

Talent and Learning of Next-Gen Students

T.A.L.O.N.S.

Parent Handbook

2020-2021

Covid-19 Resource Guide – 2020.2021 School Year Edition 2

**Table of Contents**

|  |  |
| --- | --- |
| Letter to Families……………………………………………………………………………  LThings to Know……………………………………………………………..……………… | 3 |
| At Home (before departure).............................................................. | 4 |
| Drop Off………………….......................................................................... | 4 |
| Pick Up………………………………………………………………………………………….. | 5 |
| Personal items.................................................................................... | 5 |
| Changes to Routines and Environment.............................................. | 6 |
| Healthy Environment......................................................................... | 6 |
| Meal Preparation & Service............................................................... | 6 |
| Child Health........................................................................................ | 7 |
| Staff Health & Wellness..................................................................... | 7 |
| Self-Care and Self-reporting............................................................... | 8 |
| Tuition................................................................................................ | 8 |
| Communication................................................................................. | 9 |
| In Closing …………................................................................................ | 9 |
| Parent Signature Page …………………………………………………………………. | 10 |

Dear TALONS Families,

We are excited to welcome you and your child back to school and back to TALONS. We will reopen for the 2020-2021 school year on September 8, 2020.

COVID-19 is a concern for all of us. In order to provide the safest possible environment for our students and staff, we will implement precautions for child care centers as mandated by the Department of Children and Families as well as the CDC and NJ Department of Health. As a licensed school age child care center, we are mandated by the proceeding guidance as stated below. We ask for your flexibility and understanding if anything stated here should change abruptly. As the state agencies of authority change or update their guidance, we too, will update ours. Please consider this a “living document” that will change at any time and know we are taking these steps to support the health and safety of your children, your family, our staff and our families.

Respectfully,

Kristen Boyd, M.Ed.

Director of Extended Enrichment

**Things to know…**

* TALONS will be open for Full Day TALONS starting on September 8, 2020.
* We serve Kindergarten through 5th grades only.
* We will open according to the district and TALONS calendars.
* Our Full Day TALONS start time is 7:00 am until 5:30 pm.
* TALONS will be held in 3 cafeteria locations. These locations are Davenport Elementary, Slaybaugh Elementary, and Miller schools.
* **Based on available square footage, the following number of students will be accepted at each site. Davenport = 30. Slaybaugh = 30. Miller = 40. \***Locations are subject to change.
* No one other than staff, students, OOL licensing officials and emergency personnel will be permitted to enter the TALONS sites. Parents and/or guardians are NOT permitted into the site locations at this time according to DCF.
* All staff and students are required to wear a mask while in the building. Students will be permitted to remove their masks while outside as long as social distancing is maintained.
* Families are required to provide masks for their children. We recommend at least 1 additional mask be kept in a sandwich size ziploc bag inside your child’s book bag in the event one gets lost or soiled each day. (Washable cloth or disposable masks are both acceptable). Face shields are not an acceptable substitute for a face covering.
* Students and staff displaying any Covid-19 symptoms, with or without a positive test, must be symptom free for 72 hours (3 days), without the use of pain or fever reducing medication, before they can return to TALONS according to the NJ Dept. of Health. Symptoms include cough, shortness of breath, difficulty breathing, fever of 100.4 or higher, chills, muscle pain, sore throat, new loss of taste or smell, runny nose or other signs of illness not related to a preexisting condition. \*If a test is positive, individuals may not return until a negative test is presented.
* Students and staff with a non-respiratory illness (stomach virus, diarrhea, etc…) must be symptom free for 48 hours (2 days) before they can return to TALONS.
* Students and staff who are traveling from states with significant community spread of COVID-19 cannot return to TALONS for a minimum of 14 days after they have returned from their travels.

**At Home (before departure)**

* Check your child/ren for illness. Keep your child/ren home if they display any signs of illness including fever of 100.4 or above and/or respiratory symptoms: cough, runny nose, sore throat, shortness of breath, fast breathing, etc.
* Students must stay home if other children or adults in the home display any signs of illness including fever of 100.4 or above and/or respiratory symptoms: cough, runny nose, sore throat, shortness of breath, fast breathing, etc.
* Do not administer fever reducing medication before drop off.

