

Temple Emanuel  
Early Childhood Center

A blue abstract graphic consisting of several horizontal, slightly curved brushstrokes of varying lengths, positioned to the right of the text.

Family Handbook  
2020-2021

## Letter from the Director

Dear Families,

We are looking forward to a safe, healthy 2020-2021 school year with your children. Though we have modified our early childhood program due to the pandemic to meet and extend beyond the MSDE and Department of Health protocols and procedures to ensure a safe and healthy environment, our goals remain steadfast of providing enriching experiences for children, supporting their social-emotional development and growth, and fostering creativity, community and a sense of wonder about the world around us.

The goal of the TEECC staff is one of joy and comfort for children while building trust and confidence for you, their parents. Together we can work to keep one another safe and healthy by committing to best practices always on behalf of the collective whole. The true north of our compass through this pandemic is the message we heard from Reggio Emilia, Italy several months ago: "Only together can we conquer this." We continue to learn from early childhood programs and schools across the globe to incorporate best practice and strategies into our own plans. We are supported by the guidance from Temple committees, the ECC Board and Temple Board of Trustees. Flexibility, ingenuity, collaboration and patience are key components when evaluating and responding to changing conditions in our environment. We will continuously review our practices and evolve them to best meet the needs of the children throughout the year.

As an integral part of the larger Reform Jewish Temple Emanuel community that honors spiritual and intellectual growth, we are committed to social action, a deep respect for the diversity of our community and a deep appreciation of the natural environment. In our learning practices and our relationships, we are inspired by the Reggio Approach to early childhood education. Our experiences are guided by the principles of citizenship, the rights of children and are touched by kindness, care, collaboration and inclusion. We take value in honoring all and instilling a sense of openness to explore, learn and create. Each day brings new discoveries, friendships and joy!

Your feedback and viewpoints are important for us to know. Though parents are not allowed in the building, teachers, staff and I are very happy to communicate with you outdoors or by telephone, email or Zoom. Open communication and partnership are especially critical during this time of physical distancing. Please do not hesitate to be in touch at any time.

Thank you for partnering with us to maintain a safe and healthy environment for children to grow, explore, learn and have fun. We look forward to a great year ahead!

~ Melissa

## Honoring All

Temple Emanuel Early Childhood Center embraces and welcomes the diversity of our community and encourages everyone to seek meaning and fulfillment through the rich Jewish values of our innovative, progressive Reform community. We open our doors to everyone, including people of all backgrounds, religions, abilities, sexual orientations, interfaith and same sex couples and families.

## Contact List

### Temple Emanuel Early Childhood Center:

PHONE: (301) 942-2000

Melissa Williamson – Director

(301) 942-2000, ext. 201

[mwilliamson@templemanuelmd.org](mailto:mwilliamson@templemanuelmd.org)

Jennifer Gauthier – Pedagogista

(301) 942 – 2000, ext. 202

[jgauthier@templemanuelmd.org](mailto:jgauthier@templemanuelmd.org)

Laura Enkiri – Assistant Director

(301) 942-2000, ext. 203

[lenkiri@templemanuelmd.org](mailto:lenkiri@templemanuelmd.org)

### Temple Emanuel Clergy and Senior Staff:

PHONE: (301) 942-2000

Rabbi Adam Rosenwasser

[arosenwasser@templemanuelmd.org](mailto:arosenwasser@templemanuelmd.org)

Cantor Lindsay Kanter

[lkanter@templemanuelmd.org](mailto:lkanter@templemanuelmd.org)

Rabbi Mark Levine, Religious School Director

[mark@templemanuelmd.org](mailto:mark@templemanuelmd.org)

Dianne Neiman – Executive Director

[Dianne@templemanuelmd.org](mailto:Dianne@templemanuelmd.org)

### Temple Emanuel Office:

PHONE: (301) 942-2000

Nicole D’Isa – bookkeeper

[ndisa@templemanuelmd.org](mailto:ndisa@templemanuelmd.org)

**Temple Emanuel Early Childhood Center  
10101 Connecticut Avenue  
Kensington, MD 20895  
(301) 942-2000**

## Table of Contents

Letter from the Director .....	ii
Honoring All .....	ii
Contact List .....	iii
<b>EARLY CHILDHOOD CENTER PHILOSOPHY .....</b>	<b>1</b>
Guiding Principles Inspired by the Reggio Emilia Approach to Early Childhood Education.....	1
<b>BEGINNING PRESCHOOL.....</b>	<b>3</b>
Leadership and Guidance.....	3
Orientation.....	3
Security Blankets and “Comfy” Items .....	3
Family Photo .....	3
Parent Participation .....	3
ECC Board.....	4
Parent Communication .....	4
Written Communication .....	4
Other Communication .....	4
Contacting the ECC.....	5
Issues, Concerns and Feedback .....	5
<b>POLICIES AND PROCEDURES .....</b>	<b>6</b>
Application Process for New Students.....	6
Medical Immunization and Health Forms.....	6
Billing and Contracts .....	7
Early Childhood Center Calendar .....	7
<b>ECC HOURS AND PICK-UP POLICIES.....</b>	<b>8</b>
Arrival.....	8
Dismissal.....	8
Late Pick-Up Fee.....	9
Sign-in/Sign-out Policy .....	9
<b>CLASSROOM PROCEDURES.....</b>	<b>10</b>
Faculty and Staff .....	10

Guidance and Discipline.....	10
Partnering with Families When Children Need or Receive Support.....	11
Reporting Abuse.....	11
Birthdays.....	11
Bringing Items from Home.....	12
Clothing.....	12
Flow of the Day.....	13
Classroom Materials.....	13
Outdoor Play and Learning.....	13
Napping.....	13
Toilet Training.....	14
School Photographs.....	14
Ta’am Shel Shabbat (A Taste of Shabbat).....	14
Jewish Holidays and Values.....	15
<b>FOOD POLICY.....</b>	<b>16</b>
Lunch.....	16
Snacks.....	16
<b>MEDICAL AND HEALTH.....</b>	<b>17</b>
Medical Forms.....	17
Illness Policy.....	17
Illness Guidelines.....	17
Notifying School.....	18
Medication.....	18
<b>ADDITIONAL COVID-19/CORONAVIRUS POLICIES AND PRACTICES.....</b>	<b>19</b>
Symptom and Screening for Child in Child Care.....	19
Guidance for Temperature and Symptom Screening in Child Care Programs.....	19
Face Coverings.....	21
Use of Cloth Face Coverings in Adults.....	21
Use of Cloth Face Coverings in Children.....	21
How Cloth Face Coverings Should be Worn and When to Remove.....	22

Procedures for Use of Cloth Face Coverings.....	23
Responsibility for Providing Cloth Face Coverings.....	23
<b>SECURITY, SAFETY AND BUILDING PROCEDURES .....</b>	<b>23</b>
Security .....	23
Evacuations .....	233
Parking .....	24
Snow Policy .....	24
<b>Appendix: Nut Policy.....</b>	<b>255</b>

# EARLY CHILDHOOD CENTER PHILOSOPHY

- Our program is based on the spirit of community where children, parents and staff feel a strong sense of partnership and belonging. We aim to create and maintain a culture of collaborative learning inspired by the Reggio Emilia Approach to early childhood education.
- We are committed to: (1) values based on the image of the child as curious, competent, and capable of co-constructing knowledge; (2) providing an exceptional early childhood education for all children; (3) exposing our children to the rich Jewish values of Temple Emanuel.
- We believe that children learn best by being active, experiential learners. We provide a rich environment in which children have the opportunity for discovery and growth. We encourage the love of learning and the development of the inquisitive mind.
- We believe that children have the right to grow at their own pace in a warm, joyful and nurturing environment.
- We believe that all children and their families should be treated with dignity and respect at all times.

