

Subject: Notice of Important Well-being, Health, Hygiene, and Cleaning Practices

The Beechwood School

Covid 19 Policies and Procedures

The safety and well-being of your child is important to us! We realize, too, in this uncertain time, it is of great concern to you as parents and caregivers of young children. We recognize the importance of your entrusting the care and well-being of your young children in our program. Accordingly, we want to make sure that you are aware of all the practices we have implemented in order to keep our program clean, safe and to minimize the spread of germs.

Beechwood's summer camp is running smoothly. The Office of Licensing inspected our program on July 20 and we passed 100% in all the categories. That being said, in the fall with more families and staff returning, the changes will take adjustment, thought and patience by all.

The following list outlines our practices:

Business Operations

- Beechwood may need to reduce our hours of operation to support staffing availability and needs. Our hours of operation are 8:00 am - 4:00/4:30pm*. If any changes to our hours of operation are needed in the future, we will provide you with as much notice as possible.
*Our closing hours hopefully will be extended to 5:30pm after school reopens.
- Masks must be worn by parents/guardians at all times during drop off & pick up.
- All staff, families and children will have a daily health check and temperature screening during drop off and upon entering the foyer. Any temperature above 100.4, or if there are concerns with the visual inspection, we cannot allow the child to enter the building.
- Family members will not be permitted to enter into classrooms or lower hallway.
- Procedures will be put in place to preclude crowding at pick-up and drop off times.
- Staff and children must wash their hands upon arrival.

Communication

- Families will receive communications on any changes in policies and procedures.
- The directors and teachers will communicate with families via email, telephone, text or other means of communications as needed.
- It is important for families and staff to communicate often and to be transparent with one another. Please voice concerns or questions you have as soon as possible.
- If the current situation changes and it becomes necessary to update our policies and procedures or close our program temporarily, we will notify key family contact by email or other means of communication.
- Notices and wall signs will be displayed throughout the building.
- Parents are encouraged to contact Beechwood School with questions or concerns by calling 856-429-0303 to contact Marge McElroy or Sue Hagan or by sending an email: mmbeechwood@comcast.net

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Personal Protective Equipment (PPE)

- All parents or guardians are required to wear masks while on school property.
- Staff will be required to wear face coverings.
- Child will not be required but will be encouraged to wear face coverings.
No face coverings will be permitted at rest time.
- All staff will have access to PPE should a situation arise in which PPE is necessary

Classroom / Playground Practices

- Each class or group will have a maximum of 10 students until further notice by NJ Office of Licensing.
- All classrooms will remain separated in different rooms or in groupings 10 feet apart to reduce the number of children in one area and to reduce the possibility of viral transmission (even at drop off and pick up time).
- Children will remain in groups for class time, lunch and rest.
- Large group activities will be eliminated.
- Staff will have access to antibacterial hand sanitizers, disposable gloves and sanitizing wipes to be used as needed.
- Staff will teach and reinforce healthy hygiene practices.
- Staff will wash their hands and children's hands frequently at key transition times as this is recommended by the CDC as the most effective measure to reduce the spread of germs:
 - when arriving for the day
 - before and after meals
 - after toileting
 - after being outside
- We will minimize item sharing (ex. art supplies) among children when possible.
- Each child will bring their own case / Ziploc bag with their own scissor, pack of crayons, box of markers and 2 glue sticks
- The number of toys and other items in the classrooms will be reduced and rotated to permit washing and sanitizing frequently.
- Soft toys, blankets, dress-up clothing, stuffed animals will be removed for now to make cleaning and sanitizing easier and effective to reduce the spread of germs.
- Children will not be permitted to bring toys from home except for one nap time "buddy" which will remain with the child's nap bedding until nap time.
- Classrooms will stagger outdoor time so only one group is in a yard and staff will disinfect playground equipment and toys at the end of their play time.
- Playground equipment will be sanitized between classes.
- Close child-child contact (hugging, wrestling, etc.) will be discouraged.

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Meals & Snacks

- To further minimize the spread of germs, we have suspended food preparation. Families will be required to provide lunch for their children.
- No nuts or nut products are permitted at any time.
- Beechwood will provide milk, water and daily snacks.
- We will not combine classrooms of children during meals or snack time.
- All surfaces will be disinfected before and after meal preparation and feedings using EPA-approved disinfectant products.
- All staff will wash hands before and after meal preparation, serving and feeding.
- Staff will guide and direct children to wash hands before each meal or snack.
- Food should be packed in a lunch box or disposable paper or plastic bag.
- Lunch should not require heating or refrigeration.
- Teachers will distribute lunch and snacks to children.

Cleaning

- Daily and as needed, staff will disinfect high-touch surfaces, such as door handles, light switches, faucets, etc.
- Staff will sanitize toys at the end of the day.
- Nightly, after all children have left the building, we have implemented more extensive cleaning and disinfection of the entire program through the service of Clean Masters.

Staff Training & Wellness

- All staff has received training and education on COVID-19 symptoms, infection control, workplace disinfection and preventative measures including practices and procedures.
- Upon arriving at the program, all staff will answer a Daily Health Questionnaire and have their temperature taken to assure it is within acceptable limits.

Closure

- Beechwood may need to temporarily close a classroom if a child or staff member is confirmed of testing positive for COVID-19.
- In case of temporary school closures of more than two days, we will attempt to make up the days.
- Also, if the entire school may need to close for a public health emergency and makeup days are not possible, a percentage of the tuition will be held to pay operating expenses, retain staff and hold your child's spot for when we can safely reopen.

We hope this communication has made clear the practices which have been developed to support the health and wellbeing of children and staff. Please do not hesitate to reach out to the office via email: mmbeechwood@comcast.net or telephone: 856-429-0303 should you have any questions or concerns.