



# New Providence Presbyterian Preschool & Kindergarten

Policies and Procedures Implemented  
during COVID-19

Updated September 1, 2021

These procedures meet or exceed CURRENT guidelines and are subject to change should the authorities amend national, state, or local guidelines.

In compliance with the requirements of the Division of Children and Families Office of Licensing of New Jersey and the State of New Jersey, and consulting CDC guidelines and the NP Public Nurse, NPPC Preschool and Kindergarten will implement these guidelines and procedures for the protection of the children in our care as well as the protection of their teachers. Please note that the NPPC Preschool and Kindergarten is subject to the requirements of the Division of Children and Families Office of Licensing of New Jersey, which requirements may differ from what is required of the public schools and/or by the Department of Health.

- 1) Children will be met by their teacher at an exterior entry point:
  - a. MWF2s, TTh 2s, M-F 2s (Mrs. Clark) - Room 100E
  - b. TTh2s (Mrs. McGurn) - Room 100C
  - c. MWF 3s, TTh 3s - Room 100B
  - d. M-F 3s - front door
  - e. MWF 4s - Room 100C
  - f. M-Th/F 4s - Room 100A
  - g. PreK - Room 100D
  - h. Kindergarten - Playground or in case of bad weather, back door by playground
  
- 2) All children and staff will undergo daily health screenings. In September, you will be texted a link to our daily health screening. Screenings must be submitted by 7:45am every school day. The following questions will be asked every day via the online screening:
  - a. Does your child have a fever of or over 100.4 degrees?
  - b. Was any fever reducing medication administered to your child?
  - c. Is your child experiencing 1 of the following symptoms - cough, shortness of breath, difficulty breathing or new loss of taste or smell?
  - d. Is your child experiencing 2 of the following symptoms - headache, muscle ache, chills, nausea, diarrhea, congestion/runny nose?
  - e. Has any household member experienced symptoms of Covid-19?
  - f. Was your child in close contact with anyone diagnosed with COVID-19 in the past 14 days?
  - g. Have you travelled outside of NJ, NY, PA, DE, CT within the past 10 days?

If the answer to any question a-f is "Yes", the child or teacher will not be permitted inside the building that day. Children will need to remain home fever free for a full 24 hours (without the use of fever reducing medication) before they can return to school. If a child is exhibiting symptoms that exclude him/her from school, we will require a doctor's note stating that the child is cleared to return to school. If a child or teacher is exposed to someone with a confirmed case, they will be required to stay home until we receive further directive from our state inspector and local Department of Health.

If the answer to question g is "Yes", we recommend that the child remain home and quarantine (see #4 below).

3) Health screening results are reported to the NJ Office of Licensing.

4) Travel Guidelines

Since children are NOT vaccinated, the following quarantine guidelines are recommended following domestic travel and required following international travel:

Quarantine ends after 7 days with negative COVID-19 test between day 3-5.

Quarantine ends after 10 days with no test.

The following 2 exceptions apply:

Travel to neighboring state (i.e., NY, PA, CT, or DE) does NOT need to quarantine.

Travel to a state outside of NJ for less than 24 hours does NOT need to quarantine.

5) All Staff are required to wear a face covering both indoors and outdoors regardless of vaccination status.

- 6) All children are required to wear a face covering while indoors. It is strongly recommended that all children wear a face covering outdoors. We encourage using a **face mask lanyard** to reduce the risk of the face mask falling to the ground.
- 7) All parents and caretakers regardless of vaccination status, must wear a face covering when dropping off and picking up their child(ren).
- 8) Any staff not fully vaccinated by Oct. 18 are required to send the results of weekly Covid tests to the school.
- 9) Art supplies will not be shared.
- 10) Toys will remain with the same group of children until they are washed and sanitized. Toys that cannot be easily washed and sanitized will be put away for the time being.
- 11) Close person to person contact will be discouraged, although Staff will comfort upset children.
- 12) We will continue to teach and reinforce healthy hygiene practices.
- 13) We will continue to wash and disinfect classrooms daily. All high touch surfaces will be cleaned and sanitized at least 2 times/day.
- 14) Visitors will be limited in the school area during school hours.
- 15) Field Trips are not permitted at this time.
- 16) The school will maintain an isolation room where any person who exhibits COVID-19 symptoms can wait with Maury until they are picked up.
- 17) Please, as always, keep your child at home if they are sick.
- 18) For the safety and protection of all students and staff at the Preschool, **you must notify Maury immediately if anyone in your family tests positive for COVID-19 or has been exposed to COVID-19.** If NPPC School becomes aware of a positive case of COVID-19 in the school, we will contact the local health department immediately for guidance. Health officials will then provide further direction for the center. All decisions will be made by the health professionals at the local and state level as childcares are allowed to operate under stringent guidelines. Parents will be notified of any Covid case in the school.

### Distance Learning Plan – (should we be mandated to close for more than 2 weeks)

We hope to never have to move to distance learning, however we have invested a lot of time, energy, and finances in our distance learning program. While none of us wants to see the school close, we believe in being prepared should this become necessary. To that end we have again invested in Seesaw for Schools. Seesaw is a digital portfolio tool which assists with student engagement, submission of varied student work, and ongoing feedback. In addition to Seesaw, teachers will provide age-appropriate videos and will meet with the children virtually. Tuition would be reduced at this time. Our proposed plan is outlined below:

#### TWOS

- 1) One weekly google meet 10-15 minutes for the 2 & 3 day classes
- 2) Two weekly google meet 10-15 minutes for the 5 day children
- 3) Daily Seesaw activities
- 4) One book reading video

#### THREES

- 1) One weekly google meet 15-20 minutes for 2 & 3 day classes
- 2) Two weekly google meet 15-20 minutes for 5 day class
- 3) Daily seesaw activities
- 4) One book reading video
- 5) One project idea video

#### FOURS

- 1) One weekly google meet 20-30 minutes for 3 day class
- 2) Two weekly google meet 20-30 minutes for 4/5 day class
- 3) Daily seesaw activities
- 4) 2-3 teaching videos introducing letter and theme of the week
- 5) One – two book reading video(s)\*(can be combined with teaching video)

#### KINDERGARTEN

- 1) Two google meet 30 minutes
- 2) Daily seesaw activities
- 3) Daily teaching videos including stories
- 4) Weekly PE activity
- 5) Weekly science activity

#### MUSIC

- 1) Weekly music videos 15-20 minutes long

#### Afternoon Enrichments

An activity provided for each day child is in enrichment.

ALL head teachers will have weekly office hours to be available to talk with parents or the children.

We appreciate your understanding, as these are challenging times. Our top priorities remain your child's health and safety as well as education. Let's work together to make this the best year possible!

Thank you,  
Maury