## Guiding Principles Inspired by the Reggio Emilia Approach to Early Childhood Education

- **Progettazione – Educational Intentions**  
Intentions are a means of focusing an experience, attempting to maximize an opportunity so that the teachers and the children can be aware of each other's discoveries. Intentions allow for a more refined ear with which to take in how children relate to the world and make sense of its complexity. Each year we introduce a school-wide intention. Intentions are starting points. Ideally, areas of interest will blossom, providing each individual classroom the opportunity to explore and investigate the greater, school-wide intention, within a uniquely defined and fascinating way.
- **Environment**  
The environment acts as another teacher. The school's aesthetics have intention and the environment is designed to provoke children to wonder, engage, challenge, manipulate, dream, express and think. Teachers carefully organize space for large and small group exploration. From placement of materials to spaces of interaction, the set-up of the environment gives value to relationships; physically, emotionally and socially.
- **Role of Time – Exploration and Reflection**  
The ability to slow our pace and take our time provides a platform for listening. Our ability to engage in an open dialogue provides a platform to ask questions and reflect. Intentional investigational studies are not fragmented; rather they build upon one another over time. As the children revisit their original work and idea, time provides the opportunity for new experiences which deepen the knowledge already learned. Time is also important in building and sustaining relationships.
- **Small Group Work – Collaboration**  
Collaborative group work, both large and small, is considered valuable and necessary to advance cognitive development. Children are encouraged to talk, critique, compare, negotiate, hypothesize and problem-solve through group work. Collaboration occurs among co-teachers, teachers and children, children and children, children and parents, parents and teachers, as well as the community at large.

- **Documentation – Communication**

Documentation of children’s work in progress is viewed as an important tool in the learning process for children, teachers, and parents. Photos of children engaged in experiences, their words written out as they discuss what they are doing, feeling and thinking, and the children’s interpretation of experiences are displayed to make learning visible.

- **The Many Languages of Children – Atelier**

Multiple materials are available to children. Through gaining experience with various mediums, children learn to express themselves in many ways. Children can learn to express any idea through what is traditionally thought of as artistic media. Because young children are often difficult to decode, giving them multiple media to express themselves ends up making their thoughts much more readable or transparent to a teacher who can better help them to extend upon and fully develop their theories.

- **The Protagonist – The Child**

We see children as competent and capable, as a responsible decision maker, a citizen within our learning community, with rights instead of needs. Children are the protagonists of their learning.

# BEGINNING PRESCHOOL

Children separate from their parents and adjust to school in many ways. One child may run into the classroom and never look back. Another may take several weeks to feel comfortable in a new setting. Some children make an easy transition in the beginning and have separation difficulties later in the year. All situations are normal and we are well prepared to help your child in a way that is best for him or her. We are also there to provide any support that you may need.

Parents also separate from their children in different ways. It is helpful for you and your child to have a goodbye ritual and to reassure your child that he or she is going to have a wonderful day. Your show of confidence will enable your child to do that. If you need to check on your child's progress during the day, please feel free to check with a member of our Leadership team.

## Leadership and Guidance

While each person on the Leadership team has an area of focus, we work in close collaboration and each of us would be happy to answer any of your questions, or direct you to the person who can be most helpful.

- **Director:** leads the entire educational team and is the primary liaison with the Temple Board of Directors, the Clergy and the Senior Staff, TEECC parents and the wider Temple Emanuel community. The Director oversees all school operations including staff supervision, fiscal management and creating and implementing policies and procedures.
- **Assistant Director:** coordinates the ECC daily operations. The Assistant Director's many responsibilities include organizing and maintaining all classroom records and student files, scheduling and coordinating events and family engagement.
- **Pedagogista:** primarily focuses on the pedagogical growth of the faculty to ensure that they provide the highest level of learning within the Reggio-inspired philosophical approach to early childhood education. Serves as a resource for parents and teachers.

## Orientation

We host a New Parent Orientation prior to the new school year. We encourage you to bring your child for a pre-arranged visit to the school prior to the beginning of the school year. Please call the Director and we will be happy to arrange a time to visit.

## Security Blankets and "Comfy" Items

If your child needs an item to help him/her make the transition from home smoother, please feel free to send it in. This can include a blanket, stuffed animal, or any other item your child needs. Please make sure that it is clearly labeled.

## Family Photo

Please bring in a framed family photo. This photo will make your child feel at home and remind us all that we are a partnership with home.

## Parent Participation

Parents are an integral part of our program. We welcome and encourage parental involvement in a variety of ways. Due to the current pandemic, we are unable to host you in our classrooms. We will provide opportunities for virtual meet and greets, parent learning nights and social gatherings. ECC family events are a great opportunity to get to know other ECC families and to see your child in action with their school friends.

Special events may include Chanukah and Purim celebrations, end-of-the-year Siyum, Parent Coffee Hours and other school-wide events. We also welcome and encourage individual classroom events.

Room parents help to organize activities and disseminate information. We welcome any volunteer help that you can give us.

## **ECC Board**

The ECC Board is comprised of ECC parents, faculty and the ECC Director. The Chairperson of the ECC Board is parent Lisa Zelermeyer ([lzelermeyer@gmail.com](mailto:lzelermeyer@gmail.com)). Additional board members include: Mike Reiter, Jen Cherner, Jen Goldschmidt, Paul Bolstad, Dara Demner, Kate Tabachnick and Melissa Williamson. The Board's mission is to foster deeper connections among the Director of the ECC, ECC families, and the larger congregation of Temple Emanuel. The ECC Board serves as a resource for the Director of the ECC and for ECC families and promotes the best interests of the ECC to the Temple Emanuel Board of Trustees. The Chair of the ECC Board is an Ex-Officio Voting Member of the Temple Emanuel Board of Trustees.

## **Parent Communication**

The Director is available to families daily and can be reached by email or phone. If the Director is not available, the Assistant Director will be able to assist you. While faculty can chat with you during morning drop-off or afternoon pick-up, these can be very busy times that the teachers need to focus on the children. For longer conversations, please call or email during the day. We are always happy to set up a phone conference or a personal conference time with the classroom teachers.

## **Written Communication**

We communicate and share information with parents in a variety of ways:

- **Emails from Director:** Emails from the Director feature highlights from the week, an overview of happenings of the upcoming week and notes and reminders. Some hard-copy notes and special event announcements are sent home, but most are emailed.
- **Faculty Email:** each classroom's teaching team has a TECC email address for communication. The address starts with the ecc prefix, the name of the class, @gmail.com. (e.g. [eccdaliot@gmail.com](mailto:eccdaliot@gmail.com)). It may be difficult for faculty to check email during the day, but they will get back to you as soon as they can. For time-sensitive emails to teachers, please copy the Director ([mwilliamson@templeemanuelmd.org](mailto:mwilliamson@templeemanuelmd.org)) so we can attend to your inquiry as soon as possible.
- **Documentation Panels:** placed throughout the ECC, printed documentation makes children's learning visible through photos and narratives.
- **Facebook:** Temple Emanuel ECC has its own Facebook page that features regularly updated highlights of our program. Search: Temple Emanuel Early Childhood Center
- **Shutterfly:** teachers post photos and video documentation of children's work and activities on this photo site.
- **Website:** there is a section dedicated to the ECC at [www.templeemanuelmd.org](http://www.templeemanuelmd.org)
- **Kol Kore:** the synagogue newsletter focuses on all aspects of the congregation.

