



MAMARONECK
COMMUNITY
NURSERY SCHOOL

Mamaroneck Community Nursery School

SAFETY PLAN

2021-2022

The health and safety of our children, families and teachers is our number one priority, and we want to ensure that everyone feels comfortable and safe at school.

This document contains health and safety information, infection control strategies, drop off & pick up, virtual learning details and information on tuition and withdrawals.



TABLE OF CONTENTS

HEALTH AND SAFETY (p.4-9)

- Health checks
- Social distancing
- Face coverings
- Personal Protective Equipment

INFECTION CONTROL STRATEGIES (p.10-18)

- Classroom strategies
- Bathrooms/Pantry/Water Fountain
- Ventilation
- Hand Hygiene
- Visitors at School
- Cleaning and Disinfecting
- Management of Ill Persons
- Snacks and Lunch

START OF SCHOOL/SCHOOL SCHEDULES (p.19-21)

- Back to School Meetings
- Meet & Greets
- Beginning of School
- Drop Off and Pick Up

TEACHING AND LEARNING (p.22)

- Transition to Virtual Learning

TUITION AND VIRTUAL LEARNING (p.23-24)

- Toddler Classes Financial Response to Closure/Virtual Learning
- Preschool Classes Financial Response to Closure/Virtual Learning

COVID-19 EXPOSURE (p.25-26)

- When to notify the school of exposure
- Types of Contact

EXPOSURE AND QUARANTINE (P.27-30)

- Quarantine Requirements for traveling

HEALTH AND SAFETY

- MCNS has put in place policies and procedures (outlined here) to make our community as safe as possible.
 - We will have very strict criteria in place for health procedures and policies.
 - Children and staff who exhibit **any cold/flu-like symptoms will NOT be permitted to attend school.**
- The protocols have been put in place with guidance from the New York State Dept. of Health (NYSDOH), Centers for Disease Control and Prevention (CDC), NYS Office of Children and Family Services (NYSOCFS) and the Child Care Council of Westchester (CCCW).
- All plans are subject to change.



HEALTH AND SAFETY

WE NEED YOUR HELP

- Parent participation is key in keeping our children and staff healthy and keeping school open.
- **PLEASE only send your child to school if they are 100% healthy.**
- If you have any doubt, or your child is showing any symptoms (including, but not limited to fever, cough, rash, sore throat, headache, etc.), please keep your child home.



HEALTH AND SAFETY

HEALTH CHECKS

- Before the start of school, students must have on file a onetime Health Screening Attestation that will be provided to you.
- Teachers and children arriving at school will be subject to daily health checks.
 - This will be done at time of arrival before children enter the building.
- Teachers will make visual inspections of children, throughout the day, for signs of any potential illness
 - This could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.



HEALTH AND SAFETY

SOCIAL DISTANCING

- All teachers must, whenever possible, maintain a distance of 3' between all individuals
 - While recognizing that this is not possible when interacting with our young students.
- Drop off and Pick up line is encouraged to be used by all classes. We ask that parents remain in their car and staff will take your child out of the car and put your child into the car.
- Only one classroom will be allowed on the playground at a time
 - 1 on preschool playground and 1 on toddler playground.



HEALTH AND SAFETY

FACE COVERINGS

- All teachers must wear a mask at all times when interacting with children **indoors**.
- Any teacher that is fully vaccinated is not required to wear a mask while **outside** unless they must engage with a **child or parent** in close contact.
- All parents are required to wear masks during drop off and pick up or any time they are on the MCNS premises.
- **Masks are now required for children over two (2) years of age. Please understand that we will never force a child to wear a mask.**
- **Masks SHOULD NOT be worn by children under the age of 2.**



HEALTH AND SAFETY

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Teachers will be provided with medical grade disposable masks however they are welcome to use own if washed daily.
- Teachers will be provided with gloves (only to be used for bathroom, diapering and cleaning).
- Staff will be provided with oversized t-shirts/smocks to cover clothes or if there is exposure to bodily fluids.



INFECTION CONTROL STRATEGIES

GENERAL INFECTION CONTROL STRATEGIES INCLUDE:

- Keeping classroom groups as static as possible with same children and same teachers in rooms when possible.
- Only one classroom will be allowed on the playground at a time.
 - 1 on preschool playground and 1 on toddler playground.
- Use of other outdoor space for classroom activities (i.e. courtyard).



