

JCC Early Learning School
HANDBOOK



2021 - 2022

Stenberg - Loup Jewish Community Center
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WELCOME

We are delighted you have chosen the Early Learning School at the Staenberg – Loup Jewish Community Center (JCC ELS) for your child. We strive to provide an enriching experience that enhances the development of the whole child in a Jewish environment. We promote a connection between families, thereby creating a community of learners. Our JCC ELS practices acts of tikkun olam (repair of the world) which prepare children to thrive in our diverse world.

Our teachers are qualified and nurturing professionals who are committed to enriching the development of each child at our school. We encourage parents to actively participate in their child's education by setting up a time with teachers to be involved in activities such as: reading to children, cooking, science, art, music, or sharing occupations or hobbies.

We are pleased to provide this handbook, which describes our program, goals, and policies, as well as a myriad of practical details that make the JCC ELS days ones that are happy, successful and secure for your child. We encourage our families to read and refer to this handbook as needed. The JCC ELS reserves the right to revise or add to this Handbook and changes will be communicated to you by the JCC ELS Administration.

PHILOSOPHY & GOALS

The JCC ELS serves children ages 2 months to 5 years of age. The JCC ELS offers a child-centered curriculum based on a constructivist approach. What that means is that through careful observation and documentation of children's interests and play, our teachers create discussion topics and offer activities that capture children's natural curiosity. As part of our belief that learning takes place through play and "hands-on" experiences, children are encouraged to develop creativity and critical thinking skills through a balance of structured activities and interactive play.

The JCC ELS is a developmental program with a play-based curriculum. We believe that play is the work of children. Through play, children explore the world and form connections and relationships between people and objects in their environment. These connections and relationships are the basis of more formal education and learning in the future.

We encompass the SHEVA Early Learning Framework of the JCC Association of North America SHEVA Center**. Everyday experiences are infused by Jewish traditions and values. The Sheva (which means seven in Hebrew) Early Learning Framework has seven core lenses and elements that help guide our school. The goal of the Sheva Center is to raise the excellence in JCC early childhood programs in North America by offering a diversity of professional development opportunities for administrators and classroom educators. The seven core lenses are as follows:

- **MASA** – Journey (Reflection, Return, and Renewal)
- **B'TZELEM ELOHIM**– Divine Image (Dignity and Potential)
- **BRIT** – Covenant (Belonging and Commitment)
- **K'DUSHAH** – Holiness (Intentionality and Presence)
- **HIT' ORERUT** – Awakening (Amazement and Gratitude)
- **DRASH** – Interpretation (Inquiry, Dialogue, and Transmission)
- **TIKKUN OLAM** – Repair of the World (Responsibility)

The seven core elements of the Early Learning Framework are as follows:

• Children as Constructivist Learners

We believe that all children are capable and competent. As a community we engage together in meaningful experiences that are relevant to each child as an individual learner. When we listen deeply and observe children intentionally, we create pathways for social-emotional and academic success.

• Early Childhood Directors as Visionaries

A director who is visionary galvanizes a process for creating and living a shared vision for the school, which includes children, families, teachers and administrators. The vision focuses on nurturing the minds, souls and hearts of the entire community.

• Early Childhood Educators as Professionals

Teachers are part of an ongoing learning community, afforded the time for personal and professional development. Their education, knowledge, experience, and passion enriches their lives and the lives of young children and their families.

• Families as Engaged Partners

We invite families through ongoing, regular and meaningful conversations, to partner with us in the education and social emotional growth of their children. We value families as competent thinkers and learners and offer them opportunities to understand our educational philosophy. Our goal is to support you on your parenting journey and together joyfully celebrate Jewish life.

• **Environments as Inspiration for Inquiry**

Our classrooms, hallways, indoor and outdoor spaces are an intentional place for children that provoke wonder, curiosity, intellectual engagement, creativity and fun. Our school will be a place that engages children in meaningful and lasting ways. Our spaces are flexible, materials are open-ended, and children have the freedom to interact with quality materials in their environments.

• **Discover CATCH (Coordinated Approach To Children's Health) and Healthy Adult Engagement as Sh'mirat Ha-Guf**

When we nurture a love of physical activity and encourage young children and their families to develop life-long healthy eating habits, they are able to learn, study and play in more meaningful ways.

• **Israel as a Key Component of Early Childhood Jewish Education**

We create powerful images and meaning about Israel for young children to make ancient and modern Israel come alive through stories, music, dance, art, and real-time connections (using technology) to children across the sea. We celebrate everyday life with values we view through a Jewish lens.

Our developmental philosophy involves a three-way partnership between teachers, parents and children. It is based on the following assumptions:

Teachers:

- Maintain an emotionally and physically safe environment.
- Are knowledgeable of child development and child learning.
- Work with each child to understand their individual needs, strengths, and interests.
- Are skilled in incorporating their knowledge into the classroom program.
- Understand and are sensitive to the cultural and social contexts of the children in the class.
- Work as a team with colleagues, parents and administrators, as well as consultants that may be brought in for specific situations.
- Plan and maintain an enriching, stimulating curriculum and environment.
- Understand the value of childhood as an important stage in life unto itself and not just as preparation for the next stage.

Parents:

- Are encouraged to share skills and interests with the children.
- Are encouraged to share family traditions with the teacher and the class.
- Work as a team with teachers and administrators by sharing information and concerns about their child.
- View early childhood educators as professionals in their field.

Children:

- Are treated with respect and dignity at all times by teachers, staff and administration.
- Are nurtured in warm, caring relationships with staff.
- Are provided with a free choice experience in the classroom and outdoors.
- Are viewed as capable and competent learners.
- Are appreciated as individuals.

Our developmental philosophy and practice supports the growth and learning of children in a safe and nurturing environment. We are committed to providing a developmentally appropriate program for the children of the JCC ELS.

INCLUSION STATEMENT

The ELS strives to support the individual needs of our families and students while providing a safe, healthy and inclusive social environment for the entire school. Conflict resolution and positive reinforcement are used to encourage desired behaviors. Partnering with families and outside therapists for any developmental challenges is of our top priority. We believe that collaborating together to meet the individual needs of your child and your family creates a positive parent partnership. The Early Learning School is a place where all students and families can feel safe, nurtured, and accepted.

Administrative Procedures & Operations

Hours of Operation

Typical school hours are 8:00am - 5:30pm. There are a few days scheduled throughout the year for Jewish holidays, etc. that we do not have aftercare available and the school will close at 3:30pm.