## **Other Communication**

- **Parent/Teacher Conferences:** formal, individual meetings are scheduled during the winter. However, when a parent or teacher feels that it is necessary, we are happy to arrange a meeting.

- **New School Year Reception:** an opportunity for parents to hear about the school's objectives, goals and processes and to meet other parents in your child's classroom.
- **Parent Learning Nights:** these meetings may feature a speaker or materials exploration or pedagogical overview. We welcome suggestions and encourage all parents to participate.

### **Contacting the ECC**

- To reach the ECC during the day, call the main number (301) 942-2000. If your phone call is urgent and you cannot get through to the ECC, please speak with someone in the administrative office of the Temple and they will be glad to assist you.
- Please send an email to your child's teachers and to the Director if your child will be absent. This is also important in tracking illness. If we see a pattern in a particular classroom or throughout the entire school, we will send an email alerting parents.
- We also like to know of any good (or sadly, bad) news that is happening in your family. It helps us to better care for your child. Sometimes, something as simple as a grandparent leaving after a visit, can affect your child's mood. Please be assured that if news is private, we value confidentiality.

### **Issues, Concerns and Feedback**

If you have an issue, concern or feedback, you are encouraged to speak with the Director. If you require further assistance, you may contact the chairperson of the ECC Board, who serves as a representative on the Temple's Board of Directors. All financial matters should be addressed with the Temple's Executive Director.

## **POLICIES AND PROCEDURES**

Temple Emanuel Early Childhood Center is open year-round from 8:30am-4:30pm. The ECC is licensed for children ages 2-5. A child must have had his/her second birthday in order to start at the ECC.

### **Application Process for New Students**

A one-time application form must be submitted with a non-refundable \$100 application fee. We give both synagogue members and siblings registration priority. Priority is given to full-time students. If you are offered and accept a spot, you will be sent a contract that must be signed and returned with a one-time \$500 deposit.

The enrollment contract begins on the first day of the month a child begins to attend the ECC and continues through June 31, 2021. The tuition for the 2020-2021 school year is calculated based on the total number of months a child attends.

All currently enrolled children are guaranteed enrollment for the following school year, provided parents return the annual contract and all required fees by the specified deadline. Payment of fees must be current in order to re-enroll a child. For Temple members, membership fees must also be current.

In January 2021, parents of currently enrolled children will receive a contract for the upcoming school year. In order to guarantee your child's spot for the upcoming year, parents must include the activity fee with the signed contract. Tuition is an annual amount that is broken down into either 10 or 12 payments for the convenience of our families. The deposit is a one-time \$500 fee that will be returned to you at the completion of your child's contracted time at TEECC.

#### **Enrollment Forms:**

- Family-Child Information Form
- Emergency Information Form
- Health Inventory Form
- Immunization Certificate
- Medical Attention Release Form
- Photo Release Form
- Sunscreen Permission Form
- Field Trip Permission Form
- Tuition Contract and Application
- MSDE "Guide to Regulated Child Care" for your records
- Assumption of the Risk and Waiver of Liability Relating to the Coronavirus/COVID-19
- If applicable: Medication Authorization Form, Allergy Action Plan, Asthma Action Plan

For your child's safety, if there is a change in address, home or work phone numbers, emergency contacts or caregiver, please notify us in writing immediately.

### **Medical Immunization and Health Forms**

The Maryland State Department of Education requires that all immunization and health forms be completed by a physician and submitted before a child may enter school. All children must receive appropriate vaccines and a lead test. Allergy Action Plan, Asthma Action Plan, and Medication Authorization forms must also be completed if applicable.

## **Billing and Contracts**

All fees and tuition are non-refundable. Families are required to pay tuition for their entire contracted period of time. Deposits will be returned after the end of the contract less any funds owed to Temple Emanuel.

At the beginning of each year you will receive a confirmation of your contract with the amount of your annual tuition broken down into equal monthly payments. Tuition is due at the first of each month. If you do not pay by the 5<sup>th</sup> of the month, you will be assessed a late fee of \$30. If payment is not received by the 15<sup>th</sup> of the month, your child will not be able to attend school until payment is made. If payment is not made by the end of the month, your child will be withdrawn from the ECC.

Monthly payments can be made by check, ACH or credit card. There is a 2.5% fee for credit card payment.

## **Early Childhood Center Calendar**

### **The ECC will be closed for the following Jewish holidays:**

Erev Rosh Hashanah: 12pm dismissal (there will be no lunch served on this day)

Yom Kippur

Passover

Shavuot

The Hebrew year runs on a lunar calendar, which varies from the solar secular calendar. Therefore, each year, the Jewish holidays are celebrated on different days on the secular calendar. Observance of Jewish holidays begins at sundown.

We invite all of our families to join us for monthly Temple Tot-Shabbats and our Temple family service on Rosh Hashanah and Yom Kippur.

### **The ECC will be closed on the following federal holidays:**

Labor Day

Thanksgiving (Thursday and Friday)

Christmas Day

New Year's Day

Martin Luther King, Jr.'s Birthday

President's Day

Memorial Day

Independence Day

The ECC is also closed one day in the winter for Professional Development.

The ECC is closed for winter break between Christmas Eve and New Year's Day. A break is also scheduled to coincide with Passover. The ECC is also closed for a week at the end of the 12 month program for teacher training and preparation for the upcoming school year.

Parents will be provided with a date-specific calendar at the beginning of the school year.

Diversity and respect are important values in our community. While we do not celebrate Christmas or other religious holidays that are not part of our Jewish tradition, such as Halloween and Valentine's Day, we encourage all of our children to share their stories about their family traditions and rituals with us.

# ECC HOURS AND PICK-UP POLICIES

## Arrival

The ECC opens at **8:30am**. It is important that children arrive by **9:15am** so that they can orient themselves each day and not miss key moments of classroom community-building and intentional learning. If your child will be late due to an appointment, please let us know. A faculty member will be outside each day from 8:30-9:15 awaiting your arrival. Please call (301)942-2000, ext. 201 if you will be dropping off outside of this window.

Due to current regulations parents will not be permitted to enter the TEECC building. Drop off will be in the form of a carpool beginning at 8:30 am. We will ask that each family pulls their car into the fire lane outside the childcare center. A faculty member will approach your car and observe you taking your child's temperature (Please see MSDE Guidance for Temperature Taking and Symptom Screening in Child Care Programs provided later in this document). They will then ask you the following three questions per MSDE requirements:

*1. Since last here, has your child has any of the following symptoms?*

- Cough
- shortness of breath
- fever of 100.0° or higher (per TEECC policy)
- chills
- shivering
- muscle pain
- sore throat
- headache
- loss of sense of taste or smell
- gastrointestinal symptoms (nausea, vomiting, or diarrhea)

*2. Since last here, is your child waiting for a COVID-19 test result, been diagnosed with COVID19, or been instructed by any health care provider or the health department to isolate or quarantine?*

*3. In the last 14 days, has your child had close contact (within 6 feet for at least 15 minutes) with anyone diagnosed with COVID-19 or suspected of having COVID-19 (i.e., tested due to symptoms)?*

If the answer to ALL of the questions above is NO, the child may be admitted into care that day. A faculty member will then escort your child into the building. They will stop in the bathroom to wash hands and then proceed to your child's classroom.

