

The Beechwood School

Guidelines

2023-2024

The safety and well-being of your child is important to us! We recognize the significance of you entrusting the care of your children to our program. Accordingly, we want to make sure that you are aware of all the practices employed in order to keep our program clean and to minimize the spread of germs.

Check-In

- A staff member visually checks the child(ren) upon arrival.
- Parent/caregiver will log child in for the day using the touch screen computer.
- Parent/caregiver will walk child to their assigned classroom and make sure teachers see your child has arrived.
- Once at class, the children will wash their hands before joining class activities.

Pick Up

- Pick up person must be parent or person designated on long term departure form.
- Pick up person will log out child on the computer.
- That person will go to the child's classroom to pick-up unless the class is outside.

PPE

- All staff will have access to PPE should a situation arise in which it is necessary.
- Staff will use gloves as needed, such as, distributing food, helping in the bathroom, etc.

Healthy Environment

- Classes are self-contained which reduce the possibility of viral transmission.
- Staff and children will wash their hands frequently at key transmission times to reduce the spread of germs. (Upon arrival, before eating, after toileting, after outdoor play, etc....)
- The toys in rooms are rotated to permit frequent washing & sanitizing.
- Staff will disinfect high-touch surfaces, such as door handles, light switches, faucets, toys and games that children play as needed.

Child Health

- Please notify the office if your child is going to be absent. We ask that you specify what symptoms they are experiencing or if it is just a "stay home" day.
- Children must remain home for 24 hours once a fever breaks and no fever reducing medication has been administered.
- If your child is out of sorts, develops sniffles or red, crusty eyes, we appreciate your family watching him/her at home for 24 hours.
- Children who start to experience symptoms of respiratory illness, including a fever of >100.4 while at child care, will be isolated from other children and will be required to be picked up.
- Parents will be contacted & the child may be sent home for symptoms such as, RSV, stomach distress, etc.... Pick up arrangements are to be within 30- 45 minutes of notification.
- Medications must be clearly marked with your child's name and dosage. Also, a complete white Medication Form must accompany the medicine. Medication will be given at noon & 4pm.
- "Action Plans" are necessary for asthma and serious allergies.

Snacks & Lunch

- ***Reminder:* Beechwood is a Nut Free School!**
- All surfaces will be disinfected before/after snack and lunch using EPA-approved products
- All staff will wash hands before and after snack preparation and serving of lunch.
- Children will eat snack and lunches in their classrooms.
- Morning and afternoon snacks will be provided by Beechwood and served by staff.
- Beechwood will provide a choice of water or milk for lunch.
- ***Families provide lunch for their children.***
- Food may be packed in a labeled lunch box or a labeled disposable bag .
- *No peanut butter or tree nut butter (almond) are permitted for lunch.* If substitute butter is used please label ingredient on sandwich packaging. Thank you.
- *Lunches cannot require heating or refrigeration.*
- Uneaten lunch items will be sent home to keep you informed of what and how much your child has eaten.
- Class snacks for birthdays, etc. must be nut free

Nap/Rest

- State required quiet/ rest time is provided at 1pm for one hour.
- Nap rolls or a small camp pillow & light blanket may be used, they need to fit fully enclosed in a bag.
- Rest items should be brought each week and are sent home by Friday for cleaning.

Tuition

- School Year tuition is payable in ten equal installments. Camp is typically paid in one installment.
- Tuition credit will not be granted for missed school days.
- Beechwood is open as much as possible, however, weather conditions or emergencies may dictate reduced hours or closure.
- If New Jersey forces an extended closure, partial tuition will be retained.

Communication

- The office sends out a monthly newsletter during the school year and a summer camp newsletter with a camp calendar.
- Classrooms have a Parent Bulletin Board for daily notes outside their room
- Teachers do a monthly newsletter during the school year.
- Teachers will invite you to join their Class DoJo as a form of regular and emergency communication.
- Parent/Teacher conferences are held in November and March, however, a teacher will meet anytime.
- Ouchy Notes are sent home if a child gets a booboo or hurt at school. The injury is also logged in the school's Injury book.
- Any injury above the shoulders, a parent is contacted through DoJo, email or phone.

Miscellaneous

- Children must be toilet trained and wearing underpants. Full day students must be able to stay dry through rest time.
- At least one set of extra clothes for all aged students is required for spills, toilet accidents, etc.