INFECTION CONTROL STRATEGIES

HAND HYGIENE

- Each class will be equipped with a sink for hand washing with the exception of the Bumblebees who will have access to the adjacent bathroom.
- Teachers and children will be required to wash their hands routinely with soap and water for at least 20 seconds.
- Hand washing will occur:
 - upon entering the classroom
 - after using the bathroom
 - before/after eating
 - when coming inside from being outdoors
- Hand sanitizing stations will be provided for adults
 - All hand sanitizer must have an alcohol content of 60% or greater.
 - Hand sanitizer bottles and hand sanitizer spray will be provided for classrooms and playground.

INFECTION CONTROL STRATEGIES

CLASSROOM STRATEGIES:

- We are creating self-contained classes.
 - Crossover between teachers or children from another class will be limited.
 - We are following current OCFS capacity guidelines.
- Each class will be equipped with a sink for hand washing (except Bumblebees).
- Discourage toys from home.
 - Toys from home will go in cubby upon arrival at school if sent in
- No soft surfaces in the classroom that cannot be easily sanitized or washed.



INFECTION CONTROL STRATEGIES

BATHROOMS/PANTRY/WATER FOUNTAINS

- Once child has finished toileting, bleach water is sprayed on seat and must remain for 2 minutes.
- Touchless faucets and paper towels holders for hand washing.
- Each classroom equipped with a refrigerator to store and prepare snack in classrooms.
- Water fountains will be closed, but contactless hydration stations will remain open.



INFECTION CONTROL STRATEGIES

VENTILATION

- The school will maintain adequate, code required natural ventilation as designed.
- Teachers will increase ventilation with outdoor air to the greatest extent possible (i.e., opening windows and doors, turning on fans) while maintaining health and safety protocols.
- Air Conditioners will be set to fresh air mode so that the air is not recirculated.

INFECTION CONTROL STRATEGIES

VISITORS AT SCHOOLS

- Only children, teachers, and support staff will be allowed into the school building.
- Parents will not be allowed in the building unless it is for the safety or wellbeing of their child. Please Note: **We plan to start parent participation in October if possible.** We will reassess this situation in September.
- Support teachers are allowed to see children in the classroom as long as they follow all MCNS protocols (SEIT, OT, PT or Speech).
 - This includes answering health screening questions and wearing a mask at all times.



INFECTION CONTROL STRATEGIES

SCHOOLWIDE CLEANING AND DISINFECTING PROCEDURES

- MCNS will emphasize sanitizing AND disinfecting all surfaces more frequently that children or staff may come in contact with throughout the day including:
 - Toys, chairs, tables, counters, rugs, etc. and bathrooms
 - Fabric items and soft toys will be sanitized daily.
- The building will be cleaned professionally each evening disinfecting all areas, bathrooms, office areas, common areas following the guidelines set forth by the CDC



INFECTION CONTROL STRATEGIES

MANAGEMENT OF ILL PERSONS

- If a child or teacher becomes ill with symptoms while at school:
 - Teacher goes home immediately.
 - Child showing symptoms is isolated immediately and parents are called to pick up child. We will make the child comfortable while waiting by reading books and singing songs. We ask that your child be picked up within 20 minutes of us calling you.



INFECTION CONTROL STRATEGIES

SNACK AND LUNCH

- Each classroom is equipped with a refrigerator to store and prepare snack in the classroom. Minimizing staff in the pantry area.
- Snack will no longer be family style. Teachers will prepare and serve snack following DOH regulations.
- Children will remain in their classroom for lunch.
- Families will be asked to send in healthy lunches in a brown bag that can be thrown out or a hard container that can be wiped down (i.e. bento boxes).

START OF SCHOOL / SCHOOL SCHEDULES

BACK TO SCHOOL MEETING

- The back to school meeting for parents will be on Thursday September 9th
 - 6:00-6:30 p.m. Orientation for families that are new to MCNS. This will be an opportunity for new families to learn a little more about the policies and procedures here at MCNS.
 - At 6:30 p.m. A Back to School Meeting will be held for everyone in your child's individual classroom. **Only one parent per child will be allowed to attend the meeting.**

MEET AND GREET OF STUDENTS

- On Thursday 9/9 & Friday 9/10 meet & greet sessions are scheduled; you should have received an invitation from Sign-Up Genius to schedule your child/children's visit.