## Dismissal

The ECC closes promptly at **4:30pm**. A faculty member will be outside each day from 4:00- 4:30pm awaiting parents' arrival. If parents need pick-up outside of those timeframes, they must call ahead of time and leave a message on (301) 942-2000, ext. 201 indicating estimated time of arrival at TEECC so a faculty member can meet them outside. It is extremely important that you arrive on time to pick up your child, as late pick-ups can cause anxiety for the children involved. In addition, our staffing schedules and compliance of teacher/child ratios are dependent upon timely pick-up of your child.

We understand that emergencies and delays can happen; please call the ECC at (301) 942-2000 if you encounter any issues that will result in a late pickup.

When you arrive at Temple Emanuel ECC, we ask that you park your car in the parking lot and then stand on a socially distant spot along the side-walk outside the building's lower entrance. A faculty member will be there to greet you and contact your child's teacher. Your child's teacher will then collect your child and all of their belongings and head to the bathroom. They will wash hands and then the teacher will bring your child out to you.

### **Late Pick-Up Fee**

In the event that a parent or care-giver arrives late, there will be a late fee charged. A late fee of \$10 per 10 minute increments will be billed for arrival to the sidewalk pick-up line after 4:30 pm. Upon your late arrival, you will be asked to sign a slip documenting your arrival time.

### **Sign-in/Sign-out Policy**

Teachers will be responsible for signing children in and out each day.

For your child's security, he or she may be picked up only by those individuals listed on your emergency authorization form. If you have not personally introduced staff to this person, we will ask for identification.

The ECC requires written notification whenever the usual person is not picking up your child. For example, if a visiting grandparent or other relative is visiting, we must have written notification. This policy includes carpooling or any other temporary pick-up arrangements.

Many parents have worked out arrangements with other ECC families to be able to pick up their children in cases of emergency. Please add those parents' names to your child's emergency authorization form. If this person will be picking up your child, please call the ECC to let us know. This way, we can let your child know who is picking her or him up. If we do not have formal permission, we will not release your child to another parent.

# **CLASSROOM PROCEDURES**

## **Faculty and Staff**

All of our staff members are carefully chosen based upon the special qualities, experience and talents that they have to offer to the children in our program. As a school that is inspired by the philosophy of Reggio Emilia, we believe strongly in working together as a collaborative team. Each classroom has two co-teachers and we have an Assistant Director, and Pedagogista (Curriculum Specialist) as part of our educational team.

Our chaver faculty members have the same qualifications and experience as our teachers who are assigned to specific classes. The chaver serve a very important role in our school. They know all of the children, the routines and intentional work in every classroom. When teachers are absent they serve as co-teachers, they work in classrooms when teachers are in team meetings and are a third teacher in a class when one is needed. They are active participants and contributors to all that we do in our school.

We believe that as educators, it is important for our teaching staff to be dedicated learners themselves. Temple Emanuel strongly supports staff development and we participate in many opportunities for continuing education and professional development throughout the year. A number of our staff participated in learning seminars in Reggio Emilia. Many hold leadership position and are active participants in both local and national Jewish ECC professional organizations and others such as the North American Reggio Emilia Alliance and the DC Reggio Emilia Alliance.

All of our staff meet the Maryland State Department of Education (MSDE) licensing requirements and exceed the necessary qualifications. All hold degrees in Education or a related field and are well acquainted with Jewish values and traditions. Each member of our faculty brings their own unique talents and gifts to us.

All faculty and staff are required to have a background and finger-print check and health form completed. Faculty and staff are CPR and First Aid trained. Several of our ECC employees are certified in Medical Administration, and all have Security Training.

Throughout the year staff members are formally and informally observed and provided with opportunities for professional growth and constructive feedback. While we are proud of our hard working staff, there may be rare situations when a staff member's contract must be terminated or not renewed for the coming school year. The decision may be based on either personal or professional reasons. Details of termination are governed by the protocol of human resources and cannot be shared with the public. We will inform families of changes as appropriate.

The Early Childhood Director is responsible for overall administration in cooperation with the Board of Trustees of Temple Emanuel. In the Director's absence, the Assistant Director and/or the Pedagogista will be responsible for overseeing the school.

The Executive Director of the synagogue is responsible for all ECC billing and financial record keeping. You may contact her if you have questions about financial issues.

## **Guidance and Discipline**

The ECC's guidance and discipline philosophy is based on our approach to teaching young children. We focus on fostering problem-solving skills, enabling children to solve problems with their peers, and on helping children build positive relationships. This reinforces our belief in and respect for the capability of children.

Temple Emanuel ECC recognizes that each child is a unique person with an individual pattern and timing of growth, as well as individual personality, learning style, and family background. While some behaviors may be typical for a specific “age and stage” we recognize that children learn appropriate social behaviors at different rates. With that in mind, we observe and make individual behavior plans when necessary.

Our staff provides a positive model of behavior by treating children, parents and one another with friendliness, care and respect. Reflecting our strong belief in the competence and capability of children, we work with them to help them plan strategies to handle conflict, to problem solve and make positive choices. We focus on good behavior, rather than bad. We may need to redirect a child and speak with them about appropriate behavior. When necessary, we speak to a child with a firm, but caring voice. At times, it may be necessary to remove a child from the rest of the group so that we may speak with them privately or simply give them an opportunity to be in a quiet, peaceful place.

If behavior persists, we will meet with the child’s parents to create a behavior management plan that meets the needs of that particular child. If there is continued concern, it is also our practice and policy to consult with specialists who work with children and families. This is always done in partnership with parents.

As part of the synagogue community, we believe in working with families during difficult times. We ask for the family’s cooperation and assistance so that we may be able to continue our relationship with them. If we are unable to make progress in improving a child’s behavior, we may need to assess our program’s appropriateness for the child.

When a child hurts another child, we first attend to the child that has been hurt and then speak with the other child. In the case of a bite or an injury that we must apply first aid, we call the parents of both children. A written incident report is sent home.

### **Partnering with Families When Children Need or Receive Support**

We recognize that all children grow and develop on their own trajectory, but there may be times that we realize a child is having a specific challenge or delay in reaching certain developmental milestones. At that time, we may suggest that your child be assessed or evaluated by a diagnostic professional. We are committed to supporting all of our children and families in the best way possible and must have the best information available to be able to do that. We believe in early intervention and partner with families and specialists who provide the services a child may need.

If your child is already receiving services from Infants and Toddlers, Child Find or a private provider, it is imperative that you supply that information to us so that we can help you build a solid foundation for your child.

### **Reporting Abuse**

In Maryland, the child abuse law requires that anyone who suspects a child is being mistreated must report the matter to Protective Services or the police: “Notwithstanding any law on privileged communications, each health worker who has reason to believe that the child is neglected or abused, shall notify the relevant authorities and if acting as staff of a hospital, public health agency, childcare institution, school or similar institution, notify immediately the head of the institution or the designee of the head. Any person who in good faith makes a report of abuse or neglect is immune from any civil liability or criminal penalty.”

### **Birthdays**

Birthdays are an important part of our school culture. The ECC birthday tradition is that each year, children create and present a gift to the birthday child based on the year’s intentional work with materials. The gift

represents the child and becomes a permanent part of the classroom for the school year. To celebrate the child, parents are invited to send in a special prepackaged, nut free snack (please no homemade treats at this time) to share with the class and to donate a children's book to the classroom in honor of the birthday child. We encourage healthy birthday treats. Please do not send in "goody bags." Balloons are prohibited in the ECC.

