent/Guardian

Print Name of Parent/Guardian