START OF SCHOOL SCHEDULE

Toddlers (Bumble Bees, Butterflies, Ladybugs & PM Fireflies)

- The week of September 13th will be a transition week. Please check your August letter for your child's schedule.
 - Regular classes start the week of September 20th

Preschoolers (Green, Red, Yellow and Blue Rooms)

- Classes start full time on Monday September 13th
 - There is NO School on Thursday September 16th for Yom Kippur.



START OF SCHOOL SCHEDULE

DROP OFF AND PICK UP:

- Rain or shine, arrival and dismissal will take place outside.

Early Morning Drop Off: Begins at 8:00 AM

Full Day Drop Off : Begins at 8:45

Morning Drop Off : Begins at 8:45

Afternoon Drop Off : Begins at 12:15

Pick up: Begins at 2:30 & ends at 2:45

Pick up: Begins at 11:30 & ends at 11:45

Pick up: Begins at 2:30 & ends at 2:45

- Parents and caregivers must wear a mask during drop off and pick up.
- Toddler class parents have the option of parking and walking their child through playground to drop off with teacher at their classroom.
- All parents are able (and encouraged) to use the drop off /pick up line. Teachers will take child/children out of the car for drop off and place their child/children into their car seats at pick up. Caregivers should remain in their cars.



TEACHING AND LEARNING

TRANSITION TO VIRTUAL LEARNING

- Should a class need to close, we are prepared for an immediate smooth transition to virtual learning.
- Students will have 1 large group and 1 small group lesson each virtual day.
- Virtual Learning Packets will be available for all families to supplement the virtual sessions along with additional activities to do at home.
- Although not ideal, virtual learning keeps our community connected during times we cannot be in school and provides a platform for us to continue to support children's cognitive and social-emotional development.



TUITION AND VIRTUAL LEARNING

TODDLER CLASSES FINANCIAL RESPONSE TO SCHOOL CLOSURES

- In the event that an individual class, or the whole school, needs to shift to Virtual Learning due to COVID-19, we will assess our toddlers' needs when determining whether or not to provide Virtual Learning.
 - If it is determined that Virtual Learning is not appropriate for our toddlers, it will not be offered and tuition will be refunded until in-person learning is able to resume.
 - If our toddlers are offered Virtual Learning families will pay 50% of their child's tuition.
- Each child's rebate will be calculated at the end of the school year, refunds will be distributed in Summer 2022.
- Rebates are given for class and school closures due to COVID-19, not based on an individual need to quarantine, personal sick days, or other reasons for staying home.



TUITION AND VIRTUAL LEARNING

3, 4, & 5 YEAR OLD PROGRAMS FINANCIAL RESPONSE TO SCHOOL CLOSURES

- In the event that an individual class, or the whole school, needs to shift to Virtual Learning due to COVID-19, we have a generous rebate policy for our Nursery School program:
 - 0-29 Virtual Learning Days, pay 100% tuition
 - 30-59 Virtual Learning Days, pay 75% tuition
 - 25% of prorated tuition will be offered as a refund/donation
 - 60+ Virtual Learning Days, pay 50% tuition
 - 50% of prorated tuition will be offered as a refund/donation
- Each child's rebate will be calculated at the end of the school year, refunds will be distributed in Summer 2022.
- Rebates are given for class and school closures due to COVID-19, not based on an individual need to quarantine, personal sick days, or other reasons for staying home.



COVID-19 EXPOSURES

- Please notify us immediately if anyone in your household tests positive for COVID-19.
 - Provide us with the following information:
 - When the COVID-19 test was taken.
 - When the positive results were received.
 - When the symptoms (if any) first appeared.
- We will notify families if a student/teacher in the classroom (or someone in a student/teacher's household) tests positive for COVID-19. We want to be as transparent as possible and allow you to decide what is best for your family in any given situation.
- Please understand that due to privacy issues we can not release the name of the student or teacher. What we can provide you with is the details outlined above and the last day that the student or teacher was at school.
- Thank you again for helping us to keep everyone safe and healthy.



COVID-19 EXPOSURES

QUARANTINE REQUIREMENTS FOR EXPOSURE TO COVID-19

Quarantine procedures are constantly being updated as we learn more about COVID-19. The next few slides will go through all the latest requirements and procedures based on exposure.

Types of Contact

- A “direct contact” is defined as an individual who has been within 6ft. of a person who has tested positive for COVID-19. The DOH mandates that all close contacts quarantine.
- A “proximate contact” is defined as an individual who has been in the same enclosed environment such as a classroom or office, but greater than 6 ft. from a person who has tested positive for COVID-19. Proximate contacts are no longer required to quarantine, as per the guidelines.