Due to the current COVID-19 guidelines, we will invite families to join us for the celebration virtually.

### **Bringing Items from Home**

Everything brought in from home should be labeled with child's name.

### **Items your child needs at school**

All materials **MUST** go home each day. Lunches will be refrigerated. All other materials will be placed in a large plastic bin that we will provide. As mentioned earlier, if your child needs an item to help him/her make the transition from home smoother, please feel free to send it in. This can include a blanket, stuffed animal, or any other item your child needs. Please make sure that it is clearly labeled. **Please do not send any additional materials or toys.**

- 2 snacks (nut-free, prepackaged no refrigeration necessary)
- lunch (will be refrigerated daily)
- water bottle
- beach towel (to sit on during meal times)
- extra clothes (2 complete changes)
- nap materials (blanket, pillow, soft lovey)
- sunglasses and/or sun hat
- rubber-soled shoes (no thin-soled sandals or flip-flops)
- 3 face masks

The following materials may remain at TEECC:

- sunscreen and bug spray
- medication
- diapers and wipes
- rain boots/snow boots

### **Clothing**

Children use materials such as paint and glue on a regular basis, they actively play outdoors in a variety of weather conditions and they can have toilet accidents that require a change of clothes on occasion. Clothing should be comfortable, easy for children to get in and out of and something they would not feel badly about getting soiled.

A few changes of clothes should be sent each day. Clothing should include underwear, shirts, pants and socks. If your child wears diapers or pull-ups, they will have an assigned drawer in the bathroom in which to keep an ample supply.

We take children outdoors in all types of weather. Please send your child to school in seasonally-appropriate jackets, raincoats, snow apparel such as hats and mittens, and boots. Shoes should be comfortable and safe for running, climbing and playing outdoors. Snow boots, rain boots and sturdy outdoor shoes can be kept at school – please label.

## **Flow of the Day**

Though each class designs their own map of the day specific to their intentional work, the overall flow is as follows:

- Welcoming children
- Meeting – conversations about ongoing classwork, sharing experiences, open-ended dialogue
- Small group work – collaborative, intentional work in groups of 3-5 children
- Snack – two year olds have group snack all together; threes and fours have open snack, in which a snack table is set up and groups rotate through the snack offering if they are hungry
- Outdoor time/Garden work
- Reflection meeting
- Lunch
- Story
- Nap/Rest time
- Afternoon snack
- Choice time
- Outdoor time (we use the Kikar or Social Hall in inclement weather)
- Story

## **Classroom Materials**

Children will be provided with individual sets of atelier materials (markers, pencils, scissors, glue sticks etc.) They will be the only person handling those materials. Building and dramatic play materials will be shared, but switched out and washed after each group of children uses them. All classroom materials will be sanitized daily. At this time we have removed all materials that cannot be washed – soft toys, rungs, pillows and clothing. In addition we will not be using clay and other similar materials that cannot be sanitized between uses.

## **Outdoor Play and Learning**

We view our outdoor space of Gan Emanuel as another classroom. We go outdoors as often as we can throughout the entire year. We plant and tend to our gardens, play in the snow and rain puddles, and explore and discover the natural world around us. Please note this when planning your child's school wardrobe and sunscreen and bug repellent choices.

We have staggered the times classes can use Gan Emanuel to limit contact between classes. In addition, classes will be using forest areas, nearby fields and other available spaces on the Temple Emanuel property. In the case of inclement weather, classes will use the social hall and kikar spaces for gross motor activity.

## **Napping**

Rest time is mandated by the State of Maryland for all preschool children. Therefore, all of our children rest after lunch from 1-3 pm, no matter their age. We monitor the patterns children develop during the first few months of the school year. Within the next few months, some older 3- and 4-year-olds give up an actual nap. This type of transition is a delicate stage in a young person's life. Children are growing rapidly; their bodies need rest/don't need rest and it is a cycle of sleeping/no-sleeping. We think of ways to provide an adequate

balance between nap and rest while staying in compliance with state-mandated policies. We are always evaluating children's nap patterns and our staffing patterns in order to support children's needs.

In our Pre-K classes, we offer "menuchah" (*Hebrew, (a place of) rest*). Children still meet the first half of the mandated nap time with books on tape/chapter books/soft music and in the second half of the mandated nap time they are met with quiet activities, such as board games, puzzles and drawing. Older children that still do need a nap are always given the opportunity to sleep.

Due to current COVID-19/Coronavirus guidelines rest time/nap time will occur in classrooms. Cots or mats will be placed 6 feet apart, head to toe. Nap materials will be sent home daily and cots will be cleaned after each use.

### **Toilet Training**

Most two-year-olds are not toilet trained and toilet training is not a requirement at Temple Emanuel ECC. When your child is ready, we work closely with the parent and child to toilet train the child in a consistent, calming, encouraging manner. We celebrate successes and keep a positive, upbeat attitude when the child has an "accident." The parent and ECC should follow a consistent and similar schedule or the child's training will be erratic. Your child's teachers will keep you posted on progress. Please keep the teachers updated on progress at home, as well.

Parents need to provide diapers and wipes for their child. If your child uses diapers or pull-ups, they will have a designated drawer in the bathroom for these supplies. The staff will let you know when you will need to replenish your child's diaper supplies.

### **School Photographs**

Professional school photographs are typically taken once a year. Individual as well as class pictures are sent home in packets and can be purchased directly from the photographer. We will evaluate the health and safety conditions later in the year to determine if it we will provide professional school photos this school year.

Throughout the year teachers take photos of ECC activities. We post these candid photos on our documentation boards and our Shutterfly and Facebook account. Occasionally, Temple Emanuel will use these photos in our newsletter and promotional literature. Parents are required to complete a photo permission release form as part of your child's enrollment paperwork.

### **Ta'am Shel Shabbat (A Taste of Shabbat)**

The ECC celebrates *Ta'am Shel Shabbat* every Friday morning. It is a special day in our week. We celebrate and remember this day of rest and reflection that separates Shabbat from the week. Every Friday morning we join together for Shabbat songs led by Cantor Lindsay and a special story told by Rabbi Mark, Rabbi Adam, a teacher, or guests. We then gather as classroom communities for blessings over the candles and a special Shabbat snack of challah and grape juice. We welcome and encourage parents and special guests to join us virtually

- **Shabbat candles:** Blessing over the candles  
*Baruch atah A-donay, Eloheinu Melech Ha'Olam, asher kidshanu b'mitzvotav v'tsivanu l'hadlik neir shel Shabbat*  
Blessed are You God, Who sanctifies us with commandments and commands us to light the candles of Shabbat
- **Hagafen:** Blessing over grape juice or wine

*Baruch atah A-donay, Eloheinu Melech Ha'Olam borei pri hagafen*  
Blessed are You God, Who creates the fruit of the vine

- **Hamotzi:** Blessing for bread

*Baruch atah A-donay, Eloheinu Melech Ha'Olam Hamotzi lechem min haaretz*  
Blessed are You God, Who bring forth bread from the earth

Temple Emanuel also has a monthly Tot Shabbat that is held on Friday evening or Saturday morning as well as a virtual “Kanter Family Shabbat” on Saturday mornings at 9:30am, hosted by Cantor Lindsay and her family. All members of our community and their friends are invited to participate. The Temple Emanuel website lists the monthly schedule.

