

# 2022-2023 MJCCA Preschool Policies

## Acknowledgement & Agreement

I understand that these policies are subject to change due to COVID-19 restrictions.

### Registration Information

As this child's parent or legal guardian, I affirm that all information provided in this child's registration is complete and accurate. I will notify the supervisor(s) of all current program registrations of any changes to medical information.

### COVID-19 Policy

I have read, fully understand, and agree to the MJCCA Preschools COVID-19 Policy.

### Registration Policy

I have read, fully understand, and agree to the MJCCA Preschools Registration Policy.

### Immunization Policy

I have read, fully understand, and agree to the MJCCA Preschools Immunization Policy.

For each child enrolled, the parent (or legal guardian) must provide a current immunization record (3231) appropriate for the child's age prior to the first day of the program. The child's immunizations must remain up-to-date through the duration of the program. Only medical exemptions approved by the MJCCA will be allowed. It is the responsibility of the parent (or legal guardian) to update the file when the health records change.

### Infant Safe Sleep Practices Policy

I have read, fully understand, and agree to the MJCCA Preschools Infant Safe Sleep Practices Policy. I acknowledge that the director or designee has advised me of the safe sleep practices followed by the facility.

### Authorization for Treatment

I have read, fully understand, and agree to the MJCCA Preschools Authorization for Treatment.

### Parking & Carpool Policy (Weinstein School Only)

I have read, fully understand, and agree to the Weinstein School Carpool & Parking Policy.

### Camp-Only Nonmember Rate (Weinstein School Only)

I have read, fully understand, and agree to the Weinstein School Camp Only Nonmember Rate Policy.

### MJCCA Preschool Policies & Procedures

I have read, fully understand, and agree to the MJCCA Preschools Policies & Procedures Manual posted on the MJCCA Preschools webpage.

### 2022-23 Deposit & Tuition Payment Plan

A portion of your child's tuition is due as a deposit at the time of registration. For families paying on a payment plan, the remaining tuition balance will be divided into equal monthly payments charged on the 20<sup>th</sup> of the month according to the payment plan listed below.

#### CAMP (Infants - Pre-K)

- o Deposit: \$100
- o Payment Plan: April 20, 2022 – May 20, 2022
- o A \$50 Camp Only Registration Fee is also due at the time of registration.

#### SCHOOL (Infants - Pre-K)

- o Deposit: \$300
- o Payment Plan: June 20, 2022 – March 20, 2023

#### SCHOOL (Transitional Kindergarten)

- o Deposit: \$1,000 (\$500 due at time of registration, \$500 due on March 1, 2022)
- o Payment Plan: June 20, 2022 – March 20, 2023

#### SCHOOL (Kindergarten & 1<sup>st</sup> Grade)

- o Deposit: \$2,000
- o Payment Plan: June 20, 2022 – March 20, 2023

Payments are due two months in advance. If your child starts school after the beginning of the school year, the payment plan will commence two months in advance of your child's start date. Example: For a child starting school in November, the payment plan will commence September 20. If the due date of the first payment has passed, your first payment will be taken immediately upon the setup of your payment plan. Subsequent payments will be taken monthly ending in the month of the final payment due date listed above.

Deposits and registration fees are non-refundable and non-transferable. Tuition rates do not include membership to the MJCCA nor costs associated with Preschool Vacation Camp. MJCCA Preschools charge a credit card processing fee of 3%. For our families who prefer a payment option with no processing fee, we offer the option of electronic funds transfer (EFT).

**Kindergarten and First Grade Programs:** The deposit and all tuition payments are nonrefundable and nontransferable. A commitment is required for the full school year beginning August 8, 2022 and ending May 23, 2023. Should you withdraw, you will remain obligated to pay tuition through the end of the 2022-23 school year.

# COVID-19 Policy

We will continue to operate under COVID-19 restrictions and do not know if we will return to normal operations and hours this summer or fall. A decision to lift these restrictions safely and at the appropriate time will be made in accordance with all CDC, State, and local health guidelines, and in consultation with our medical advisory board.

## Hours of Operation:

While COVID restrictions are in place, camp and school will open at 8:00am and close at 5:30pm. These hours may be adjusted as COVID restrictions change.