ELS Phone Numbers

ELS Office & Attendance Line	303.316.6377
ELS Admissions	303.316.6336
ELS Director	303.316.6326
Assistant Director of Operations	303.316.6387
Assistant Director of Education	303.316.6351
Inclusion Specialist	303.316.6361

Closings and Holidays

The school calendar is located on the JCC Website under the Early Learning School, as well as, posted on the school's blog (Weebly). The JCC ELS is closed for federal holidays, major Jewish holidays, teacher professional days, and parent-teacher conference days. We work hard to communicate upcoming holidays or schedule changes, but it is recommended to check the calendar for the most up to date information.

Please note: The JCC ELS does not observe Halloween, Valentine's Day or St. Patrick's Day. Please do not send cards, treats, or dress your child in costume for these holidays.

Daily Procedures

It is very important for your child's safety that you please follow the procedures outlined below. The procedures were designed to maximize safety and are required by Colorado State Licensing, and help us account for your child in the event of an emergency:

- **Brightwheel** - We use an application called Brightwheel to track attendance and provide updates on your child's day including photos, insights to provocations and experiences, diapers, potty, naps and meal times. This app can also be used for basic communications between parents and teachers.
- **Attendance** - If you know your child will not be at school for any given day, or need to make adjustments in their schedule for any reason (including late drop offs or early pick-ups), please let us know before 9:00 am. You can let us know by:
 - E-mail: attendance@jccdenver.org
 - Calling: 303.316.6337 (Call for early pick ups or late drop offs)

• **Pick Up & Drop Off**

Beginning in the fall, parents will once again be allowed into the building for PICK UP ONLY. Curbside drop-off will remain the same in the morning.

Afternoon pick up times will remain the same, and we will require all parents to pick up within their registered window. In addition, we will be enforcing a 10 minute time limit while in the building, which will ensure continuity in our safety procedures as we continue to strive to keep our community as protected as possible.

Drop off: 8:00-8:30 am | Pick up 1: 3:30pm | Pick up 2: 4:30pm | Pick up 3: 5:30pm

Morning Procedures:

Each morning you will be asked to complete a health screening that will have the following:

- Brightwheel Sign-In- Each morning upon arrival, you will check your child in using your Brightwheel app and the QR codes located on the back of every parking sign.
- Temp Checks (Daily) – You can use your own thermometer!
You must show the reading to the staff conducting the health screening.
We will have thermometers available if needed.
- After completing the health questionnaire and temperature screening, you will then sign in your child via the Brightwheel app using the QR codes.

Afternoon Procedures:

- The ELS will be checking IDs for Authorized Pick Ups from the Campintouch & Brightwheel forms. Please make sure your list is up to date and that you have proper identification with you. If there is a day-of change in pick-up, call our attendance line to let us know. (If someone new will be picking up, they will need to download and register via the Brightwheel app.)

Late Pickup Policy

Please take weather and traffic conditions into consideration when planning your pick-up time. If you know you will be late, please call the Front Desk and let us know!

- A \$25 late pick up fee will be applied for late pick ups.
- If a child is not picked up by 5:35 pm and we are not able to reach the parents, individuals listed on the child's emergency form will be called to pick-up the child. Child Protective Services will be called as a last measure if no individual can be contacted to pick-up the child and we have not heard from the parents.

Class Grouping

We follow the same cut-off date, October 1, as Denver Public Schools. As such, children must be the age reflected in the class description. For example, to be enrolled in a three-year-old class, the child would need to be three by October 1 of that school year. Additionally, the JCC ELS reserves the right to deny admission of a child to a particular class if the JCC ELS determines it is not a developmentally appropriate placement for the child. Any child that is in a two-year-old classroom that will be turning three years old during the school year, will need to have a completed continuity of care statement from their health care provider.

Face-to-Name

We adhere to a face-to-name policy in the ELS. All teachers are trained to acknowledge each child's face to their name, to check each child in their class before, during and after any transition. The face-to-name sheets are on the clipboard where our sign in/out sheets are located. This procedure is followed throughout the day until all children leave the school.

Safety & Inclement Weather

Safety and security are the top priorities of the JCC ELS, and all employees are trained accordingly. We have a dedicated security team here at the JCC and the JCC ELS who run regularly scheduled drills; monthly fire drills, quarterly lock down drills and seasonal tornado drills. The JCC has a security guard on premises during JCC normal operating hours.

First Aid Procedures

All JCC ELS Educators are trained in First Aid and CPR. If an injury requires medical attention, but is not an emergency, we will call the child's parents. If a parent cannot be reached, we will call the emergency contacts listed on the child's Emergency form.

If the injury requires immediate emergency treatment, 911 will be called, as well as the parents. A JCC ELS administrator will accompany the child to the hospital, if emergency personnel deem transport to the hospital is necessary, and parents have not arrived yet.

Snow Days, Inclement Weather and JCC ELS Closings

The JCC ELS follows Denver Public School (DPS) closures due to inclement weather. The JCC ELS uses an automated text system to reach parents in the event that the JCC ELS closes early, opens late or closes altogether. It is therefore essential that we have a parent's primary phone number in order to reach everyone with this information. You have an option to opt-in to this system when you fill out your forms, however, we strongly encourage it's use.

Inclement and Hot Weather

When the weather is stormy, the children are brought indoors. They stay inside until the storm has passed and the skies are clear. We typically do not go outside if it is above 90 degrees for toddlers and up, above 85 degrees for infants or below 25 degrees; this is at the discretion of the administration team. Ozone warnings, weather alerts, etc. are always taken into consideration. We will go outside even when there is snow on the ground if it is above 25 degrees so please send rain and snow gear for your children.

Accident and Incident Reports

If a child is injured, the staff person attending to the accident or incident will complete a report and inform an administrator who will place a copy in the child's file in the JCC ELS Office and a copy will be sent home. Please note that we do not give out the names of other children involved in incidences that cause injury. The JCC ELS staff handles altercations and incidences causing accidental injury in an appropriate manner at the time they occur. Additionally, for head bumps, we call parents immediately and follow-up with the concussion checklist.

Allergies

The JCC ELS's policies and practices around allergy prevention and treatment are designed to be inclusive, so that all children can attend our JCC ELS safely and be active members of our community.

If your child has allergies to foods, medications, insect bites or any other allergies, please have your doctor fill out the Allergy Action Form. This form provides the staff at the JCC ELS with valuable information about what your child is allergic to, what a reaction would look like, how severe it might be, and actions to be taken in the event of an allergic reaction. In addition, we require any family with a child who has allergies set a face-to-face meeting with the ELS administration.