### **Jewish Holidays and Values**

At Temple Emanuel Early Childhood Center we offer a program rich with Jewish traditions, holiday celebrations and a major focus on values. Values include: *Hachnasat Orchim* – Welcoming Guests; *Tikkun Olam* – Repairing the World; *Derech Eretz* – Courtesy and Respect; *Kavod* – Kindness; *Bal Tashcheet* – To Not Destroy Needlessly; *Tzedakah* – Justice and Charity. The holidays and values are woven into our daily lives throughout the year.

## FOOD POLICY

Please alert us to any food allergies. If your child has special dietary needs, it is important that you inform us.

The ECC follows the *Kashrut* policy of Temple Emanuel. **No pork or shellfish products are permitted.**

The ECC is a “**nut free**” environment for our children. A peanut/tree nut allergy can be life-threatening and it is our responsibility to provide a safe environment for all of our children. No peanut or tree-nut products are permitted:

- **The entire downstairs ECC wing is nut free.**
- **The remainder of the facility is nut sensitive**, meaning there can be no nuts in any ingredients in any food on the premises. The items do not have to be certified nut free or made in a nut free facility. Because this area is nut sensitive not nut free, we cannot guarantee that those who have nut allergies are totally protected.
- Please see the Appendix for the Temple Emanuel Nut Policy.

### Lunch

Lunch should be brought in each day in clearly labeled bags or lunch boxes. Lunches will be stored in the refrigerator. Thermoses (labeled) may be brought in, but the staff cannot heat foods. You may include a drink in your child’s lunch and we always have water available.

We ask that you do not pack candy in your child’s lunch or send it in to share with others.

### Snacks

Please provide two 2 snacks (nut-free, prepackaged, no refrigeration necessary) daily. During the morning teachers will provide organic milk with snack.

On Friday mornings, we will provide challah and grape juice to celebrate Ta’am Shel Shabbat.

*All meals will be eaten outside to allow children to spread out from each other. We will stagger snack and meal times to allow space and time for meals. In the case of inclement weather we will use the social hall and kikar for socially distant eating. Please send a clean towel for children to sit on during meal times.*

# MEDICAL AND HEALTH

## Medical Forms

Medical and immunization forms completed by your child's physician must be on file in the school office prior to the first day of school. All children should have the following immunizations:

- 4 DPT
- 3 Polio
- 1 MMR
- 3 Hepatitis B
- 1 Hib and 1 Varicella

In addition, and as required by MSDE, all families must submit written documentation of blood-lead screening.

## Illness Policy

Illness is difficult for everyone and it is often a hard decision whether or not to send your child to school. For the protection of the health and well-being of all children and staff, our policy requires that all ill children be kept at home. **In all instances children must have a Doctor's note to reenter our program.**

## Illness Guidelines

- **Fever:** A child with a fever should stay home until fever free, without the aid of fever-reducing medication, for 72 hours. A fever is defined by MSDE as 100.4°F. It is our policy that we will notify families of a fever when a temperature rises about 100°F.
- **COVID-19/Coronavirus:** If your child or any family member presents with any of the following symptoms they will be excluded from our program until they can present a negative COVID-19 test or note from a doctor stating they are able to reenter our program: fever above 100°F, sore throat, nasal congestion, runny nose, new or worsening cough, shortness of breath, fatigue/malaise, headaches, body aches, nausea, vomiting, diarrhea, loss of taste or smell.
- **Strep Throat:** Your child may return to school 24 hours after antibiotics have been started and the child is fever free for 72 hours.
- **Vomiting, Diarrhea:** Vomiting and diarrhea generally indicate an active intestinal infection. Diarrhea is best defined as a significant increase in the frequency of normal bowel movements. Children may return to school if there is no vomiting for a minimum of 72 hours, and the frequency of bowel movements is returning to normal.
- **Colds:** A cold's symptoms are described as irritated throat, watery discharge from the nose and eyes and sneezing. A cold may or may not include a fever. Children are often most contagious in the early, runny nose stage of a cold.
- **Conjunctivitis (Pink Eye): Bacterial** - Your child may return to school after antibiotic treatment has begun and eye ooze has stopped. **Viral** – Your child may return with a doctor's note that states child is no longer contagious.
- **Head Lice:** The ECC follows the guidelines of Montgomery County Schools, which at this time states that a child may return to school after being treated. In order to keep outbreaks to a minimum, we ask parents to carefully follow hair-combing procedures after treatment.
- **Impetigo:** Your child may return to school if she or he has been on antibiotic treatment for 24 hours and shows definite improvement.

## Notifying School

Please notify us as soon as possible when your child is ill. You can leave a message on the phone line or contact us by email. This will enable us to know if there is a pattern of illness such as strep-throat, stomach virus, conjunctivitis or the flu, and in turn, we will inform staff and parents.

## Medication

Maryland licensing regulations stipulate the following requirements:

- **Prescription Medications:** A parent must administer the first dose of any medication at least 2 hours before bringing the child to school. All medication that needs to be administered to your child at the ECC requires an accompanying note from the prescribing doctor. The note can be made on the prescription pad or a simple handwritten one with the signature and date of visit clearly visible. The medication must be in its original prescription bottle and must be accompanied by the appropriate measurement spoon.
- **Over the Counter and Homeopathic Remedies:** Can only be administered to your child with a note from your child's doctor.
- **Allergies:** If your child has allergies, we must be informed of treatment protocol with your child's history, symptoms and reactions. These will be posted in the classroom and kept in the student folder.
- **Epi Pens:** If an Epi Pen is used, we must have a note from the doctor and specific directions. Epi Pens will be kept in the classroom emergency bag. We also suggest that you have a second one to keep in the Director's office as back up. Epi Pens must be in the original box from the pharmacy.
- **Sunscreen and Insect Repellent:** may be applied at school with signed permission from parents. Ingredients vary from brand to brand and we ask that you have a trial at home before sending it in.
- **Cream or Medication for Diaper Rash:** we can apply these if they are used on a daily basis. If they are used as a treatment for a rash or infection, we must have a doctor's note.

**Please do not leave any medication, skin cream or sunscreen in your child's backpack.**

# ADDITIONAL COVID-19/CORONAVIRUS POLICIES AND PRACTICES

## Symptom Screening for Child in Child Care

This symptom screening should accompany a daily temperature check. A faculty member will ask the following questions to the parent prior to admitting the child into care each day.

1. Since last here, has your child has any of the following symptoms?
  - Cough
  - Shortness of breath
  - Fever of 100.0° or higher(per TEECC policy)
  - Chills
  - Shivering
  - Muscle pain
  - Sore throat
  - Headache
  - Loss of sense of taste or smell
  - Gastrointestinal symptoms (nausea, vomiting, or diarrhea)
  
2. Since last here, is your child waiting for a COVID-19 test result, been diagnosed with COVID19, or been instructed by any health care provider or the health department to isolate or quarantine?
  
3. In the last 14 days, has your child had close contact (within 6 feet for at least 15 minutes) with anyone diagnosed with COVID-19 or suspected of having COVID-19 (i.e., tested due to symptoms)?

If the answer to ALL of the questions above is NO, the child may be admitted into care that day.

## Guidance for Temperature and Symptom Screening in Child Care Programs

In cooperation with the Maryland Department of Health and the Maryland State Department of Education, the following guidance has been developed to assist child care programs in daily temperature and symptom screening without the need for Personal Protective Equipment (PPE). Child care programs may choose alternative methods of temperature and symptom screening as long as they are consistent with CDC guidance.