## Prolonged Closure Tuition Policy:

We have developed a tuition policy in the event of a prolonged closure of the MJCCA Preschools. A prolonged closure is defined as more than ten consecutive scheduled school days. The following policy will ensure that we keep connectivity between school and home during a prolonged closure and that your child's place in our school is kept secure. If a closure is deemed necessary, we are committed to continuing your child's education remotely through various means of digital programming.

During a prolonged closure event, families are responsible for paying the full tuition rate for the first ten consecutive scheduled school days, and then 50% thereafter. As tuition is paid in advance, a credit will be applied to the final tuition payment of the 2022-23 school year.

## COVID-19 and General Sick Child Policies:

For the health and safety of all children and staff, it is imperative that you **keep sick children at home**. If your child has a pre-existing medical issue, such as asthma, we highly encourage you to consult with your health care provider to determine the best time for your child to re-enter a childcare environment.

We understand the importance of childcare to our families. While we cannot anticipate an interruption in service, it may be necessary for the school to close due to recommendations by the health department and/or CDC due to wide-spread illness. **We are doing our part** through increased cleaning and sanitization along with daily health screenings of everyone entering our premises. Please **help do your part** by keeping your child home if they or anyone in close contact with your child becomes sick.

The following guidelines will remain in place until such time as the CDC and/or BFTS issues new protocols:

- If a child **or family member living in the same household** has any of the following symptoms, the child may not attend school:
  - A temperature of 99.5 or higher
  - Cough, runny nose, shortness of breath, signs of respiratory infection
  - Muscle aches
  - Headache
  - Sore Throat
  - Loss of taste or smell
  - Diarrhea
- If a child becomes sick at school, s/he will be isolated from others and expected to be picked up within 30 minutes. Please be sure all parties listed as contacts are accessible to be reached by phone or email in a timely manner.
- If a child or staff member becomes ill and is NOT diagnosed with COVID-19, s/he may return to school when:
  - they show evidence of a negative PCR COVID-19 test AND/OR
  - they have been fever and symptom free, without the use of medications, for a continuous 72-hour period
- If a child or staff member becomes ill and tests POSITIVE for COVID-19, the family or staff member **must contact school immediately** and follow all CDC required guidelines including quarantining and contact tracing. The school will then need to call the health department and follow their guidelines, which could result in a temporary school closure. *Please note, no refunds will be given for tuition during a temporary closure.* The infected person may not return to school until they have self-isolated for a period of 14 days and are symptom free for 24 hours.
- If you become aware that any person with whom you or your child has contact with exhibits symptoms of COVID-19, is advised to self-isolate, quarantine, or has tested positive or is presumed positive for COVID-19, you **must contact school immediately**. Families should then self-isolate for 14 days from last known exposure to sick individual. A negative PCR test after the required quarantine period is needed to return to school. *Please note, no refunds will be given for tuition during instances of individual isolation.*

- If any member of a household has travelled internationally or domestically from an area which is subject to travel restrictions, the MJCCA Preschool student may return to school after the required 14-day waiting period. The most current travel restrictions are posted on the CDC website.

### **Classroom Information:**

- We may need to adjust some classrooms and spaces to allow for extra room and easy sanitizing
- We will encourage extra hand washing and social distancing as much as possible
- In order to minimize the potential spread of germs, each class will be considered a “cohort” and will not be mixing with other cohorts until restrictions are lifted.
- “Shared” spaces such as playgrounds and rooms used for multiple classes may be will be utilized on a rotating basis to allow for sanitizing between classes. This may mean that not every class will have access to these areas every day.
- Some specialists will now travel between classrooms in order to minimize exposure to shared spaces. Specialists will wear PPE which will be either changed or cleaned between classes. Children will not share equipment.
- Other specialists may continue to utilize a common area. In these cases, adequate time will be allotted between classes to allow for thorough cleaning of the shared space and its materials.
- Water Cups / Water Fountains: For the health and safety of our children, water fountains in the preschool will be closed and not available for use. Children under two years of old may continue to send in a LABELED sippy cup for drinking use throughout the day. Children three-five years old will be provided with disposable cups and water throughout the day to stay hydrated.
- Large/Whole School Gatherings: We will continue to provide a high-quality play-based program for our children but at this time, we will not be able to hold multi-class or whole school gatherings, such as Shabbat Sing.
- Classroom/Facility Cleaning & Disinfecting: The rooms have been thoroughly cleaned and sanitized and we will continue to maintain the new cleaning procedures during the day and each night. All cleaning supplies have specifically been approved for use in preventing the spread of the COVID-19 virus.

