

2020-2021
REVISED POLICIES AND PROCEDURES

The safety and well-being of your child is important to us! We realize, in this uncertain time, that health and safety are of great concern to you as parents and caregivers of young children. We recognize the importance of you entrusting the care of your young children to our program.

It is important that each PMP family is aware of new guidelines and practices we have implemented in order to keep our program the safest it can possibly be. These practices were developed with the guidance of the CDC and the NJ Department of Children and Families Office of Licensing. We will update you in a timely manner in the event of any changes.

The following list outlines our newly adopted practices:

Class Offerings:

- 2 ½'s – will not start until January.
- We are planning to begin our Lunch Bunch and Enrichment Programs in October, provided there is enough interest.
- We will be offering a Virtual Option for classes, for those families who may not feel comfortable returning to school yet. (Details to follow.)

Drop-Off Procedures:

Classes will be staggered to prevent a back-up of families waiting and to prevent any co-mingling of students from different classes, which is prohibited.

- 8:45 Kindergarten
- 9:00 3's/ 4's
- You will pull up, remaining in your car and be asked the following questions each day:
 - Has your child been given any fever reducing medication today?
 - Has your child exhibited any of the following symptoms: fever, cough, shortness of breath?
 - Do any household members exhibit the following symptoms; fever, cough, shortness of breath?
 - Have you or your child been in close contact with anyone diagnosed with Covid-19 in the past 14 days?
- Persons (children and staff) who have a fever of 100.4° or above or answer yes to any of the above questions cannot be admitted to the facility.
- After this, you will take your child's temperature with your own thermometer and show it to the Director who will record the information. There will be a non-contact thermometer for your use if you forget your thermometer.
- If fever and symptom free, a teacher will escort your child to wash their hands and then to their classroom.

Pick-Up Procedures:

- Once again, classes will be staggered to prevent a back-up of families and to prevent any co-mingling of students from different classes, which is prohibited. Pick-up will begin at 11:30 and end at 12:00.
 - Kindergarten 11:45
 - 3's/4's 12:00
- Please stand outside on a designated spot and wait for your child to be brought to you by the teachers.

In order for these procedures to work effectively, families must be sure to arrive/pick up during the 15-minute window allocated for your child's class.

Healthy Environment:

- Group sizes are limited to 10 children per class.
- In order to establish social distancing, the same group of children will be together throughout the week with the same staff members. Under the DCF guidelines, groups of children may not co-mingle.
- Classes will have separate outdoor play times.
- The playground will be sanitized in between groups.
- Staff are required to wear cloth face masks.
- Children should have cloth masks which they will be encouraged to wear, however they are not mandatory at this time. Please prepare your child by having them practice wearing a mask. PMP will have child-sized disposable masks on hand for backup.
- Each child will be provided with a pencil box with writing and other supplies and provided with their own play-doh. This is to limit the sharing of supplies.
- Each group of children will have their own toys that will be washed and sanitized after each class period.
- We have enhanced our cleaning and sanitizing procedures according to the DCF COVID-19 guidelines.
- We will continue to promote healthy hygiene. Children will wash their hands for 20 seconds when they enter the building, before snack, after outdoor play, after using the bathroom and as needed.
- Hand sanitizer may now be used for in-between hand washing but will not be used as a substitute for normal hand washing procedures.

What to Send (or Not Send) with Your Child

- A change of clothes (including socks and underwear) in a labeled Ziploc bag. This will remain at school.
- 2 extra masks in a Ziploc bag.
- Do not send backpacks, lunch boxes, or water bottles. We will put your child's work in a plastic bag to bring home.

Policy Regarding Non-Weather-Related Emergency Closure

In the event of a school closure, the students who attend our in-person program will be switched over to our virtual program and their tuition will be adjusted to the virtual rate (details to follow). The balance will either be credited toward the next tuition installment or refunded if there are no further payments due. Tuition at the original rate will be reinstated upon re-opening.

If you wish to make a tax-deductible donation to PMP during this challenging period, please contact the Director.

Sick Policy

You are the first defense in keeping our children and the staff safe and healthy. If your child is exhibiting any symptoms such as cough, runny nose, sore throat or fever, please keep them home.

Our sick policy is outlined in our Parent Handbook, which you will receive a copy of before school starts in September.

We are asking that parents be especially cautious this year in assessing cold/flu symptoms and keeping children home if they are ill. If a family member tests positive for COVID-19, please inform the school and have your child quarantine at home for 2 weeks.

PLEASE NOTE: If your family is planning on visiting any of the areas on NJ's list of quarantine states, your child will be required to quarantine at home for two weeks before attending school.

Thank you for your understanding and patience as we implement these new procedures. Our goal is to provide your child with a fun and nurturing preschool experience while at the same time keeping your child, your family and our staff healthy and well.