All allergies are posted in each classroom with the child's picture (behind a cabinet for confidentiality purposes). Each classroom that has an allergy in their room has a stop sign on the classroom door, ensuring that anyone entering the classroom is aware of an allergy in the room. Names and pictures of children with allergies are also posted in the JCC ELS kitchen.

We practice the following to prevent cross-contamination:

- Ask that parents clearly label child's "safe" snacks / beverages, alternate ingredients for cooking projects, lunch boxes and sippy cups.
- Wash hands before handling foods.
- Snacks / lunches – prepare first to avoid food residue from touching other foods.
- Clean up after snacks, lunches, and any class projects involving food.

Emergency Medications – including Epi-pens, Inhalers and Antihistamines.

All medications must be accompanied by either an Allergy Action Plan or a Permission to Administer Medication Form, both of which need to be filled out by a physician and signed by the parent. If your child has an Allergy Action Plan or a Permission to Administer Medication Form that requires an epi-pen, antihistamine or any other medication (i.e. children's ibuprofen) the following guidelines must be adhered to for licensing:

- The medication (including epi-pens) must be in its original package with original label and prescription for the child.
- Any medication must be checked in with JCC ELS Directors.
- Medication must be accompanied with an allergy action plan signed by the child's physician.
- Medication must match the exact orders on the Allergy Action Plan and/or the Permission to Administer Medication Form.

All non-emergency medication is kept in the JCC ELS front office and will only be administered by medication delegated employees. Medication delegated employees have received state approved training for administering medication and are allowed to administer prescription medication. The date, time and dosage is logged and signed by the employees that administer the medication.

All emergency medication (epi-pens, antihistamines, inhalers, etc.) will be kept in the classroom with the teacher in a stored container out of the reach of children. All teachers who have a child in their classroom with emergency medication have received the state approved training for administering allergy and asthma medications.

Non-Emergency Medication

- The form Permission of Administration of Medication must be completed and signed by the parent and the physician. No medication, even over the counter medications, will be administered by JCC ELS staff without a completed form.
- When bringing in medication, in order for us to administer this to your child, we need you to please observe the following procedures:
 - Bring medication to drop off and hand to an Administrator.
 - Medication must be in its original container, and clearly labeled with the child's name, the name of the medication, the dosage, and name of the prescribing physician (if it is a prescription).
 - DO NOT give your child medicine to self-administer during the day.
 - Inform the JCC ELS immediately of any change or discontinuation of the prescription.
 - We will refrigerate medications that require it.
 - Diaper Rash Cream is considered a medication and we will need a signed Permission to Administer Medication Form. Do not send the cream with your child – please follow the procedures above; however, diaper cream is the only non-emergency medication allowed in the classrooms, requires a Personal Product Form, and will be stored out of reach of the children.
- **IMPORTANT** – The JCC ELS is required by State Licensing to adhere to the following:
 - JCC ELS staff cannot administer fever reducing medications or cold medications with fever reducers. Children with fevers are not permitted to attend school.
 - No medication, including vitamins, is allowed in the child's lunch box, backpack, or anywhere in the classroom. This is for the safety of your child and the other children. This will be strictly enforced by removing any medication found and returning it to you at pick-up time.
 - We are not allowed to give any homeopathic medication, as it is not FDA approved. Please do not send any homeopathic medication to school.

What to bring and what Not to bring to School:

- **Comfortable clothes** - Wear comfortable, suitable clothing for the weather. We suggest that an extra jacket/sweater/sweatshirt (labeled) be left in your child's cubby in case of an unexpected weather change. We engage in a number of "messy activities" both indoors and outdoors. Because we do not want to inhibit the child's creativity or stifle their participation, we offer, but do not require the wearing of smocks, if the child is resistant. Therefore, we ask that you send your children in comfortable clothes (labeled) that you know may get dirty.
- **Comfortable shoes** - The children do a great deal of running, climbing, jumping and playing. For their safety and comfort, we require that children wear footwear at all times while at JCC ELS. The exception is that we allow children to go barefoot while playing in the sandbox and at naptime. Children should wear age appropriate, rubber-soled footwear (no clogs, Crocs, flip-flops, boots with high heels, etc.) that fit securely on their feet. Please send boots (labeled) to school after it snows or rains, as the children will still go outside to play.
- **Extra Clothing** - Each child needs a complete set of extra clothes (labeled with his/her name) in their classroom at all times. This includes extra socks and underwear. When these clothes have been used, please replace them promptly. If your child does not have a change of clothes and they need one, you may be called to bring clothes in or pick your child up. Soiled clothes will be bagged and sent home. If your child has an accident, staff will attempt to remove solid waste from their underwear if it is not imbedded in the fabric.
- **Hearty Lunch & Snacks** - Children eat lunch together in their classrooms - Please put your child's name on their lunch. We recommend an insulated lunch box and ice pack to keep food fresh. We cannot refrigerate or microwave children's lunches and glass containers are not allowed. If you want to send hot lunch items, we recommend using a thermos.
- **Bottles, Sippy Cups and Water Bottles** - Infant and Toddler Class parents are asked to supply their own children's bottles and sippy cups (labeled with their name). Bottles will be sent home each day for cleaning. Children of all ages should have a water bottle (labeled with their name) that is brought to JCC ELS each day to ensure that their child has water available at all times and sent home to be cleaned for the next day.
- **Napping Supplies/Bedding (on Mondays)** - Each child is required to bring a crib sheet and small blanket on Mondays. The bedding will be sent home at the end of each week to be laundered. Large pillows, quilts, sleeping bags and large stuffed animals will not be allowed due to limited space. Pacifiers for naptime will be evaluated on an individual basis.
- **Diapers and Supplies**
If your child is in diapers, be sure to keep your child's diaper supply well stocked. Diapers are changed at a minimum of every two hours or when soiled. Bring the following supplies labeled to class on the first day of JCC ELS:
 - Disposable Diapers
 - Two-week supply of disposable diapers
 - Two-week supply of wipes
 - Cloth Diapers
 - One-Day Supply (we must have a fresh cover for each diaper change)
 - Wipes & Sealable Wet bag

What NOT to bring:

- **Items from Home** – Please do NOT send items from home (i.e. toys) to school with your child unless it is for a specified sharing time requested by the teacher or a transitional object for younger children. If your child does bring something from home, please label all items with your child’s name. We will not be responsible for lost or broken treasures. We request that children not bring money to school. If there is money requested to be brought in for a Tzedakah project, all funds will be collected by the ELS administration team. We do not allow weapons, war toys, action figures, fragile or valuable items.
- **Pacifiers and Bottles** – Please leave bottles and pacifiers at home or in the car. The use of a pacifier for self-soothing should be evaluated by the JCC ELS directors and/or classroom teachers on an individual basis for children who stay for nap/rest. The use of bottles for children older than one year will be evaluated on an individual basis. Bottles in our infant rooms will be sent home on a daily basis to be washed and returned the next day.
- **Safe Sleep for Infants** – For our infant room, we follow safe sleep practices. This includes the usage of pacifiers in cribs. Pacifiers are permitted, however “Wubbanub” (pacifier with a lovey attached) are not allowed in the crib at any time. We keep cribs free from all toys, bumpers and blankets. All children will only use sleep-sacks for comfort and warmth. Swaddling will only be allowed by a physician’s order and signature.