### **Facilitators and Outside Therapists**

- Individual facilitators must be counted in the total for each classroom. Therefore, children requiring facilitation **MUST** make arrangements with the school **PRIOR** to school opening.
- At this time, no outside therapists will be permitted to pull children from the classroom for individual therapy sessions during school hours. These restrictions may be lifted as protocols change.

### **Arrival and Check-In Procedures**

This process takes time and we have limited staff available to transport children so please plan accordingly and be patient as we implement the following procedures:

- Until parents are once again allowed entrance to the building, there may be a need to have assigned drop off and pick up locations.
- We ask that you remain in your car. A staff person, wearing PPE, will come to your car to take the temperatures of everyone in the car using a no-touch infrared thermometer and you will be asked a series of health questions. A teacher will then come to your car to bring your child to the classroom.
- Adults in the car are required to wear a mask, children over 2 should be wearing a mask as well.
- If anyone in the car has a temperature greater than 99.5, your child will not be allowed at school that day.
- If your child presents with any symptoms listed above, s/he will not be allowed at school that day.
- All children will be asked to use hand sanitizer before entering the building and will be washing their hands upon entering the classroom.
- Please speak with your child(ren) about these procedures so they know what to expect.

### **Dismissal and Pick-Up Procedures**

As much as we love chatting with you about your child’s day, please understand that our main focus will be to deliver all children expeditiously so we will not be able to chat as freely during this time. We appreciate your continued patience as we work to execute this process as quickly as possible. Please note the following for half day parents:

- Please remain in your car until we bring your child to you.
- For safety reasons, we will not buckle children into car seats
- All adults in the car must wear a mask

## What to Send and What NOT to Send

The new health protocols are very specific about limiting items that can inadvertently spread disease. As always, every item sent to school MUST be labeled. This includes small items such as pacifiers, bottle lids, socks, etc.

### Do Send:

- A re-usable bag to carry your child's belongings
- Multiple changes of extra clothes appropriate for the season
- A rest-time sheet and blanket for full day children (optional)
- ONLY children in the ones and twos are permitted to bring a sippy cup. Older children will be using disposable cups provided by the school
- Lunch in **disposable lunch bags** (more info below)

### Do NOT Send:

- Toys, books, lovies from home as all classroom materials undergo regular cleaning and disinfecting in order to prevent the spread of germs.
- Sippy cups (other than the ones and twos)

### Meal and Snack Information:

- An individually packaged snack will be provided every morning for all children and in the afternoon for our full day children.
- We will continue to provide milk each morning to those children who would like it
- For Schiff and Sunshine, lunch and snacks sent from home must be sent in a **disposable lunch bag and will not be refrigerated.**
- For schools offering lunch programs, we are planning on our lunch programs returning in the fall. We will update you if anything changes.

Please remember that these policies and procedures are designed with the goal of keeping everyone healthy. The situation remains fluid, with protocols changing every few weeks. We will do our best to keep you apprised of these changes as they occur and thank you in advance for your continued patience and understanding. Communication is key to maintaining your trust and we welcome any conversations regarding these policies, or any others, for which you'd like further clarification.

# Registration Policy

## Registration Policy

### Terms of Registration:

1. Priority Enrollment for current families and members with Preferred and Ultimate memberships begins December 20, 2021.
2. General Enrollment begins January 9, 2022.
3. Changes in Camp enrollment could result in losing fall placement status if enrolled for school as well.
4. The MJCCA preschools require that families read the preschool policy and procedure manual which can be found on our website.
5. Completion of online registration acknowledges the policy and procedure manual has been read.
6. Enrollment in Transitional Kindergarten and Kindergarten is contingent upon the school reaching a minimum enrollment requirement.
7. School hours may change due to COVID restrictions.