Temperature and symptom screening should be conducted daily on each child upon arrival to the child care facility using the process below. The attached resources clearly outline the questions recommended for symptom screening of children and child care program staff.

- The individual child's parent/guardian who is dropping off the child should take the child's temperature upon arrival while being directly observed by child care program staff
- Temperature checks should be conducted while maintaining social distancing to the greatest extent possible; in addition, the child's parent/guardian and any child care program staff involved in temperature checks should wear cloth face coverings as recommended by the CDC.
- The child's parent/guardian should use a personal thermometer brought from home; this thermometer should only be used for that child/family and should not be handled by the child care program staff
- After taking the temperature, the child's parent/guardian should show the temperature result to the child care program staff for recording

- In the event that a family does not have access to a personal thermometer for their child, the parent/guardian should use a thermometer provided by the child care program; non-contact thermometers are preferred but temporal or tympanic (ear) thermometers are also acceptable
- The parent/guardian should perform hand hygiene and don single use gloves prior to taking the child's temperature with a thermometer provided by the child care program
- All thermometers should be cleaned after each use as recommended by the CDC
- The child's parent/guardian should be asked if the child has any symptoms of COVID-19, is waiting for a COVID-19 test result, has been diagnosed with COVID-19, has been instructed to isolate or quarantine by a health care provider or the health department, and if the child has had close contact with any person with COVID-19 or suspected COVID-19 in the last 14 days (see attached symptom screening resources).

13

All child care program staff should monitor their temperature at home and report the temperature to the child care center director/administrator upon arrival to the facility. If a temperature is not reported, a temperature should be taken by another child care staff member following the procedure above. Child care program staff should also be monitoring themselves for any symptoms of COVID-19 and complete a daily symptom screening.

**Children or staff members with a fever (100.0° or greater per TEECC policy) or any other symptoms of COVID-19, those who are waiting for a COVID-19 test result, those who have been diagnosed with COVID-19, those who have been instructed to isolate or quarantine by a health care provider or the health department, or those who have had close contact with any person with COVID-19 or suspected COVID-19 in the last 14 days should be excluded from care/work.**

**To return to school following illness:**

- Child must be fever free for 72 hours without the use of fever reducing medication.
- Three days symptoms end and no sooner than 10 days
- Provide a note from a Doctor or a negative COVID-19 test

**If a child or family member comes in contact with a person who has COVID-19 or suspected COVID-19:**

- Family should self-isolate for 14 days from the last day person was in contact with a sick individual
- If someone in the family is diagnosed with COVID-19 you must notify the school immediately.

**If there is a positive case of COVID-19 in the community**

- If there is a confirmed case of COVID-19 in the community the affected classroom and possibly the whole school will close. Closure of a child care program is based on CDC and Maryland Department of Health/ Maryland Department of Education guidance, done in consultation with local health department and in coordination with the licensing specialist.
- When TEECC is informed of a confirmed or probable case of COVID-19, the program should begin the process for closure. The Director will contact the local health department and notify the licensing specialist who will assist the program with the closure and any additional actions to be taken.
- Children affected by a child care program closure due to a COVID-19 case or probable case should quarantine at home for a minimum of 14 days. The length of time for closure should be determined by the local health department in consultation with the licensing specialist.
- A children care program should close if:
  - If there is a LABORATORY CONFIRMED COVID-19 CASE or PROBABLE CASE who was present in the child care program building within 48 hours prior to developing COVID-19 symptoms, AND had close, prolonged contact as defined by the CDC, with program staff and/or children.

- There is a LABORATORY CONFIRMED COVID-19 CASE who is ASYMPTOMATIC, was present in the child care program building AND had close, prolonged contact as defined by the CDC, with program staff and/or children

**In the event of a partial or complete closing due to COVID-19/Coronavirus or any other emergency, tuition is non-refundable and must continue to be paid in full. Further, as stated on the Enrollment Contract: Given the pandemic and the uncertainties associated with it, I understand that**

- If my child becomes ill, I remain responsible for all tuition and fees during their absence.
- If my child or my child’s class needs to be quarantined for any reason, and my child needs to remain home during the quarantine period, I remain responsible for all tuition and fees during the quarantine.
- If a government entity mandates that the Temple Emanuel Early Childhood Center close due to the pandemic,
  - I remain responsible for all tuition and fees for up to 30 days of such closure
  - If the closure continues beyond 30 days, Temple Emanuel Early Childhood Center reserves the right to close the school. In that event, I will not be responsible for tuition or fees beyond the 30 days.

## **FACE COVERINGS**

This guidance has been developed by the Maryland Department of Health (MDH) and Maryland State Department of Education (MSDE) to assist child care programs to develop and implement policy regarding the use of cloth face coverings in the child care setting. The use of cloth face coverings is not a substitute for other infection control measures including physical distancing, frequent hand washing, and cleaning of frequently touched surfaces within the child care setting.

Cloth face coverings protect others if the wearer is infected with SARS CoV-2, the virus that causes COVID-19, and is not aware. Cloth face coverings may offer some level of protection for the wearer. Evidence continues to mount on the importance of universal face coverings in interrupting the spread of SARS-CoV-2. To prevent the spread of SARS CoV-2, the CDC recommends the use of cloth face coverings in schools and child care when feasible.

### **Use of Cloth Face Coverings in Adults**

MDH/MSDE require the following:

- Child care staff must wear cloth face coverings throughout the work day while in the school, child care center, or family child care home
- Child care staff and parents must wear cloth face coverings during drop-off and pick-up and when parents are performing, and staff are observing, temperature checks
- Parents and any other adults who must enter the child care center or family child care home related to essential operations must wear cloth face coverings while in the child care site. Most healthy adults should be able to wear cloth face coverings safely and consistently in a child care setting; if an adult has questions or concerns about wearing a cloth face covering, they should discuss this with their health care provider.

### **Use of Cloth Face Coverings in Children**

MDH/MSDE require the following:

- Children age 5 years and above who can wear a cloth face covering safely and consistently must wear a cloth face covering while in the child care center or family child care home

- It is recommended that children less than 5 years of age who can wear a cloth face covering safely and consistently also wear a cloth face covering while in the child care center or family child care home
- Cloth face coverings should not be worn by children under age 2 years and anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove a face covering without assistance. The use of cloth face coverings by children in a child care setting should be guided by the following considerations which impact a child's ability to wear a cloth face covering safely and consistently.
- Some children, particularly younger children, may not be developmentally capable of wearing a cloth face covering without frequent touching of the mask or their face or attempting to take the mask off, or be unable to remove it safely without assistance
  - Some children with developmental or behavioral conditions may have difficulty tolerating cloth face coverings
  - Some children with respiratory conditions or other medical problems may have difficulty breathing or have other safety concerns when wearing a cloth face covering
  - Some children with physical limitations may not be able to remove a cloth face covering without assistance.

Parents and child care staff should discuss the considerations above for an individual child, and consult with the child's health care provider if necessary (e.g., for children with certain conditions such as asthma), to determine if an individual child age is able to safely and consistently wear a cloth face covering while in child care.

For young children without a medical problem that makes use of a cloth face covering unsafe, parents and staff should work together to maximize the use of cloth face coverings in child care settings. Staff and families should teach and reinforce proper use and removal of cloth face coverings, including the use of behavioral strategies as necessary to assist children with becoming comfortable wearing cloth face coverings.