Day to Day Activities & Developmental Milestones

Rest Time and Bedding

Rest time is a great way for the children to relax and have “down time” during a fun-filled, busy day.

- **Infants:** Infants nap on their own schedule. This will be discussed between parents and teachers periodically throughout the year as nap routines change. We require a sleep sac to be sent to school, no blankets.
- **Toddlers:** Rest time starts between 12:00-12:30 PM and is no longer than 2.5 hours. If children are still awake after 30 minutes on their cot then they will be given a book or quiet toy to engage with on their cot for 10 minutes. After 10 minutes with a book and/or toy, they will be brought to a table for a quiet activity unless additional staff are available to take them out of the room and to another space.
- **Twos:** Rest time starts between 12:00-12:30 PM and is no longer than 2 hours. If children are still awake after 30 minutes on their cot then they will be given a book or quiet toy to engage with on their cot for 10 minutes. After 10 minutes with a book and/or toy, they will be brought to a table for a quiet activity unless additional staff are available to take them out of the room and to another space.
- **Threes/Fours:** Rest time starts between 1:00-1:30 PM and is no longer than 1.5 hours. If children are still awake after 20 minutes on their cot then they will be given a book for 5 minutes and then a busy bag for 5 minutes. After 10 minutes, they will be brought to a table for a quiet activity unless additional staff are available to take them out of the room and to another space.

At the end of the designated rest time, lights will be turned on. Children who are still asleep will be allowed to remain sleeping until they wake up. It is the JCC ELS policy that we will not wake up children early as this is a part of a licensing rule. If your child is beginning to outgrow naps, or you have any questions or concerns regarding naps, please see the teacher or one of the JCC ELS directors.

Toilet Learning

We know that toilet learning is both an exciting and a challenging time for children and parents. As teachers, we are committed to facilitating each stage of your child's growth and development with a positive attitude and approach. Due to State Licensing restrictions, we may not start toilet training at school until a child is at least 18-months old; however, the ideal time to begin toilet training is 28-months for the most success, in the fastest time, without higher rates on incontinence, disorders of elimination and/or the occurrence of urinary tract infections (UTI). If your child is over 18 months and they meet three of the criteria below, we will begin supporting you and your child at the time.

We ask that at home you can identify that your child has at least three of the following pre-toileting readiness skills in their day to day repertoire:

- Child can indicate that they have to go pee or poop
- Child tells you when they have soiled their diaper
- Child can pull up/down their pants or pull-up
- Child can sit on the toilet for 3-5 minutes at a time
- Child can maintain dry diapers for at least two hours at a time
- Child can follow simple directions

We also ask, before bringing toileting training to school, the following is true:

- Child is wearing underwear at all times with the exception of when they are sleeping. Underwear are cotton panties, briefs or boxer briefs, not pull-ups.
- Child is indicating that they need to sit on the toilet to go to the bathroom.
- Child is on a predictable toileting schedule you have established for them at home that is consistent with being able to stay dry for at least two hours at a time.
- Child can follow simple directions around toileting (i.e., "pants down," "sit down," "wait," "wipe yourself," and "pants up").

Please communicate this with your teacher so we can partner with you on this here at school and support your efforts at home. Things you will need to think about providing for your child at school during this time are plenty of extra clothes, their reward if you are using one, any other materials you use at home during the toileting routine (i.e., Toilet insert, toilet book, etc.).

System for Rewards:

- What school can reward: The JCC ELS supports using social praise and tangibles to motivate/reward your child's toileting attempts and/or successes. A set amount of time with a special toy, earning a toy, stickers, bubbles, etc. are all items we can use to motivate your child to use the toilet at the JCC ELS.
- What school cannot reward: Per State Licensing Standards, the JCC ELS CANNOT use food rewards. We are a screen free school, so we cannot use tablets or screen time as rewards.

Health & Nutrition

Lotion and Sunscreen

Even on cloudy days, children are susceptible to the hazards of sun exposure. Unless weather does not permit, teachers will take children outside every day. Please apply sunscreen to your children before bringing them to JCC ELS. Parents should notify teachers of what time they applied sunscreen in the morning so that we know when to reapply. You are encouraged to send sunscreen with your child's name on it to JCC ELS. It will be kept in a locked cabinet and applied by the teachers prior to going outside or reapplied as necessary throughout the day. If you do not provide sunscreen, we will use Rocky Mountain brand sunscreen (permission to use this is on our forms in CampMinder).

Handwashing

To reduce the risk of introducing new germs into the JCC ELS environment and to help set good habits, we require that your child wash their hands with soap and water as they enter the classroom for the day. Children are also directed and assisted in hand washing routinely throughout the day. Please help your child to wash their hands upon arrival in their classroom as this is a health requirement.

Snack & Lunch

Lunch at JCC ELS is a good place to start developing good nutrition habits in children. Therefore, we encourage parents to pack protein foods, fruits, and vegetables, and minimize chips, cookies and sweets. Please do not send candy or soda. We do not place restrictions on the order in which your child eats the foods placed in his/her lunch box.

Due to individual dietary restrictions, children are not permitted to share food from their lunches. We ask that all food is labeled to help teachers stay aware of allergens that may affect others in the class. We will inform parents of any allergies in your child's class and ask that you be respectful of classroom allergies when packing your child's lunch.

Kashrut (Kosher Food) Policy

Any food provided by the JCC ELS has the following approved kosher symbols:



We request that children's lunches be sensitive to basic kashrut (no pork and no shellfish). In addition, the ELS is an Allergy Aware school. This means that due to a high prominence of allergies, we strongly suggest not sending foods with known allergens (i.e. nut, egg, etc.) that are in your child's class.