### Eligibility for Enrollment:

1. Children eligible for enrollment in MJCCA Preschools must be at least 6 weeks of age for Full Day preschool (availability for infants varies by school) and at least turning 1 year old by September 1, 2022 for Half-Day preschool.
2. Enrolling families must be members of the MJCCA at a minimum Couple (may include children under 3), Family or Single-Parent Level. Membership is based on current family status. Membership must be current throughout the school year, commencing no later than the month of the first tuition payment.
3. Only exception is for families paying the non-member camp only rate.

For more information on how to become a member of the MJCCA, please contact 678.812.4060.

### Registration:

1. Each registration must be accompanied by the following:
  - a. A non-refundable, nontransferable registration and transaction fee as applicable.
  - b. For Camp: A non-refundable, non-transferable \$100 deposit per child. Campers must be registered a minimum of four consecutive weeks. For campers only attending camp, a \$50 Camp Only registration fee is also due at the time of registration.
  - c. For School: Infants-PreK - A non-refundable, nontransferable deposit of \$300 deposit per child. For Transitional Kindergarten: A nonrefundable, nontransferable deposit of \$1,000 per child - \$500 at time of registration, \$500 on March 1, 2022. For Kindergarten and 1<sup>st</sup> Grade: A nonrefundable, nontransferable deposit of \$2,000 per child.
  - d. If the child is withdrawn prior to the end of camp or school, the deposit will be forfeited.
2. All enrollments are subject to space availability. You will be notified if you have selected a program in which capacity has been reached.
3. A waiting list for each camp and school program will be established. Families on the waitlist will be notified of waitlist policies and if/when space becomes available.
4. Based on enrollment numbers, sometimes children may be placed in combination groups.
5. By confirmation of registration, the MJCCA has reserved space for your child in the Preschool and/or Camp. Confirmation of registration will be communicated electronically.
6. Enrollment may be terminated by the director of the preschool at any time and for any reason.
7. Teacher requests will not be acknowledged.

### Payments:

1. Payment agreement must be completed and submitted as a condition of acceptance.
2. Acceptable forms of payment include: Cash, Check, Visa/MC, AMEX, EFT or credit card drafts.

3. A portion of the child's tuition is due as a deposit at the time of registration. For families paying on a payment plan, the remaining tuition balance will be divided into equal monthly payments.
4. Registrations must be accompanied by non-refundable registration fees per child where applicable.
5. Camp tuition payable April 2022- May 2022.
6. School tuition payable June 2022 - March 2023.
7. If the due date of the first payment has passed, the first payment will be taken immediately upon the setup of the payment plan. Subsequent payments will be taken on the selected payment date each month ending in the month of the final payment due date listed above.
8. For a child starting after the beginning of the school year, the payment plan will commence two months in advance of the start date. For example, if the child is starting school in November, the first payment will be due in September.
9. Declined payments may be resubmitted for payment at the discretion of the MJCCA.
10. MJCCA preschools charge a 3% credit card processing fee on all tuition payments.
11. Making changes after Enrollment Deposit Submission:
  - a. In the event of a withdrawal, the deposit and registration fee are nonrefundable and nontransferable.
  - b. Camp Changes or Withdrawals – 30 days WRITTEN notice is required
  - c. School Changes or Withdrawals – Before September 1, 2022, 60 days WRITTEN notice is required. After September 1, 2022, 30 days WRITTEN notice is required.
  - d. For any and all changes, additions or drops: All changes must be made in writing.
  - e. Since we base all our staffing and equipment planning on enrollment, please note the following fees associated with making changes:
    - i. A fee of \$50 will be charged for each change submitted prior to the dates below. Changes in enrollment include: Camp Sessions (half-day only), changes in days of attendance, changes between schools, or any other change to initial registration.
    - ii. For Camp: After March 31, 2022, changes will incur a fee of \$75 per change.
    - iii. For School: After August 1, 2022, changes will incur a fee of \$75 per change.