#### Additional Safety Precautions Regarding the Use of Cloth Face Coverings in Child Care Programs

- Cloth face coverings should NOT have any attachments (e.g., buttons, stickers, etc.) that may be a choking hazard
- Cloth face coverings should NOT be worn if they are a strangulation risk (e.g., during certain activities or for certain children)
- Children should NOT wear cloth face coverings while napping
- Children should NOT wear cloth face coverings while playing outside if social distancing can be maintained
  - Children should NOT wear cloth face coverings during activities that may make them wet (e.g. swimming) or during high intensity activities (e.g. running) as they may cause difficulty breathing
  - Children should NOT be forced to wear a cloth face covering if they are not comfortable/able to do so safely.

#### **How Cloth Face Coverings Should Be Worn and When to Remove**

A cloth face covering should:

- Be worn to cover the nose and mouth
- Never be worn around the neck or over the head
- Never be shared with other children
- Never be reused unless it is stored properly between uses and can be replaced safely
- Be removed if a child is not able to maintain the covering on their face (e.g., keeps trying to touch or remove the face covering) or wear it safely
- Be removed by the child for meals, snacks, naptime, outdoor play (when social distancing can be maintained) or when it needs to be replaced
- Be removed and replaced if it becomes wet or soiled
- Be removed (and not replaced) if the child experiences difficulty breathing.

### **Procedures for Use of Cloth Face Coverings**

- Child care staff should teach children to avoid touching the face covering or their face while wearing a cloth face covering and to avoid removing the face covering without adult permission or share face coverings
- Staff and children should wash their hands if they touch their face covering or their face
- Staff and children should wash hands before and after removing a face covering and before replacing a face covering
- Staff and children should be careful not to touch their eyes, nose, and mouth when removing their face covering
- When removing a cloth face covering, staff and children should be sure to remove the covering touching only the straps; if a child is unable to correctly remove his/her face covering, the decision to wear a face covering for that child should be reconsidered
- A cloth face covering should be removed for meals, snacks, naptime, or outdoor play or when it needs to be replaced
- Cloth face coverings should be placed in a clean paper bag (marked with the child's name and date) when removed until the face covering needs to be put on again; multiple face coverings should not be put into the same bag unless they will not be used again prior to cleaning.

### **Family Responsibility for Providing Cloth Face Coverings**

Parents should provide cloth face coverings for their own child/children. Parents should provide a sufficient supply of clean/unused cloth face coverings for their child each day to allow replacing the covering as needed and have a plan for routine cleaning of cloth face coverings. The number of cloth face coverings needed for each child will vary by child and by day. If a child does not have an adequate supply of cloth face coverings on a particular day, the child may remain in school or care but the program should inform the parent that additional face coverings are needed.

Parents should be sure the cloth face coverings are:

- Clearly marked with the child's name and room number/teacher's name
- Clearly marked and/or designed to distinguish which side of the covering should be worn facing outwards so they are worn properly each day.

NOTE: If a parent supplies surgical face masks rather than cloth face coverings, they may also be used according to the guidance above.

## **SECURITY, SAFETY AND BUILDING PROCEDURES**

### **Security**

The Temple Emanuel community takes security concerns seriously and, as necessary, plans are reevaluated when specific concerns arise. We will keep parents up-to-date when specific situations arise. The emergency procedure plan is evaluated and administered by the Temple Emanuel Board and its Security Committee.

Children and staff enter the ECC through the doorway that faces the side parking lot. The ECC doors are locked at all times but can be exited in case of emergency

### **Evacuations**

In the event of an emergency that requires that we evacuate, we will exit the building through the doors closest to the classroom. There are three emergency exits on the ECC level. These are the doors adjacent to

the parking lot, at the end of the hallway and indoor play area. The ECC gathering place is on the side of the building at Dresden Avenue.

In the event the ECC needs to evacuate the building children and teachers will conduct themselves as if it were a fire alarm. Teachers have been given previous instruction of the different fire routes and fire-drills are held monthly. In the case that children and staff cannot return to the building they will be brought next door to the Warner Presbyterian Memorial Church.

Teachers carry copies of your child's emergency information form in the classroom emergency bag. This bag remains with the teacher at all times when children are out of the building.

In the event that we need to "shelter in place" emergency supplies will be stored in an accessible area. We have both fire and emergency drills throughout the year.

### **Parking**

Families may use the designated spaces in the lot adjacent to the ECC. Handicapped parking spots are available only to vehicles with a state-issued permit. We have a busy parking lot and it is important to exercise caution when you are both in your car and walking through the lot. Please follow the directions indicated when entering and leaving the parking lot.

Please do not park right in front of the entrance doors. This area needs to be kept clear for emergencies.

### **Snow Policy**

There may be winter weather conditions that force us to close for safety reasons. Our decisions are always based on the safety of our children, parents and staff. Our policy regarding closing is determined by a number of factors:

- If the Federal Government is closed due to inclement weather conditions, the ECC will be closed.
- The ECC will check the decisions of MCPS Childcare Centers and Montgomery County Administrative Offices and may use that as a guideline for closing.
- The decision to close the ECC may also be based on safety conditions of the areas surrounding Temple Emanuel. If road conditions are hazardous, we will close the ECC. A decision will be made by 7:00 am and parents will be informed through a recorded telephone "Voice Shot" message. In addition, a message will be posted on the Temple Emanuel ECC Facebook page.
- At times we may have a delayed opening. Most often this will be at 9:30am. If it is a different time, we will announce it through a recorded telephone "Voice Shot" message.
- If we begin to experience inclement weather during the day, we will endeavor to remain open. Should we determine that it is necessary to close, we will notify parents and you will have a two-hour window in which to arrive at school. It is important for you to arrange to pick up your child as soon as possible, as chances are weather conditions will continue to deteriorate.

These policies also pertain to other emergency conditions such as hurricanes, power outages or problems with the building facility.

## Appendix: Nut Policy

Temple Emanuel strives to maximize the health and safety of each person in our community who may be subject to a life-threatening allergic reaction. In that spirit, we have instituted the following nut policy:

**The entire downstairs ECC school wing is nut free.** We ask that foods used or sent in for snack, lunch, or any other reason should be checked to make sure they are nut free.

**The remainder of the facility is nut sensitive,** meaning there can be no nuts in any ingredients in any food on the premises. The items do not have to be certified nut free or made in a nut free facility. Because this area is nut sensitive not nut free, we cannot guarantee that those who have nut allergies are totally protected.

You MUST avoid foods with any of the following ingredients:

Almonds	Marzipan
Almond Milk	Mixed Nuts
Artificial Nuts	Mortadella
Beechnuts	Nangai Nuts
Beer Nuts	Nougat
Black Walnuts	Nut Butters
Brazil Nuts	Nut Extracts/Flavoring
Bush Nuts	Nut Flours/Meal
Butternuts	Nut Meats
Cashews	Nutella
Chestnuts	Nut Milks
Chinquapin Nuts	Nut Oils
Coconut	Nut Pastes
Energy/Protein Bars	Peanuts
Filberts	Peanut Butter
Gianduja	Peanut Flour
Ginkgo Nuts	Peanut Oil
Granola/Granola Bars	Pecans
Goobers	Pesto
Ground Nuts	Pine Nuts
Hazelnuts	Pistachio Nuts
Hickory Nuts	Pralines
Lychee Nuts	Shea Nuts
Macadamia Nuts	Walnuts