

Community Preschool

301 Chestnut Street, Roselle Park, NJ 07204

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Dear Parents/Guardians,

We are excited to welcome you Tuesday, September 8th. Please read carefully the procedures that we will be implementing to keep you, your children and our staff members safe and healthy.

- To prevent crowds and help with the flow at drop off and pick up time, students must enter through the door designated for their class as follows:
 - Mrs Goodis' class: in the back, door # 8-9
 - Ms Lisa's class: in the back, door # 6-7
 - Mrs B's class: main door on East Grant Ave
 - Ms Denise's class: double door on nEast Grant near Chestnut Street
- Both the 2's and 3's classes will drop off/pick up by car, directly at the classroom door, valet-style.
- 2's and 3's: for traffic safety, please park and wait for our signal to drive up to the door.
- **Mrs B & Ms Denise's: cars must be parked on the curb or the municipal lot to avoid the back lot traffic from the 2's and 3's drop off/pick up.** When dropping off and picking up, the 4's students and their parent/guardian, must stand on the ground markings to follow proper social distancing.
- Once at the door, a staff member will administer a health questionnaire to the adult present at drop off, and take the student's temperature with a non-contact infrared thermometer. This information will then be sent to the Office of Licensing.
- Adults and siblings are not permitted inside our building. Please say your goodbyes, give hugs and kisses before your child enters school.
- Children must use the hand sanitizer provided before entering.
- All staff will wear a cloth mask as mandated by the Office of Licensing, and children are encouraged to do so as well.
- Children will routinely start the day with handwashing and will continue practicing proper hand hygiene throughout the day. Please make handwashing part of your daily routine (proper way and 20 seconds) so this becomes a natural habit.
- Coats, lunch/snacks and belongings will be placed in individual cubbies -no sharing.

Changes were also made in our classrooms to promote safety and health as mandated by the DCF with the guidance of the CDC.

- Automatic sensor paper towel, soap and sanitizer dispensers have been purchased and installed in strategic places. And a portable sink has been added to the 2's and Mrs B's classroom.
- The number of students is reduced to help with social distancing (max 10 per class).

- Furniture is arranged to allow for space and distancing.
- Fewer children will be at each table.
- Students will be assigned seating with their name tag on a chair/ floor/ rug.
- The 2's and 3's circle time will be conducted while children are sitting on chairs for social distancing.
- The 4's class is more spacious and children have a better understanding of personal space. Students will sit on floor markers with ample space between each other.
- Each child will have their own set of daily supply in a clear shoe box (markers, glue, scissors, play dough, pencils, etc.) to avoid mixing.
- Each class will have their own set of playground toys and play structures will be disinfected between classes.
- The quantity of available toys will be lowered and rotated daily to allow for enough drying time between cleaning and usage.
- Stuffed animals, soft toys and clothes have been removed until further notice.
- Toys used will be placed in a pile and disinfected after each use.
- The hallway will have floor markings to remind children where to stand when lining up to the bathroom and waiting for their turn.
- At nap time, mats will be placed 6 feet apart and children will be placed head-to-toe to prevent the spread when coughing and stuffed animals will be sent home to be washed every day.
- For sanitary reasons, we will no longer let children use lunch boxes and backpacks. Snacks and lunches will have to be sent in disposable zipper-type identified bags with an ice pack if judged necessary.
- At snack time and lunch time, tables and chairs will be disinfected before and after each use.
- To avoid crowding in the hallway, students along with their teachers, will remain in their classroom, with the doors open, for our daily song and prayer.

Centers have increased their tuition fees to cover the cost of sanitation supplies and material purchase incurred by covid and the newly added safety procedures. Rather than raising tuition, we have decided to charge a one time "*student personal supply and covid related safety material*" fee of \$35 for the school year. This fee will cover the cost of individual play dough containers, markers, crayons, glue stick, clorox-type wipes, hand sanitizer, individual supply box, water bottles, etc. As you can imagine, purchasing these items would require many sets of hands in the process, possibly multiple trips to different stores etc., and we are looking to minimize the contact per item.

We will continue to update this list as the DCF and the CDC require us to do so and as we try to improve these procedures for the safety and well being of all.

One thing we can guarantee will never change, is the way we care for and love your children.

Warm regards,
Sonya Leingang, Director