#### Refund / Cancellation Policy:

1. In accepting a registration form, MJCCA preschools reserve a place for the child. If, for any reason, the enrollment is cancelled, the school / camp must be advised in writing via fax, mail, or email.
2. Registration and transaction fees are non-refundable and non-transferable.
3. Deposits are non-refundable and non-transferable. Families who withdraw prior to the end of the school year or prior to the end of camp (or last week originally registered for), will forfeit their deposits and these deposits will not be applied to tuition or any other MJCCA balance, program, or membership.
4. After written notice of withdrawal is handed in, any tuition overage already paid will be refunded (with the exception of Kindergarten, see specific Kindergarten policy below). If the required 30- or 60-day notice is not given, then 30 or 60 days tuition (equal to required notice period) is forfeited and will not be refunded and not be applied to tuition or any other MJCCA balance, program, or membership.
5. Kindergarten & 1<sup>st</sup> Grade Programs: The deposit and all tuition payments are nonrefundable and nontransferable. A commitment is required for the full school year beginning August 8, 2022 and ending May 23, 2023. Should you withdraw from the Kindergarten or 1<sup>st</sup> Grade program, you will remain obligated to pay tuition through the end of the 2022-23 school year.
6. No credit or refund will be given in the following cases:
  - a. In the event that a child is withdrawn from school or camp for disciplinary or adjustment purposes.
  - b. Substitution of activities resulting from, but not limited to, inclement weather, staff absences, etc.
7. Upon Acceptance additional forms submission will be required including:
  - a. Immunization records (3231)
  - b. Allergy Action Plan (if applicable)

#### Prolonged Closure Tuition Policy

1. A prolonged closure is defined as more than ten consecutive scheduled school days.
2. During a prolonged closure event, families are responsible for paying the full tuition rate for the first ten consecutive scheduled school days, and then 50% thereafter. As tuition is paid in advance, a credit will be applied to the final tuition payment of the 2022-23 school year.

#### Financial Assistance:

1. Families applying for school and/or camp and school financial assistance should submit a confidential financial assistance application to FACTS Management at <https://online.factsmgmt.com/signin/4LCK6>. A non-refundable transaction fee will be charged by FACTS for applications.
2. Completed applications will be processed in the order in which they are received. Applications are considered complete when the transaction fee is processed, the application questions are completed and all required tax documentation for the applicant is uploaded and verified by FACTS management. Please be aware that incomplete applications will not be reviewed.
3. Applications will be processed and reviewed with confidentiality.



## **Immunization Policy**

For each child enrolled, the parent (or legal guardian) must provide a current immunization record (3231) appropriate for the child's age prior to the first day of the program. The child's immunizations must remain up-to-date through the duration of the program. Only medical exemptions approved by the MJCCA will be allowed. It is the responsibility of the parent (or legal guardian) to update the file when the health records change.

# Infant Safe Sleep Practices Policy

## Safe Sleep Practices/Policies for Infants

**For INFANTS only (children who will be under the age of 1 on 9/1/2022)**

1. Infants will be placed on their backs in a crib to sleep unless a physician's written statement authorizing another sleep position for that infant is provided. The written statement must include how the infant shall be placed to sleep and a time frame that the instructions are to be followed.
2. Cribs shall be in compliance with CPCS and ASTM safety standards. They will be maintained in good repair and free from hazards.
3. No objects will be placed in or on the crib with an infant. This includes, but is not limited to, covers, blankets, toys, pillows, quilts, comforters, bumper pads, sheepskins, stuffed toys, or other soft items.
4. No objects will be attached to a crib with a sleeping infant, such as, but not limited to, crib gyms, toys, mirrors and mobiles.
5. Only sleepers, sleep sacks and wearable blankets provided by the parent/guardian and that fit according to the commercial manufacturer's guidelines and will not slip up around the infant's face may be worn for the comfort of the sleeping infant.
6. Individual crib bedding will be changed daily, or more often as needed, according to the rules. Bedding for cots/mats will be laundered daily or marked for individual use. If marked for individual use, the sheets/covers must be laundered weekly or more frequently if needed.
7. Infants who arrive at the center asleep or fall asleep in other equipment, on the floor or elsewhere, will moved to a safety-approved crib for sleep.
8. Swaddling will not be permitted, unless a physician's written statement authorizing it for a particular infant is provided. The written statement must include instructions and a time frame for swaddling the infant.
9. Wedges, other infant positioning devices and monitors will not be permitted unless a physician's written statement authorizing its use for a particular infant is provided. The written statement must include instructions on how to use the device and a time frame for using it.