Behavior Guidelines

Positive Behavior Support

It is our goal to help children develop the conflict-resolution and self-regulation skills they need to function effectively. We foster these skills through modeling, facilitation, conversation, redirection and reflection, and demonstrating respect for the child as a valued member of our JCC ELS community. We clearly and consistently set limits that ensure the safety and well-being of each person at JCC ELS, as well as encourage respect for materials and the environment. If a child has difficulty observing the limits, we assist them by following one or more of the corrective steps below:

1. Prevent the child from committing a behavior that might harm themselves, another child, a teacher, or property.
2. Explain the inappropriate behavior.
3. Suggest alternative appropriate verbal and behavioral responses.
4. Redirect them to alternative activities if they are not showing the signs of engagement.
5. Notify the parents of the child's difficulty and develop a plan of action for home and JCC ELS.
6. With permission from the parents, request a specialist or childcare consultant (at parents expense) to assist staff and parents in working with the child.
7. If none of these steps are successful, we may ask the family to find alternative placement for the child.

Inconsolable Child Policy

If your child is inconsolable for more than 30 minutes we will require you to pick up the child for the day. If this is a repeated re-occurrence we will schedule a meeting with the parents, teachers, and administration to partner to find ways we can support your child at school. If we are unable to find solutions to allow your child to enjoy being at school, we may require a follow up meeting to discuss if this is the right environment for your student.

Challenging Behaviors

Behaviors such as prolonged tantrums, physical and verbal aggression, disruptive vocal or motor responses, property destruction, self-injury, non-compliance and withdrawal are considered challenging behaviors, if they are intense or frequent in a way that interfere with a child's learning or social interactions. These situations will be addressed in partnership between the JCC ELS and the caregivers of a child with the goal of creating a behavior plan.

The process for working through a pattern of challenging behaviors will be given to caregivers in a caregiver meeting with the JCC ELS staff. We want to work toward a goal of ensuring that all children's social-emotional and behavioral health are fostered in an appropriate high-quality early learning program.

As an early childhood program we must comply with applicable legal requirements governing the discipline of a child for misconduct as applicable; implementing reasonable modifications to policies, practices, or procedures to ensure that children are not suspended or expelled, because of their behaviors unless we can demonstrate that making such modifications would result in a fundamental alteration in the nature of a service, program, or activity we offer. If the child's behavior impedes the child's learning or the learning and/or safety of others, the child's team consisting of caregivers, teachers and ELS administration must consider behavioral intervention strategies, including the use of positive behavioral interventions and supports, so as to avoid suspension or expulsion of a child from the preschool program. We require a collaborative effort between a child's caregivers and ourselves to support and prevent challenging behaviors to avoid suspension or expulsion.

MISC Policies & Procedures

Birthdays and Other Celebrations

If your child would like to celebrate their birthday during school, speak to your child's teachers about an appropriate time. All items that are intended to be shared in the classroom need to be Kosher and pre-packaged. Discuss any ideas you have with the teachers prior to your child's birthday. Please refrain from providing goodie bags, stickers, toys, or party favors within the JCC ELS.

Lice Policy

If we discover a case of lice in the JCC ELS, communication will go out to families about how to check for lice at home and how the JCC ELS plans to check for lice at school. While lice can be highly contagious in a social environment like a school, it is not caused by a lack of cleanliness or by not regularly shampooing.

Live lice – Small black/brown bugs that will be actively moving around in the hair.

Nits - White spots directly on the hair, do not move and must be pulled down and off the hair.

Live Eggs – White spots with a smaller, dark spot in the middle. These eggs will hatch into eggs within days.

If parents discover that their child has lice and/or nits, please do not send them to school. Please take the proper steps to remove all lice and nits before they return to school.

Pets

The JCC is pet-free. Only service animals are permitted. Pets will not be allowed in the JCC ELS, unless it is a special pre-arranged activity. The exception to this is classroom pets.

Jewish Content & Shabbat

Jewish learning is an integral part of our program. We incorporate Jewish education through Jewish lenses or values, particularly as we celebrate Jewish holidays, Shabbat and learn about Jewish traditions, customs, and ceremonies. We believe that an important part of the young child's developing sense of self is awareness of his/her cultural heritage. As a result, our goal is to deepen each child's understanding and appreciation of Jewish tradition and culture. While Jewish values frame everything we do, we are inclusive of those who do not identify as Jewish and focus on the universal values that align with Judaism. The JCC ELS does not practice other religious traditions such as Christmas or Easter in the school.

The ELS celebrates Shabbat (the day of rest, beginning Friday at sundown and ending Saturday at sundown) on Fridays. The children join for the lighting of the candles and blessings over grape juice and challah (Sabbath bread.) All classes come together on Friday mornings for Shabbat Sing on Zoom, until further notice. As a school, we sing songs, dance, celebrate birthdays and Shabbat.

Taking Photos in the JCC ELS

You are welcome to take pictures and video of your children at school. We ask that you be mindful of online posting and sharing of pictures that include other children. Some parents have strong feelings about the use of photos of their children. We provide all families with an opportunity to indicate on their forms in which circumstances we may use their child's photo. If you are going to post pictures to your personal social media please make sure there are no other faces visible except for your child- showing backs of heads, obscured faces, etc. is permissible.

Television & Video Viewing

The JCC ELS is an activity-focused educational environment, and we believe that children learn best through active participation, hands-on experiences, interactive conversation, and exploration. However, unique programming may provide an opportunity to use media as an educational tool, or specific programs might be geared towards watching media or a movie. During COVID-19 times, we may use the media/zoom as an educational tool. If a movie or television show is used in a lesson, all programs are rated G and only permitted for children two-years and older.

Voicing a Concern

In the event that you have a concern regarding the JCC ELS or your child's classroom, please address the teacher or staff member directly involved. If you feel the need to take further action, please see an ELS Director or Administrator. You are welcome to share concerns with our CEO or JCC Human Resources.

Child Abuse and Neglect Reporting Responsibilities

In the event of suspicion of child abuse or neglect of any enrolled children, staff members are required by law to report this to the directors. The Directors, with the staff member, will report the findings to Child Protective Services. As a parent of a child in a licensed childcare center, you may report any suspected abuse by calling the Child Abuse Hotline at 1.844.CO.4.Kids or 1.844.264.5437.

Filing a complaint against ELS

If you wish to make a complaint or have a concern regarding your care provider, you may call the Public Health Inspection Division at 303.692.2000 or the CDHS at 303.866.5700.

Accounting, Billing and Financial Aid Procedures

Registration Fees

All registration materials must be accompanied by a non-refundable, non-transferable \$150 registration fee and a non-refundable, non-transferable deposit of \$1000 per child or \$500 if awarded scholarship.