QUARANTINE REQUIREMENTS for EXPOSURE

Direct Contact at School (a student/teacher in a classroom tests positive):

If student/teacher is POSITIVE:

- Must isolate for at least 10 days since symptoms first appeared.
- If symptomatic must also be symptom free for at least 72 hours before returning to camp.
- Must have a negative COVID-19 test or a note from a physician to return to camp after the 10 day quarantine.

If student/teacher is exposed to a positive student/teacher:

Students/teachers who have been exposed should consider getting tested 5 days after last exposure.

- Student/teacher must quarantine for at least 10 days from the date of the last exposure.
- Must be symptom free and have a negative COVID-19 test to return to camp after the 10 day quarantine.
 - Individuals must continue daily symptom monitoring through Day 14.
- May return to school after completing a 14 day quarantine with no COVID-19 test.
- **What about siblings?** As long as the exposed student is NOT experiencing symptoms, the siblings are allowed to attend school. Siblings are considered secondary contacts and therefore do not need to quarantine.



QUARANTINE REQUIREMENTS for EXPOSURE

Direct Contact in Your Home (a household member tests positive)

COVID-19 positive household member should isolate, and all family members should quarantine while caring for the person who has COVID-19, family members should consider getting tested 5 days after last exposure.

If the exposed student/teacher tests POSITIVE:

- Must isolate for at least 10 days (since symptoms first appeared).
- If symptomatic must also be symptom free for at least 72 hours before returning to school.
- Must have a negative COVID-19 test or a note from a physician to return to school after the 10 day quarantine.

If the exposed student/teacher tests NEGATIVE (and is able to isolate from the COVID-19 positive household member):

- Student/teacher must still quarantine for at least 10 days from the date of the last exposure (assuming isolation from positive household member is possible).
- Must be symptom free and have a negative COVID-19 test administered at least 5 days after last exposure to positive household member to return to school after the 10 day quarantine.
 - Individuals must continue daily symptom monitoring through day 14.
- May return to school after completing a 14 day quarantine with no COVID-19 test (assuming isolation from positive household member is possible).



QUARANTINE REQUIREMENTS for EXPOSURE

What if you can't isolate from the positive household member?

We understand the difficulty in isolating with small children at home. If you are caring for a family member who is sick and can't separate yourselves, you should quarantine while caring for the person who has COVID-19 AND for 14 days after your positive household member can end isolation.

- Note: please speak with your physician, but the CDC has reduced the 14 day quarantine requirement as follows:
 - After day 10 without testing (continue to watch for symptoms until 14 days after exposure).
 - After day 7 after receiving a negative test result (test must occur on day 5 or later).

If a MCNS student/teacher is unable to isolate from positive household member (and is asymptomatic or initially tests negative):

- Students/teachers must quarantine for at least 10 days from the date their household member ended isolation.
- Must be symptom free and have a negative COVID-19 test (administered at least 5 days after positive household member ended isolation) to return to school after the additional 10 day quarantine.
 - Individuals must continue daily symptom monitoring through day 14.
- May return to school after completing a 14 day quarantine from the date their positive household member ended isolation with no COVID-19 test.

If MCNS student/teacher tests positive or becomes symptomatic while caring for/interacting with a positive household member please follow guidance on previous page.



Quarantine Requirements for Traveling

QUARANTINE REQUIREMENTS FOR TRAVEL

Asymptomatic travelers entering New York from another country, U.S. state, or territory **are no longer required** to test or quarantine as of April 10, 2021.

Quarantine, consistent with the CDC recommendations, is **still recommended** for all travelers who are not fully vaccinated or have not recovered from laboratory confirmed COVID-19 during the previous 3 months.

Symptomatic travelers must immediately self-isolate and contact the local health department or their healthcare providers to determine if they should seek COVID-19 testing.

<https://coronavirus.health.ny.gov/covid-19-travel-advisory>



Flexibility and ongoing open communication will be vital to a successful year at MCNS.

We hope this document answers most of your questions, but we encourage you to reach out to us, and your teachers with any additional questions or concerns.

Melissa

preschool@mcnschool.org

914-381-2655

Charlie

toddler@mcnschool.org

914-381-2655



THANK YOU!

WE LOOK FORWARD TO A WONDERFUL SCHOOL YEAR