# Authorization for Treatment

## Authorization for Treatment

Should the need for medical attention arise; (and in case of our unavailability), as parents or legal guardians, we want the MJCCA and/or staff to arrange and authorize medical treatment as necessary for our child. In the event of an emergency, I hereby give permission to the physician selected by the director or other MJCCA official to order x-rays, routine tests, and treatment for the health of my child. In the event that I cannot be reached in an emergency situation, I hereby give permission for a physician selected by the preschool director or other MJCCA official to hospitalize, secure proper treatment for, and order injections and/or anesthesia and/or surgery for my child. I authorize any physician, nurse or other health care provider to communicate with the staff and director of MJCCA Preschools, or his/her designee, about my child's medical condition, treatment and/or prognosis. I further authorize the director to discuss any medical conditions with his/her designee, or the child's teacher when the director, in his / her sole discretion, believes such communication to be in the best interest of the child. I, the parent/legal guardian, assume all risks and hazards incidental to the conduct of activities and transportation to/from the activities. I understand that aspects of the MJCCA preschools & Camps may be physically and emotionally demanding. Both my child(ren) and I agree to follow any and all rules, guidelines, and safety instructions that may be provided by MJCCA staff. I recognize the inherent risk of injury or disability in activities. I understand that each participant must assume the risk of injury or disability that could result from any of these activities. I hereby release, indemnify, defend, save, and hold the MJCCA its officers, directors, trustees, employees, members, agents, and activity providers harmless, with respect to any and all claims or liability for any injury to my child(ren) from participation in any and all activities and all claims by or on behalf of myself, my child(ren), or third parties for loss or damage unless the alleged loss is solely the result of the MJCCA's gross negligence or misconduct.

# Parking & Carpool Policy

*Applicable to Weinstein School families only.*

**Note:** These policies are subject to change while COVID-19 restrictions are in place.

## Full Day Families

Upon arrival and dismissal, please park your car in a designated parking place and check in at the school office. We ask that you limit your time in the building to 10 minutes, as our parking spaces are limited. If you know you will be longer than 10 minutes, please park in the main MJCCA parking lot. Please also make sure that if you are parking on the straight-away (along the playground) that you follow the line of waiting cars, safely pass the waiting cars in the circle, and park on the right facing the exit of the center. Parking on the straight-away, facing the wrong direction (the school entrance) is prohibited. There are parking spaces available for Weinstein School parents from 7:00-10:00am and 4:30-6:00pm in front of the MJCCA. Families can park in designated spaces to pick up children and enter through the main MJCCA entrance.

Arrival: Parents may bring in or pick up children any time during school hours. **Families arriving between 9:15 and 9:45 am and 1:15 and 1:45 pm are required to park in the main lot, as parking in the preschool lot at this time interferes with the safety of half-day carpool.** Children must be accompanied into the building by an adult; they must be signed in and escorted to their classroom or activity.

Pick Up: Parents must sign out children at the front desk and obtain a pick up card to be presented to your child's teacher.

## Half Day Families

Morning carpool begins at 9:25 am. Afternoon carpool begins at 1:30 pm.

Motors must be turned off when in the loading and unloading area. Cars may proceed when the line begins to move forward. For safety reasons, passing is not permitted. Please do not exit your vehicle. Staff members will help load and unload your child. All children must be seat belted in a car seat or a booster seat before leaving the loading area. If you need to pick up your child prior to the start of carpool, you can park in the MJCCA main lot and enter the classroom no later than 1:15pm. After 1:15pm, you must drive through the carpool line for pick up.

Half day families will be given a hang tag to be displayed from their rear-view mirror for carpool. Cars without hangtags will be directed to the main lot.

Safety is MOST important

- MJCCA Security requires membership stickers to be shown on all vehicles.
- Cell phones may not be in use when your car is in motion.
- Please observe the posted speed limit and respect our handicapped and Teacher of the Month parking spaces.

## Camp-Only Nonmember Rate

**Applicable to Weinstein School Camp-Only families only.**

Families without a qualifying active membership will have \$325 for 1st Session and \$260 for 2nd Session added to each child's camp fees.

If you are registering your child for both camp sessions, or if you are sending more than one child to camp, and MJCCA membership may be preferable to paying the nonmember rate. Please contact our membership department at 678.812.4060 to learn more about the benefits of membership and discuss your membership options.