Tuition and Fees

Tuition may be paid by check, credit or electronic draft and may be paid on a monthly or annual basis. Monthly tuition is fixed, and there will be no tuition adjustments based on attendance or the number of JCC ELS days in any month. Credit card and checking drafts will be charged to your account on or about the 3rd of each month. Invoices are mailed on the 3rd of each month. Tuition is due no later than the 20th of each month.

Payment plans for enrollment fee(s) and deposit(s) may be considered but must be paid in full prior to August 1st, to maintain enrollment eligibility. It is the responsibility of the parent or guardian to ensure timely payment of tuition. The JCC is not required to make continued attempts to collect.

Infant Holding Fee: If you choose to not start or your child is not old enough, we require a half month tuition from the time you hold your spot until January 1st of the school year. After January 1st, full tuition will be required.

Changes in Enrollment

All changes you wish to make to your child's enrollment must be in writing. This can be done via email and will be effective during the next billing cycle, we do not pro-rate for changes mid-month.

Refunds and Around Closures due to COVID-19

The JCC is no longer accepting prepayments for the school year because of the touch-and-go nature of COVID.

30-day cancellation policy – Parents will be required to provide a 30 day notice for cancellation.

Refunds – Will be issued after a total of two weeks (10 school days) of closure in any given month. This resets at the beginning of each month.

Tuition Assistance

The JCC strives to make its programs accessible to families from all backgrounds. During the COVID-19 crisis, please get in touch with us at lsteele@jccdenver.org for scholarship support, as this is an atypical situation. Standard deadlines that will likely be adhered to include:

- Current Families and New Siblings– You must submit your application by January 15. We will process all applications and send awards on February 1.
- New Families– You must submit your application by February 15. We will process your application and notify you of your award on March 1.

Link to the tuition assistance application is located on the JCC website under FAQs: jccdenver.org/els

JCC ELS Enrollment Policies

- All enrollment is done online through CampMinder.
- Children are enrolled on a nine-month contract from August to May. There is a separate contract for the summer session.
- Classroom confirmation forms, enrollment fees, deposit and payment plan contracts are signed at time of registration for all families participating in the registration process to ensure a space in the JCC ELS.
- A non-refundable, non-transferable \$150 enrollment fee is required for each child enrolled in the JCC ELS.
- A deposit of \$1,000, or \$500 if scholarship is awarded, is due at the time of enrollment. This will be credited to your account over the course of the school year. This is a non-refundable deposit after May 1.

Vacations and Temporary Withdrawals

There are no credits or refunds given for vacations or temporary withdrawals from JCC ELS. There is an option to take two-weeks off in the summer session, and tuition for those weeks will be credited to your account. We require thirty-day notice when withdrawing your child from the JCC ELS. If you withdraw your child and the space is not filled with a new student, you will be responsible for the remainder of the tuition stated in your contract.

Refunds and Credits

Paid tuition fees are non-refundable and non-transferable once the payment deadline has passed. Enrollment fees are also non-refundable and non-transferable.

Forms

The following forms must be complete and on file at the JCC ELS in order for any child to participate in the JCC ELS program prior to the first day of school. Completion of these forms are mandated by the State of Colorado and are a licensing regulation and failure to complete and submit the forms below may jeopardize your child's enrollment in the JCC ELS. They can be accessed through CampMinder. If the information changes at any point during the year, please make sure to see us at the front desk to submit a new form.

- Child Information Form/Login and Sign Up
- Emergency Contact Form - must have at least one contact listed (local) in addition to the child's parents.
- Immunization Record - Children must be fully vaccinated before they can attend. We follow the CO State immunization guidelines. We do not accept religious or personal exemptions.
- ELS Pick Up Authorization Form
- Emergency Medical Consent Form
- ELS Personal Product Permission Form
- IFSP/BIP (Behavior Intervention Form, if applicable)
- Allergy and Asthma Care Plan (if applicable)
- ELS Physical Form (Filled out by Physician)
- Parent Handbook Acknowledgement Form
- Infant Pacifier Agreement
- Medication Authorization Form (when applicable)
- Photo Waiver Form
- ELS Financial Policies
- COVID-19 Waiver
- \$100 Parent Teacher Appreciation contribution per child (optional) accessible through CampMinder.

Community Organization Discounts and Awards

The Denver Preschool Program awards tuition credits to families who live in Denver City and County of Denver whose child is in their last year of preschool (four-year-old classrooms) before kindergarten. Applications can be found at dpp.org.

Family Involvement

We strive to make our JCC ELS welcoming to both children and parents. Your comfort in the program is an essential factor in your child's success at the JCC ELS. Please know that your comments, suggestions and feedback are always welcome.

We invite your participation in our JCC ELS program. There are several ways that you can get involved on an ongoing basis...here are some ideas:

- Chairing a small fundraising event
- Volunteering to be a room parent
- Helping at JCC ELS events
- Serving on the Parent/Teacher Leadership Team

Email Communications

In order to be more environmentally responsible, we are using email as our primary means of communication. Parents will receive classroom and JCC ELS wide newsletters. If you do not have access to email, notify the JCC ELS office and you will be provided hard copies of communications. Please do not unsubscribe from this list as it is our primary way of communicating with parents.

Calls to Staff

The staff is committed to keeping you updated on your child's progress. Pick-up and drop-off are not appropriate times to speak with your child's teachers at length, as they need to be focused on the children in their room. If you need to speak with your child's teachers, please arrange a meeting time with them via email or call the JCC ELS Office. We will make certain that the teachers receive the message. The teachers will return your call as soon as they are able. Please do not call staff at home or on their cell phones. Please do not text staff.

Parent-Teacher Conferences

Parent-teacher conferences are formally held twice a year, the fall and the spring, during school hours. These dates are on the ELS Calendar. If you have a concern that you want to discuss with your child's teachers at other times during the year, please feel free to approach your child's teachers directly to set up an appointment.

On-Going Communications

To build relationships and to help your child through family transitions, it is important to keep us informed of any change in your child's life. Things that seem like "grown-up business" such as a parent's job change, can affect your child's behavior and adjustment at JCC ELS. We ask that you let us know of any transitions via email, in person or with a note.

Responding to Emergencies

To ensure the safety of the children within our program we respond to all emergency situations, to include, but not limited to; lost children, tornados and fires. If your child becomes lost while in our care, we will alert the proper authorities, as well as all staff within our building, and we will immediately call the parents. On a monthly basis, we conduct practice fire drills. In addition, over the course of the year we conduct lock down drills, tornado drills and evacuation drills to ensure that all staff and children are familiar with the drill procedures in case of a real emergency.