**AM Drop Off**

* Drop off begins at 7:00 am.
* Families will be greeted at the designated entry at each site.
* Parents and children should remain in their cars until instructed to exit their vehicles by a TALONS staff member.
* Parents should escort their child to the designated entry. Parents may not leave the premises until the student has been medically cleared to attend the program that day and is escorted into the building.
* All students will have their temperature checked by a staff member.
* Students and parents will be asked specific screening questions about the student’s and family’s health. These questions are mandated by DCF and DOH.
* Students and parents will be questioned about the use of fever reducing medication.
* Parents may leave after this process.
* Students will wash their hands with soap and water at a nearby bathroom at each site before joining their assigned group.

**PM Pick Up**

* District policy requires us to check identification each time someone picks up a student, this policy will be strictly enforced as follows:
  + Please park your car in a parking spot, not at the curb.
  + Parents are to approach the entry for pick up and present their identification through the glass window.
  + Staff will visually inspect the ID and cross reference it with both Infinite Campus and/or Procare for confirmation of permission to pick up the student.
  + Staff will assist the student with packing up for departure. Parent are not permitted to enter the program location at this time.
  + For safety purposes, parents are to remain at the doors awaiting their child. They are not to return to their vehicle until the child leaves the building.
* Please adhere to social distancing and wearing masks when approaching the doors and waiting for your child as other parents may be waiting as well.

**Personal items**

• Toys, games, cards, stuffed animals etc. are not allowed. These items entice interest and sharing which is not permitted at this time as strict sanitation guidelines need to be adhered to for all items shared in the program.

• Individual electronics are only allowed when needed for virtual learning. Electronics and all accessories ie. mouse, headphones and charger, must be labeled and stored in a labeled ziploc bag. Students will not be permitted to share electronic devices.

• Individual gaming devices are permitted during free time only. These gaming devices may not be shared.

• It is recommended that each student has a supply of pencils, crayons and other school supplies needed in their book bags. We will have a limited supply to be used during program hours.

**Changes to routines and environment**

* Group sizes will be kept at 10 or less per group.
* The gymnasium will be used sparingly as we want to get outside as much as the weather permits.
* Groups will be designated space in the cafeterias and will maintain 6ft social distance.
* Groups may be of mixed grade or age. Ex. K and 1st together.
* Students and staff will wash hands frequently throughout the day and may use hand sanitizer under appropriate circumstances - with staff supervision. Scheduled hand washing will include upon arrival, before and after meals, after playing outside, after using the restroom, after blowing one’s nose, coughing or sneezing. Other key times for handwashing will include after crafts and activities.
* Students who display aggressive or extreme disruptive behavior will be sent home.

**Healthy Environment**

* Staff will disinfect high-touch surfaces frequently.
* Each evening, EHT Facilities staff will clean areas of use according to district schedules.
* Students and staff will always have access to wall mounted hand sanitizer.

**Meal Times**

* Families must provide lunch and snacks each day.
* Lunches and snacks from home should be brought to the center in a labeled bag.
* \*\*Out of respect for our TALONS friends, peanuts and tree nuts are not permitted.
* All surfaces will be disinfected before meal times.
* Students will be social distanced 6ft during meals. Meals may be enjoyed outside as weather permits.
* Students will be spaced out appropriately with a limited number of students at each table.

**Child Health**

• Students, who experience symptoms of respiratory illness, while at childcare, will be isolated from other children and will need to be picked up immediately.

• Students with signs of respiratory issues will be required to be seen by a medical professional.

• If a doctor has cleared your child to return to TALONS, the medical professional **MUST**

provide a doctor's note, stating "That was seen and was evaluated for

. The child does NOT have Covid-19 and is able to return to childcare without placing another child at risk.

• Students with a respiratory illness (with or without a fever) must be symptom free for

72 hours (3 days) **and** have a doctor’s note before they can return to TALONS.