Emergency Communications

In the event of changes or emergencies that would affect JCC ELS drop-off or pick-up time or location, you will be notified as soon as possible through email and/or text message system.

For First-Time Families

In the Beginning: To Help Your Child Adjust to the JCC ELS

To help make your child's adjustment to a new setting easier, we urge you to be available the first few weeks that your child comes to the JCC ELS. During this time your child may not be ready to stay for the entire morning or full day. Conversely, you may have a child who separates with ease. Both of these situations are normal.

It is important for you to be flexible in your expectations of the experience, as well as open to relying on teacher feedback about how to respond. Your availability can be most helpful in making your child's beginning JCC ELS experience an enjoyable one. We recognize that parents may also be experiencing their first separation from their child(ren). The JCC ELS leadership and classroom teachers work in partnership with parents to support the whole family during this important transition. To whatever extent we can be helpful in this process, we hope you will seek us out and together we can formulate a plan for success. When your child comes to the Early Childhood Center, she or he is taking the first big step away from complete dependence on their parents and may need your help in adjusting. You can help by:

- Remain calm and supportive during the first days of school. If your child clings to you, is aggressive, will not share, cries easily, feels ill or has trouble with bathroom accidents—even for a child who has already learned to use the toilet, be empathetic, understanding and positive. Any of these can be symptoms of tension in a new situation and will disappear as your child gets used to the other children, the teacher, and the JCC ELS.
- Act out the experience of going to the JCC ELS with your child at home. Discuss in detail what they can expect. Upon arrival to the JCC ELS, let your child stand and observe – observing is taking part in the experience. Be prepared to spend some time at the JCC ELS, perhaps remaining in the background as much as possible or participating, depending on the agreement you have with your child's teachers.
- Plan to stay as long as your child needs you. The teacher will help move your child into an activity and your presence will become less vital. Do not slip away. This is too frightening – your child will let you know when they are ready. This makes for a lasting adjustment. The teacher can also help you know when it is a good time to depart. Avoid putting pressure on your child to conform to JCC ELS routines until they appear to be ready.
- Create a regular transition routine with your child. Arrive on time to allow your child time to acclimate with the other children, read a story, guide them to an activity that looks particularly engaging, give your child hugs and kisses, and promise to return at a specific time which is meaningful for the child (e.g. after lunch, after closing circle, etc.).
- Depart from the classroom efficiently. Ensure you feel comfortable leaving and have said goodbye to your child. It can make it difficult when you pause for other conversations in the room or peek through the window on your way out. If you would like updates on your child's progress during the day, let your child's teachers know.

Remember that young children thrive on routine, and you are a strong influence in setting the tone for their day at the JCC ELS. The teachers are here to provide support and are available to work with the parents to ensure drop-off and pick-up progress smoothly.

Reasons for Dismissal

The Administration reserves the right to dismiss or refuse admission to anyone unwilling to comply with the JCC ELS's requirements. We take reasonable steps to support and/or prevent challenging behaviors, so a situation does not escalate to a suspension or expulsion. However, there may be times where a dismissal may occur, and in this case we will provide a two-week notice. Reasons for termination may include, but are not be limited to the following:

- Delinquent account for more than 30 days.
- Three incidents of Late Tuition payment.
- If the parent or guardian refuses to complete and sign forms required for the entrance or the continued enrollment of their child.
- Refusal by the parent, guardian or emergency designee to pick up a child deemed unable or unwilling to participate cooperatively in classroom activities due to illness, possible impending illness, lethargy, or uncontrollable harmful and/or disruptive behavior.
- When a child is causing repeated harm to themselves or others. This may include dangerous or unsafe behavior.
- JCC ELS is unable to meet the needs of the child and/or parents or guardians.
- Disregard of mandatory sign-in and out procedures.
- Behavior of the parent/guardian or caregiver that may be reasonably interpreted as harassment, verbal abuse, or physical abuse toward the JCC ELS Staff or others present at the Center. This behavior will not be tolerated by the JCC.
- A parent/guardian or caregiver who is observed physically touching or speaking to a child other than their own in a way deemed inappropriate. This type of behavior is unacceptable and will not be tolerated by the JCC ELS.
- Unescorted arrivals and/or lack of parental supervision of children prior to classroom admittance and during pick-up.
- Refusal to comply with the policies and procedures outlined in the JCC ELS Family Handbook.

COVID-19 and Illness Policies & Procedures

Do not send your child to school when they are ill. During the COVID-19 crisis, the JCC ELS has strict health and wellness policies to promote the maximal wellness for all children and their families and our teachers. A sick child does not enjoy school and endangers the health of other children and staff. If they are sent to school, it will be up to JCC ELS Staff to determine if you need to pick your child up for any concerns we have with their health or well-being.

When to Keep Your Child Home

We reserve the right to send your child home if your child is displaying any of these observed symptoms:

- Excessive runny nose
 - Runny nose due to allergies is acceptable with a doctor's note on file in the JCC ELS office.
- Temperature of 100.4 degrees or above
 - During COVID-19, there are NOT exceptions to this rule, even for immunizations.
- Diarrhea
 - More than one abnormal loose stool. This is mandated by the Center of Disease Control.
 - Bowel movement is not contained within underwear or diaper due to a "blow-out".
- Vomiting
 - The child may not return to JCC ELS without a doctor's note.
- Severe coughing that also include:
 - Child gets red or blue in the face
 - Child makes high-pitched "croupy" or whooping sound after they cough or the cough is so persistent that they cannot participate in normal class activities.
- Difficult or rapid breathing

Other symptoms that could indicate an illness include:

- Severe itching of body or scalp or scratching of the scalp
- Infected skin patch(es)
 - Crusty, bright yellow, dry or gummy areas of skin
- Pain, headache and stiff neck
- White or gray Stool
- Unusually dark or tea-colored urine
- Eye discharge
 - Pink or red eyes, tears, redness of eyelid lining, irritation, swelling, or discharge
 - Child may return to JCC ELS with visible symptoms ONLY with a doctor's note stating the condition is not contagious.
- Skin rash
 - Unusual spots or rashes
 - Child may return to JCC ELS with visible symptoms ONLY with a doctor's note stating the condition is not contagious and it is determined not to be a symptom of COVID-19 by the child's pediatrician.
- Unusual behavior
 - Child is cranky or less active than usual
 - Child cries more than usual
 - Child feeling general discomfort or just seems unwell, loss of appetite

**These guidelines have been provided to the JCC ELS by the Colorado Department of Public Health and Environment and are required to be followed by state mandate.

**The ELS and the JCC are working hard to keep the campus squeaky clean. Our efforts include:
Sanitation in the ELS**

- Disinfecting all classroom areas before children arrive each day and after children are off-site for the day.
- All toys and surfaces will be cleaned, sanitized and disinfected.
- Cleaning Rotations for High Touch Areas.
- Beginning of Day, Mid-Day, and End of Day- doorknobs, light switches, countertops, tabletops, sink handles, etc. will be cleaned, sanitized and disinfected.
- Temperature Checks for children mid-day.
- Daily staff health screenings for teachers and Admin.
- Classroom/Cohort Model with limited crossover to prevent possible contamination (Admin as much as possible too).
- Regular participation in trainings and scheduled calls with the JCCA, Colorado State Licensing, and close contact with our Nurse Consultant to use the most updated information and best-practices as possible.

What Happens if Your Child is Sick?

- Denver Public Schools (DPS) has provided a great tool for parents to determine whether or not your child should go to school today. Please consult this guide if you feel your child is ill.
- Please refer to our most recent illness policy for any information regarding sickness and illness procedures at the ELS.
- If the individual is onsite, they will be moved immediately to the previously determined isolation room (child) or leave the premises immediately to go to their home.
- The area (ex: classroom, office, etc.) where that individual was in the building will be cleared of all people immediately for 24-hours and then deep cleaned.
- If your child has two or more symptoms, we require a doctor's note and being symptom free (without medication) for 72 hours before they can return to school. Please consult the above guide to make sure your child is "OK" to attend school before sending.
- If your doctor recommends a COVID test, the child and siblings are not allow at the ELS while waiting results.
 - o Positive Result - The individual must stay home for 14 days and no symptoms.
 - o Negative Result - The individual must remain home for at least 72 hours until the symptoms subside.

If anyone in your immediate household takes a COVID test (even for a routine procedure or wellness reason) we are requiring you to keep your child(ren) home until you have a negative result back, no one in the household is showing symptoms, AND have a doctor's note.

What Happens to the Rest of the ELS Classroom

- For a suspected case - all children and teachers in the Classroom will need to stay home for 72-hours before returning (symptoms have also subsided) or until further determination by the health department.
- For a confirmed case - all children in the Classroom will need to stay home 14 days. They must be symptom free before returning and have a doctor's note.

What happens if there are multiple children sick in two or more classrooms?

Same policy as Single case with a sick child. All children will be sent home.

What Happens if it's the same classroom?

Parents will be notified via e-mail about any symptoms/sickness in the case of multiple children in the classroom. If a child is recommended to be tested for COVID by their doctor and it comes back positive, all teachers and children in the classroom will be sent home immediately and must quarantine for 14 days.

What happens with siblings in other classrooms?

Siblings are considered a secondary contact. In an effort to promote maximal wellness in the ELS, parents will be notified via e-mail about any symptoms/sickness in the case of multiple children in a sibling's classroom. The ELS will keep parents apprised of pertinent information as it becomes available. If a child is recommended to be tested for COVID by their doctor and it comes back positive, all teachers and children in the classroom will be sent home immediately and must quarantine for 14 days.

When does the school need to be closed?

Parents will be notified immediately via e-mail of multiple children in multiple classrooms experiencing COVID symptoms. The ELS will shut down for a 48-hour period to allow for a deep-clean and time to contact the Department of Health & Human Services for further recommendations.

The ELS will follow up via e-mail with information about re-opening and/or any extended closures with the recommendation of the Department of Health & Human Services. During a 48 – 72 hour period of closure, classes will be offered virtually on school days.

What if I travel out of state?

Please let us know if you travel out of state, particularly if you are in a state with higher COVID numbers than Colorado. If you travel via airplane, please let us know and keep an eye out for any symptoms that develop after 72-hours of returning home.

JCC Early Learning School Handbook ACKNOWLEDGEMENT FORM

Please read this handbook carefully and refer any questions you may have to your ELS Admin Team. After you have read this handbook, please complete this acknowledgement and return it to a member of the ELS Administration staff or simply sign it through CampMinder.

I have read and fully understand the policies, guidelines and procedures described in the JCC ELS Family Handbook. I have a copy of this handbook for my personal reference.

Primary Parent/Guardian Full Name (Please Print) _____

Child Name(s) _____

Primary Parent/Guardian Signature _____

Date _____

JCC ELS COVID AND SICK POLICY

Updated 06.15.21

WE FOLLOW RECOMMENDATIONS SET BY CDC AND THE COLORADO DEPARTMENT OF PUBLIC HEALTH AND ENVIRONMENT. THIS POLICY IS SUBJECT TO CHANGE AS NEW INFORMATION IS MADE AVAILABLE BY THESE AGENCIES.

ELS SICK POLICY

If your child is exhibiting any of the symptoms below, please keep them home for 24 hours AFTER symptoms have subsided without medication.

- Fever 100.1+
- Diarrhea
- Fatigue
- Muscle Aches
- Coughing
- Sneezing
- Discolored Runny Nose
- Sore Throat
- Head aches
- Other illness symptoms

If your child is unable to participate in the activities of the day or is inconsolable for more than 30 minutes the child will be sent home

KNOWN COVID-19 EXPOSURE

Within the last 72 hours, your child was in close contact with someone who tested positive for COVID-19. Your child must quarantine pending COVID-19 test results. The CDC qualifies "close contact" as:

- You were within six feet of someone who has COVID-19 for a total of 15 minutes or more
- You provided care at home to someone who is sick with COVID-19
- You had direct physical contact with the person (hugged or kissed them)
- You shared eating or drinking utensils
- They sneezed, coughed, or somehow got respiratory droplets on you

NEGATIVE COVID-19 RESULTS

Your child may return to school seven days after exposure, with a negative PCR COVID-19 test taken five days after initial exposure.

POSITIVE COVID-19 RESULTS

Your child may return to school when all three criteria are met:

- 10 days after symptom onset
- Symptoms have improved
- 24 hours without fever with no use of fever reducing medicine

TRAVEL & GUEST HOSTING POLICY

We do not require families to quarantine following travel or hosting out of state guests. We are, however, asking for you to be even more vigilant about monitoring any symptoms your child or anyone in your immediate household may be experiencing that could be related to COVID-19, particularly after traveling or being in contact with out of state guests.





JCC Early Learning School
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