• Children with a fever >100.4 **without** signs of respiratory illness must be symptom free for 72 hours (3 days) before they can return to TALONS.

• Students with a non-respiratory illness (stomach virus, diarrhea, etc…) must be

symptom free for 48 hours (2 days) before they can return to TALONS.

• **We will not allow a doctor's note for returning to the center before the mandatory exclusion hours as stated above.**

• Students who become ill during the day will be excluded from the group and will remain in a "sick room" until they can be picked up.

• Students who are ill MUST be picked up from TALONS within 30 minutes. For parents who do not work in the area please make sure you have alternative arrangements should your child need to be picked up.

• Students who reside with an individual (child or adult) who displays symptoms of a respiratory illness and / or fever cannot attend school until that individual has been symptom free for 3 days.

**Staff Health & Wellness**

• Staff will receive additional training on infection control and workplace disinfection.

• Staff will not share their phone, devices, meals or utensils with one another or children.

• Staff will be required to have their temperature checked at the beginning of each shift.

• Staff will be questioned about their health as well as the health of their families.

• Staff will wash their hands immediately upon entering the facility.

• Staff will not be allowed to work if they are feeling ill, experiencing respiratory symptoms or have a fever >100.4.

**Self-Care and Self-reporting**

• Please be diligent regarding self-care - minimizing outings, handwashing often and sanitizing to prevent the spread of germs.

• If your child or anyone in your household has had contact with anyone who has tested positive or presumptive positive for Covid-19, please notify TALONS immediately and keep your child/ren home for the 14-day quarantine period. (In this context, “contact” means: Being exposed to someone who has tested positive for COVID-19 or presumptive positive, proximity within 6 feet with or without PPE for any period of time.)

• Do not travel to areas that the State of NJ has issued travel advisories for. Students who travel to areas on the advisory list will be required to quarantine for 14 days upon their return home. Tuition will not be refunded for the required quarantine period.

**Tuition**

* Billing will be processed on Wednesdays each week. Tuition costs will be billed weekly and are due on Fridays no later than 11:59 pm for the upcoming week. Due to this current health crisis, we will only bill weekly as refunds will not be honored. This will make payment more manageable for families. We do not encourage making monthly payments in advance. Please follow the payment schedule.
* We will not offer tuition refunds or credits for voluntary schedule changes.
* After the Billing process, schedule changes are not permitted for the upcoming week. (eg. Adding or switching days).
* At this time, if the state forces a closure or if your child’s group is required to quarantine (due to suspected exposure at TALONS), tuition will not be charged and credits will be issued\*.

**Communication**

• If the current situation changes and it becomes necessary to update our procedures or close our program temporarily, we will notify families through Procare’s mass email feature.

• If you need to speak to someone at TALONS, please contact us at (609) 646-8441 ext. 1021 or by emailing [Enrichment@eht.k12.nj.us](mailto:Enrichment@eht.k12.nj.us). We will check both voicemail and email regularly throughout the day.

**In closing…**

The Egg Harbor Township School District and its TALONS staff are committed to following all the recommendations and requirements as set forth by the CDC, the NJ Department of Health and Department (DOH) of Children and Families (DCF). We know that this is a lot of information but during this time it is important that we address the many changes and guidelines necessary to operate TALONS which is a licensed school-age child care center successfully. It is the responsibility of families to be honest with staff about any illnesses you or your child may be experiencing. We ask that all families continue to practice health and safety standards of handwashing and social distancing in order to keep your children and our staff as safe and healthy as possible. Thank you for your understanding and patience as we implement these new procedures. Our focus is the health of all children, families, staff and the EHT community. #EHTstrong



As outlined in this resource guide TALONS has enhanced our health and safety procedures to protect our students and staff. While at TALONS, all students, staff and essential visitors must follow these mandates.

By participating in any activities at TALONS you voluntarily assume all risks related to exposure to COVID-19.

Child’s Name:

DOB:

I have received and read the TALONS

(print name)

COVID-19 Resource Guide. I will adhere to all the policy and procedures as outlined in this guide.

Signature:

11

Date: