

BEPS Summer Program Handbook for Parents, Staff & CITs

Introduction

Welcome to the BEPS Summer Program! This handbook covers topics such as health and safety, arrival and dismissal and what to send to camp each day. Please read through this document and familiarize yourself with our policies and procedures. The safety and well-being of our children and staff is our top priority.

Our summer program classes are organized by incoming grade level. We will have separate camp classes for children who are entering the 2s, 3s and PreK (4s) classes in the fall. Each camp class will have two teachers and often 2 or 3 counselors-in-training (CITs). Our teachers and assistant teachers all have either early childhood teaching experience or coursework in a related field. Many of our summer teachers work at BEPS during the school year. Our CITs are middle and high school students, many of whom attended BEPS themselves when they were preschoolers!

A typical camp day includes water play and playground time, free play, art, snack and story time. Over the course of each week, your child's camp class - depending on age - will also participate in special activities such as STEM, Music and Ta'am Shel Shabbat, as well as an in-house field trip. Each week's activities and programming will revolve around a special theme, which will help create a fun and exciting atmosphere for our summer program!

We look forward to spending six weeks together this summer in a safe, nurturing and welcoming environment!

All the best,



Lauren S. Hirt
Director, Beth El Preschool

All About our Summer Program

Welcome Visits

We will have a Meet & Greet day prior to the first day of camp. You will receive an email from your child's Summer Program teachers welcoming you to the class and sharing your Meet & Greet day and time. You will have the opportunity to visit your child's classroom, meet the teachers and bring in extra clothes, diapers and wipes, etc.

Camp Schedule & Hours

Our incoming 2s class meets Monday/Wednesday/Friday. Our incoming 3s and Pre-K classes meet Monday–Friday.

Our core summer program hours are 9:15am to 12:00pm.

Lunch Bunch is available for all classes from 12:00-1:00pm.

3s and Pre-K children may sign up for Enrichment classes on Tuesdays and Thursdays from 1:00-2:15pm.

What to Send to Camp Each Day

Your child should arrive at BEPS wearing a swimsuit, water shoes (no flip flops or open-toed shoes please) and sunscreen. Please pack the following items daily and make sure all of your child's items are labeled:

- backpack or tote bag
- towel
- full change of clothes, including diaper or underwear
- dry pair of shoes and socks
- reusable water bottle filled with water
- lunch if your child is staying for Lunch Bunch

Water Play & Playground Time

Water play and playground time will be a fun and integral part of your child's camp schedule every morning. We will have sprinklers, water tables and/or a "kiddie car wash" set up on the playground daily, weather permitting. Please send your child to BEPS wearing a swimsuit and water-safe shoes each morning. Children in diapers should wear regular diapers, not swim diapers. Please send a towel and a full change of clothes, including dry shoes, with your child each day. *Please apply waterproof sunscreen to your child before arriving each day.*

Rainy Days

A little rain doesn't stop us! In case of rain, we will play in the Multipurpose Room, located on the lower level of the building. Our indoor play room is filled with wonderful rainy day play items such as plasma cars, basketball hoops, large building blocks, tumbling mats and more.

Special Programming

Our program will include special activities such as STEM and art projects, music class and Ta'am Shel Shabbat (a Taste of Shabbat) celebrations. We will also have weekly in-house field trips with special visitors for our incoming 3s and 4s classes.

Shabbat

We celebrate Shabbat weekly during our summer program, just like we do during the school year. We have Ta'am Shel Shabbat ("a taste of Shabbat"), led by our music specialist, which is a musical Shabbat celebration full of singing and dancing. On Fridays we enjoy challah and grape juice for snack and recite the Shabbat blessings over the candles, the wine and the challah. Families will have the option to sign up for weekly challah to take home on Fridays.

Lunch Bunch Option

Lunch Bunch is designed to be a fun extension of the morning for your preschooler. Lunch Bunch encourages healthy eating habits and the development of social skills, as the children chat with each other, often about the contents of their lunch boxes! Children in all classes are eligible to stay for this program. Each child brings a dairy or pareve, nut-free lunch from home and enjoys lunch with their classmates and teachers in their morning classroom. Lunch Bunch is offered Monday–Friday from 12:00-1:00pm. Pick-up after Lunch Bunch will be from your child's classroom.

Enrichment Option

Our enrichment classes this summer will be run by JumpBunch! Classes will include a variety of fun, age appropriate exercise activities, including obstacle courses, football, soccer, parachute games and more. Coaches will focus on good sportsmanship, balance and agility, throwing and catching and having fun! Enrichment classes will be offered Tuesdays and Thursdays from 1:00-2:15pm. Pick up after Enrichment will be from room 106. Enrichment is available for our 3s and Pre-K classes.

Dress and Personal Items

Staff, CITs and children are expected to come to school dressed for active participation throughout the school day. We encourage active play at school, both inside the classroom and outside on the playground. Please help your child "dress for success" by selecting comfortable, washable clothing for your child to wear in school. Elastic waistbands are best for pants and shorts. Sensible shoes are a must, including water shoes for the playground and dry shoes for inside. All children want to feel comfortable and free to climb and run, to paint and build, and to exercise their muscles and their imaginations!

Communication

Teachers, parents and school administrators will keep an open line of communication throughout the summer program.

- A weekly update will be sent to parents by the lead teacher.
- If a parent would like to speak with their child's teacher, the parent and teacher will make arrangements to do so before or after camp.
- The administrative team is available to meet with parents during school hours.

- Teachers will share photos via a password protected app or website throughout the week.
- Weekly newsletters will be sent out from school leadership, including Parent Board updates, upcoming events and school-wide announcements.

Celebrating Birthdays

At BEPS we love celebrating birthdays! Our teachers ensure each child feels honored on his/her special day through a variety of BEPS birthday traditions including: birthday crowns, raising your child in a birthday chair, “showering” your child with birthday wishes and of course singing “Happy Birthday” in English and Hebrew. Specific traditions may vary by classroom. To alleviate concerns surrounding kashrut, allergies and nutrition, no outside food may be brought into school as part of the classroom celebration. Children will receive their regularly scheduled snack. Party favors, goody bags, etc. are also not permitted at BEPS.

Holidays & No Camp Days

There will be no camp on Monday, June 19 and Monday, July 10 to allow for welcome visits, staff prep time and CIT orientations.

BEPS will be closed on Tuesday, July 4 in observance of Independence Day.

Arrival & Dismissal Procedures

We understand that drop-off may be a challenging time for some children. We also understand that each day can bring its own new transition challenges. At BEPS we will have plenty of staff to support your child as they transition into camp each day, at the start of the summer program and throughout the six weeks. Please keep in mind that some days may be easier than others for your little one and that’s ok!

Morning Drop-off

- Drop-off begins at 9:15am.
- Parents and caregivers will park and walk children to the playground in front of the building.
- Classes in rooms 102 and 104 will drop off at the front gate. Classes in rooms 105 and 106 will drop off at the sandbox gate.
- If it is raining, children should be walked inside via the main entrance and brought to their classrooms. Teachers will meet you and your child at the classroom door.
- All adults and children ages 6 months who are eligible for COVID vaccination must be vaccinated in order to enter the preschool.

Afternoon Pick-up

- Pick-up times are 12:00pm, 1:00pm and 2:15pm.
- For 12:00pm and 1:00pm pick-ups: Parents and caregivers will pick up at their child’s classroom door inside the preschool wing.
- For 2:15pm pick-up: Parents and caregivers will pick up at room 106 inside the preschool wing.
- The Preschool doors will open no more than five minutes prior to pick-up time.
- If your child will be going home with someone who is not listed on their authorized pick-up list,

please send a note to your child's teacher by clipping it to their backpack that morning. Clips and name tags will be provided for your child's bag.

- If your child's pick-up plans change once your child has been dropped off, please DO NOT email, text or call your child's teacher. Please email Lynn in the preschool office at lpikovsky@bethelmc.org with any changes to your child's pick-up plans.
- All adults and children ages 6 months who are eligible for COVID vaccination must be vaccinated in order to enter the preschool.

Other Important Policies

School Closures

Should severe weather occur during our summer program, we will alert parents of any closures or changes to our program hours via email.

Classroom Participation (Co-oping)

During the school year, parents at BEPS take an active role in classroom participation. However, during the summer program, parents do not participate in co-oping. Should the need for parent volunteers arise, we will send out an email request.

Bathroom Policy

At BEPS, your child's safety is our number one concern. Although it is not always possible, staff will attempt to take multiple children to the bathroom at a time. If it is not possible, the doors to the bathroom will be propped open.

Only staff who have been finger-printed (FBI and CSIS) shall be allowed to change diapers, with the exception that a parent or caregiver can change their own child's diaper. During diaper changing, it is very possible for one adult to be in the bathroom with one child.

Child Abuse and Neglect

BEPS is committed to providing the best possible and most appropriate learning environment for all children. Occasionally, there are factors in a student's appearance and behavior that lead to suspicions of child abuse or neglect. Maryland law requires that all educators and other school employees report suspected abuse or neglect to the protective services unit of the Montgomery County Department of Social Services, (301) 217-4417, in order that children may be protected from harm and the family may be helped. In addition, any suspected child abuse or neglect must be reported simultaneously to the Director of BEPS. A written report must follow the oral report within 48 hours.

Right of Privacy

Parents, legal guardians or other persons designated by parents have the right to review a child's records and authorize the release of such records to other schools or agencies. Teachers and administrators have access to all children's records but may not release these records without written permission from parents or guardians. The school retains children's files for five years after the child's departure from BEPS.

Security at BEPS

Your child's security and safety is our top priority. The following security measures are in place at BEPS to ensure the safety of all children, staff and adults in the synagogue.

- Security Guard – A trained Security Guard is stationed in the front hallway during school hours. They monitor entry into the synagogue and the BEPS wing. They may stop you to ask questions if they do not recognize you or your guest. The Security Guard monitors the children when they are outside on the playground, keeping them safe both inside and outside. We also have an armed Montgomery County Police officer onsite whenever the children are in the building.
- Locked Doors to BEPS Wing – Doors leading to the BEPS Wing are locked at all times other than at drop-off and pick-up times. The BEPS administration or Security Guard opens doors each morning and at dismissal times. Only Beth El staff have access to the Preschool Wing through their fingerprints and/or fob.
- Parents Access to the Building – When the main doors to the building are locked (except for drop-off and pick-up times), parents have access to the building through fingerprints or fobs. Scanners are located by the main doors of the synagogue. You may register your fingerprints or receive the fobs from the Security Guard or the main office of the synagogue. Parents only have access to enter the building during school hours. There is also a doorbell to ring to gain access to the building. Parents' fingerprints/fobs do not unlock the Preschool Wing doors.
- Authorized Pick Up List – Your child will only be released to those people on your Authorized Pick Up List. This list is part of the **Child Information & Authorization Form**. If there are changes or somebody is not on your list, please email or call the Preschool office with the information. We will not release a child to any adult unless they are on your list or we are notified.

Parents and children should enter and exit the synagogue through the main doors only. This will enable our security guard to become familiar with and monitor who is with the children when they leave the building. This is very important to ensure the security of all of our children.

The BEPS staff has been fully educated in emergency responsiveness training and there are emergency protocols in place.

We encourage all parents and staff to be alert to people in the synagogue, both inside and outside the building. If you notice anything suspicious or have a question or concern, please notify the Preschool office or Security Guard.

Food Policies

Kashrut Policy

Congregation Beth El is strictly kosher. All foods brought into the building to be provided to others must be kosher according to the standards of the Conservative Movement. All individual lunches must be dairy or pareve.

- No meat, poultry, or shellfish may be brought into BEPS.

- Permitted food must be dairy or pareve. Pareve means those foods that contain neither dairy nor meat. Examples of pareve foods include tuna, salmon, eggs, pasta, beans, fruits, and vegetables.
- Home-baked or cooked foods are not allowed, except in individual lunches.
- All food provided by the school for children will be certified kosher, including food at school-sponsored events and a daily snack for the class. For children who have allergies, arrangements can be made for those families to provide an alternative kosher snack for their child.

At BEPS-sponsored events for parents, the following kashrut policies apply:

- If the event takes place at Beth El, all food must be certified kosher.
- If the event takes place outside of Congregation Beth El, BEPS will provide only dairy and pareve food. If BEPS is not providing food, there must be a vegetarian option for parents in attendance.

Water Bottles

Parents are asked to send their child to school each morning with a labeled water bottle filled with water. If a parent forgets to send in a water bottle with their child, the child will be given water in a disposable cup.

Lunch

If your child will attend Lunch Bunch, all food must be dairy or pareve and nut free. Your child's lunch may not contain any meat or meat products. Please read additional information about Lunch Bunch in the "Optional Programs" section.

BEPS is a peanut-free and tree-nut-free school. Please do not send anything in your child's lunch that contains any kind of nut or nut product.

Thank you for following these important policies. Some lunch suggestions include: yogurt, cheese and crackers, tuna sandwich, egg salad sandwich, pasta, macaroni and cheese, cottage cheese and fruit, cream cheese and jelly sandwich, sunbutter and jelly sandwich, falafel, fruit, vegetables, chips, pretzels, etc.

Snack Time

The school provides a daily snack. Kashrut is observed. All snack items are either dairy or pareve. We do not serve or eat meat products at school. All snacks are nut-free. To the best of our ability, snacks are also egg-free. We are extremely careful with regard to food allergies; we are happy to work with parents to provide safe options for their child during snack time. A kosher egg-free "water" challah and kosher grape juice are served for Shabbat snack each week.

Parents whose children have food allergies, sensitivities, or are on special diets, may provide an alternative snack if you prefer. These snacks will be kept in your child's classroom.

Peanut & Tree Nut Policy

BEPS is a peanut-free and tree-nut-free school. This means that we do not allow any foods with peanuts or tree nuts to be served or eaten in the school. Tree nuts include almonds, black walnuts, Brazil nuts, cashews, chestnuts, filberts, hazelnuts, hickory nuts, macadamia nuts, pecans, pistachios and walnuts. We do not serve snacks to children that contain peanuts or tree nuts in school or at any school-sponsored event. We do not allow nuts in any of our classroom cooking projects or Enrichment classes.

Please make sure that any food sent to school for lunch is peanut-free and tree-nut-free. If you send granola bars or other foods that contain or appear to contain peanuts or tree nuts, your child's teachers will put the item back in your child's lunch box with a note. If you send soy nut butter or sunflower seed butter sandwiches, please enclose a note so it's clear the sandwich does not contain peanut butter or another type of nut butter. We appreciate your strict adherence to this policy.

Health and Safety

Your child's health and safety is extremely important to us. The following policies are in place to keep all members of our community healthy and safe. These policies are based on the policies and protocols in place at BEPS as of April 24, 2023. Any changes made to these policies will be shared via email.

Medical Forms

Each family must submit appropriate medical forms before their child may begin school. Each child must have a current **Health Inventory Form** completed by both the parent (Part I – Child's Health and Individual Needs Information) and a physician or health care professional (Part II – Medical Information). A "Record of Immunizations" must be completed (Part II) in order for the child to attend school. The Health Inventory Form must be completed annually, before the start of school, and is kept on file in the BEPS office. All medical forms are due by June 1. The forms can be found on the [BEPS website](#).

Health Conditions and Allergy Alerts

It is essential that the school be kept informed of any health conditions that may require emergency action or care while at school. The child's physician must note these health findings on the child's Health Inventory Form. If a child has food allergies or sensitivities or is allergic to insects or other environmental allergens, it is important that BEPS has clear instructions from the physician and the parents as to how to care for the child should an emergency arise.

If a child is asthmatic or has an allergy to a specific food or substance, parents are required to have their child's health care professional complete an **Allergy Action Plan** as well as the **Medication Administration Authorization Form**. Detailed instructions for emergency action must be specified on the form. A picture of the child must be provided and will be attached to the form. A copy of this form will be kept in the BEPS office and posted in the child's classroom. A list of all children in BEPS with allergies will be compiled and posted in each classroom. **If a child needs any medication due to an allergy (i.e. Epi-pen or Benadryl), parents should supply the school with two (2) medications if possible.** One medication will be securely stored in the BEPS office, one in the child's classroom/emergency tote bag. If an allergy emergency occurs, BEPS will follow the directions listed on

the Allergy Action Plan/Medication Administration Authorization Form. Please be sure to keep BEPS up-to-date regarding your child's allergies and health conditions.

Allergy Policy and Classroom Management

The following allergy policy has been adopted to promote the health and safety of all BEPS children.

1. Protecting children with food allergies:
 - a. BEPS has an "Allergy List" sign posted in every classroom. This sign includes all children at BEPS with allergies and has their photo and allergies listed.
 - b. Each child's medication will be stored in two locations (when possible): the classroom/teacher's emergency class bag and the BEPS office.
2. Communication about the child with the allergy:
 - a. Parents should confer with the Preschool Director and their child's teacher before school starts to discuss any food allergies.
 - b. The Preschool Director or teacher may notify the other families in the class that there is a child with food allergies and what the specifics are, with permission from the child's parent.
 - c. The parents of the child will provide a written list of what foods their child cannot eat for the teacher and the classroom. This list is a part of the Allergy Action Plan.
 - d. Parents may review the school's snacks and approve snacks that his/her child may eat.
3. Classroom management:
 - a. Cleanliness
 - i. The teacher/assistant is responsible for the day-to-day disbursement of the snack for the child with the allergy.
 - ii. The teacher is responsible for keeping the classroom clean and the children's hands clean.
 - iii. All children will clean their hands before and after snack and before and after lunch.
 - iv. Teachers will make every effort to seat children separately at lunch if there are allergy concerns.
 - v. BEPS policy is that we do not share foods. We minimize the risk, but cannot control all foods that are brought into the school.
 - b. Snack
 - i. The parents of the child with the allergy may provide a back-up snack for their child.
 - ii. If the child is allergic to the snack the school is providing, the teacher is responsible for providing the child with the allergy with a back-up snack and ensuring that the child does not come into contact with the allergen to the best of their ability.
 - iii. In some cases, we try to find certain foods that don't contain the allergen and use this for the snack in the classroom.
 - iv. We try to find foods that everyone can eat. In certain cases, however, it depends on how many allergies a child has. The child with an allergy may eat a snack that is

different than the snack that the rest of the class is eating, if necessary.

- c. School-wide events or celebrations
 - i. BEPS sometimes provides food and treats at holiday celebrations and events. We will do our best to communicate to the families that have children with allergies the foods that we will be providing and if any of those foods contain certain allergens or are made on equipment that contains the allergen. Parents may always ask what is being served and we will be happy to share that information.
 - ii. *All BEPS events at Beth El will honor the school's kashrut and nut-free policies.*
 - iii. *All BEPS events outside of Beth El will be dairy or pareve.*

Medication

If a child requires medication, the parent and physician must complete a Medication Administration Authorization Form (available on the [BEPS website](#)). Prescription medications must be in an original container, labeled by the pharmacy or physician, with the child's name and expiration date. Staff members are not allowed to administer any prescription or non-prescription drug without this form. The child may receive medication only according to the written instructions of the physician. A physician must approve the medication and dosage for the child to receive. In such cases, medication should be brought to the preschool office, not to the child's classroom.

Immunizations

All children enrolled at BEPS must have up-to-date immunizations or they will not be admitted to care. Please follow the immunization guidelines set forth by the Maryland Department of Health - [MDH Immunization Requirements](#). Please send all health forms and immunization records to the preschool office administrator.

Sick Policy

It is BEPS policy that a child/staff member must be fever free (without the use of fever reducing medication), as well as vomit-, and diarrhea-free for 24 hours before returning to school. In addition, a child who has tested positive for strep must be on antibiotics for a full 24 hours before returning. Defer to your pediatrician's recommendation regarding your child's return to school. If your child gets sent home sick from school, they may not return the following day.

Keeping our school a healthy place requires your cooperation, understanding and compliance with our health standards. We are not equipped to care for children who are not well, nor do we have extra staff to stay for long periods of time with children who are not well enough to participate in regular school activities. In an effort to safeguard the health of your child and all of our preschoolers, we ask that you please keep your children at home if they are not well enough to participate in regular classroom activities.

BEPS will not permit a child who has any of the illnesses or symptoms of illnesses specified below to attend school unless medical diagnosis from a physician in writing indicates that the child poses no serious health risk to himself or other children. Such illnesses or symptoms of illnesses shall include, but not be limited to:

- Fever of 100.4 or more;
- diarrhea;
- thick, colored nasal discharge;
- yellow eyes or jaundiced skin;
- infected, untreated skin patches; weeping and/or bleeding skin lesions;
- stiff neck; swollen joints;
- skin rashes (with the exception of diaper rash and chronic, but not infectious, skin conditions lasting more than one day);
- severe pain or discomfort;
- vomiting;
- sore throat or severe coughing;
- pink or red eyes with discharge;
- difficult or rapid breathing;
- visibly enlarged lymph nodes;
- lice.

If your child has been exposed to or becomes ill with a communicable disease it is imperative that you inform the BEPS office as soon as possible. Examples of communicable diseases include coronavirus, chicken pox, conjunctivitis, impetigo, fifth disease and strep throat. Failure to report exposure or a confirmed case, may result in termination from the program.

It is also important that you let us know if your child has head lice. An email or letter will be distributed to families in the school informing them of the situation in order to avoid a lice epidemic.

Illness at School

If a child becomes ill or displays any of the symptoms listed above during school hours, the child will be removed from the class and a staff member will wait with them until a parent/guardian arrives. In event this happens the following procedure will take place:

- **The parent/guardian will be notified immediately and asked to pick up the child within 30 minutes of notification.**
- Please keep emergency phone numbers current in order for the school to reach you in an emergency. Two emergency contacts are required (other than parents). Please be sure that your emergency contacts know that they may be called in an emergency and are available, if needed, to pick up your child when contacted by the school.
- The school will contact the Department of Health for further guidance if needed and follow their recommendations.

Injuries at School

If your child is injured at school and the injury is minor, you will receive a written “Incident Report” in your child’s tote bag. This “Incident Report” will provide information on what the injury was, how it occurred and what type of care was administered. If your child should become seriously injured at school (e.g., injury to the head, any injury resulting in vomiting, dizziness, suspected broken bone) the parent will be called and notified of the situation. If any injury is identified as potentially life threatening (e.g., results in loss of consciousness, trouble breathing, profuse bleeding), 911 will be called immediately.

BEPS Biting Policy

When a child bites, his/her parents are informed personally and privately the same day the biting occurred. We also inform the parents of the child who was bitten. When we experience ongoing biting in a classroom, we develop a written plan with specific strategies, techniques and timelines to work on the problem. The plan is developed with input from the Director, the Developmental Support Coordinator, teacher and parents. We may also consult with an educational specialist (psychologist, occupational therapist or speech and language pathologist).

Biting is always documented on our incident form. The form is completed and signed by the Director, the teacher and the parent of the child who bit.

We keep the name of the child who bit confidential. This is to avoid labeling and to give our teachers the opportunity to use their time and energy to work on stopping the biting.

We wish we could guarantee that biting will never happen at BEPS but we know there is no such guarantee. You can count on us to deal appropriately with biting so that it will end as quickly as possible. We will support your children whether they bite or are bitten. We want the best for all the children in our program. If you want more information on biting or have any questions or concerns, please let us know.

BEPS recognizes that biting is, unfortunately, not unexpected when young children are in class together. Biting is more common with 2-year-olds but can also occur in 3- and 4-year-old classrooms. We are always upset when children are bitten in our program and we recognize how upsetting it is for parents. While we feel that biting is never the right thing for children to do, we know that they bite for a variety of reasons. Most of these reasons are not related to behavior problems.

Some of the reasons children bite are due to:

- Exploration – Children explore using all their senses, including their mouths.
- Imitation – Children may have seen other children bite.
- Developing Understanding of Autonomy – Children are experimenting with asserting themselves as independent beings.
- Attention – Some children want and need more attention and nothing gets our attention faster than biting.
- Maturation of the Central Nervous System – Some children lack the ability to control the muscles that hold and let go.
- Sensory Integration Problems – Some children find ordinary movements frightening.
- Frustration
- Lack of language skills
- Anger
- Anxiety
- Excitement
- Reaction to a physical act that is happening to them.

Our program does not focus on punishment for biting but on effective techniques that address the

specific reasons for the biting. When biting occurs, we have three main responses:

- Care for and help the child who was bitten.
- Help the child who bit learn other behavior.
- Work with the child who bit and examine our program to stop the biting.

Our teachers express strong disapproval for biting. They work hard to keep children safe and to help the child who bit learn different, more appropriate behavior. The teachers and Director try to analyze the cause of biting in order to develop a plan that will be effective in eliminating the biting. Specific strategies and techniques are implemented in the classroom to address the situation.

We give immediate attention and, if necessary, first aid to children who are bitten. We offer to put ice on the bite if the child is willing. If the skin is broken, we clean the wound with soap and water.

COVID-19 Health Policies

The policies and protocols outlined in this section are based on BEPS policies and protocols as of April 24, 2023 and may be revisited throughout the summer as needed, given community metrics and evolving guidance. If local conditions require a change to protocols, parents and staff will be notified via email.

Vaccination Policy

Congregation Beth El's vaccination policy states that all those eligible for vaccination must be vaccinated to enter the building. This policy includes all children ages 6 months and older, as well as all BEPS staff, parents, caregivers, service providers and visitors in the preschool.

Please send proof of vaccination to the preschool office administrator at your earliest convenience. You may scan and email a copy of any outstanding vaccine cards to Lynn at lpikovsky@bethelmc.org or you may bring them in person or mail them to BEPS at 8215 Old Georgetown Road, Bethesda, MD 20814. Proof of vaccination for all children attending BEPS this summer is due by June 1. If we already have a copy of a vaccine card on file you do not need to resubmit it.

Mitigation Strategies

The Beth El Covid Task Force will continue to follow [CDC Guidance for ECE Programs](#). Moving forward, we will structure our protocols around the [CDC Covid-19 Community Levels](#). You can check the [Montgomery County Community Level](#) at any time.

The following CDC Strategies for Everyday Operations are in place at BEPS and will remain in place for the summer. Please read further in this section for details about each of these mitigation strategies.

- Staying Up-to-Date with Vaccination
- Staying Home When Sick
- Improved Ventilation Systems
- Hand Hygiene & Respiratory Etiquette
- Cleaning and Disinfection

The following table outlines the **CDC Associated Prevention Strategies** that BEPS will follow at each Community Level:

<u>CDC Community Level</u>	<u>Protocols in Place</u>
Low	<ul style="list-style-type: none"> ● Optional masking ● Possible occasional surveillance testing
Medium	<ul style="list-style-type: none"> ● Optional masking ● Occasional surveillance testing
High	<ul style="list-style-type: none"> ● Possible Mandatory masking** ● Occasional or regular surveillance testing ● Social distancing while eating ● Possible cohorting ● Possible relocation of certain activities to larger spaces

** Masking rules apply to all those 2-year-old and older.

Explanation of CDC Strategies for Everyday Operations:

Staying Up-to-Date with Vaccination: See “Vaccination Policy” earlier in this section, which outlines who must be vaccinated.

Staying Home When Sick: See “Sick Policy” earlier in this section, to review symptoms that require your child to stay home from school. Please note that the presence of two or more COVID symptoms requires two negative rapid antigen tests taken 24 hours apart to return to school.

Improved Ventilation Systems: The ventilation and air flow system is high quality and meets all standards, however as an extra precautionary measure, each classroom will have an Air Purifier with true HEPA, PlasmaWave and AOC Carbon Filter.

Hand Hygiene & Respiratory Etiquette:

- Staff members and children will wash hands as per MSDE guidelines for hand washing; posters with visual cues will be posted in all school bathrooms and at all classroom sinks. Adults will closely monitor children’s hand washing.
- Handwashing and/or the use of hand sanitizer or wipes will take place:
 - when entering the classroom;
 - before and after snack;
 - after using the bathroom;
 - after changing a diaper (staff) or having their diaper changed (child);
 - after returning from the playground or any auxiliary space;
 - after blowing their nose, coughing, or sneezing.

Cleaning and Disinfection:

- Classrooms will be cleaned and sanitized at the end of every school day by our maintenance staff, following [CDC/EPA guidelines for cleaning & disinfecting](#).
- Teachers will wipe down surfaces in the classroom during the school day.
- Frequently touched surfaces will be cleaned, sanitized, and disinfected daily and routinely. These include light switches, door handles, handrails and all dispensers (i.e. paper towel, soap)
- Toilet and faucet handles and high touch bathroom surfaces will be cleaned periodically throughout the day. All bathrooms will be sanitized at the end of every school day.

Explanation of CDC Associated Prevention Strategies

Masking: Any masking rules in effect apply to all those 2-years-old and older. Masking rules may change, should the number of positive cases in the preschool or in the local community go up.

Surveillance Testing

All children, staff and co-ops must follow any testing protocols in place. There will not be regular surveillance testing in place. However, if the COVID Task Force deems it wise, we may institute surveillance testing. There may be certain times when staff, CITs and children are asked to test at home.

Quarantine for Exposure

All staff and students must follow quarantine guidance based on current protocols. Please see the sections below titled “BEPS Response to Positive Cases” and “BEPS Response to Exposure/Close Contact” for details.

Social Distancing

We are not currently social distancing during school anymore, including during snack and lunch.

Cohorting

We will not be cohorting as defined by the CDC.

Relocation of Activities to Larger Spaces

Should the need arise, some activities may be relocated to larger spaces to accommodate social distancing.

BEPS Response to Positive Cases:

- Any staff member or student who tests positive for COVID must quarantine through Day 5*.
- They may return to school on Day 6* if they are fever-free without medication and symptoms have improved.
- A negative test is not needed to return to school.
- They must wear a mask indoors and outdoors at Beth El Days 6-10* and will social distance when eating.

**Day 0 is the day someone tests positive for COVID or the first day of symptoms. The next day is Day 1.*

BEPS Response to Exposure/Close Contact:

If there is a positive case among household members, we continue to encourage masking and as much isolation from the COVID-positive individual as feasible. In any situation of exposure to COVID, whether in-school or out-of-school, it is important to watch for symptoms for 10 days.

Close contact = Someone who is within 6 feet of a COVID positive person, for 15+ minutes within a 24-hour period, within 48 hours of a positive test.

Protocol for Household Exposure: A household exposure is an exposure to someone who lives in your house or was staying at your house at the time of the exposure. Close contacts:

- Do not need to quarantine.
- Must wear a mask indoors at Beth El through Day 10*.
- Must take two rapid antigen tests on Days 5* and 6* or a PCR test on Day 6*.
- If any of these tests are positive, they must follow the protocols for a positive case.

Protocol for Non-Household/In-School and Community Exposure: A Non-Household exposure includes exposures at school, during a playdate or “out and about” in the community, such as at dance, karate or art class. Close contacts:

- Do not need to quarantine.
- Must wear a mask indoors at Beth El through Day 5*.
- Must take two rapid antigen tests on Days 5 and 6*.
- If both tests are negative they may stop masking at Beth El beginning Day 6*.
- If either test is positive, they must follow the protocols for a positive case.

Special Protocol for a Class with an Outbreak: Should 3 or more people in a single class test positive for COVID within 10 days, the following mitigation strategies may be put into place:

- The class will “bubble up” and will not interact with other classes during the school day.
- The class will dismiss at 1:00pm and will not stay for Enrichment classes.
- The classroom will be deeply cleaned and disinfected.
- They will wear masks through Day 10*.
- They must take either two rapid antigen tests on Days 5 and 6* or a PCR test on Day 6*.

* Day 0 = The **last** day of close contact with the COVID positive person. The next day is Day 1.

Contact Tracing

You will be notified via email if your child is a close contact of someone at BEPS who tests positive for COVID. This includes anyone in your child’s morning class, as well as in Early Bird or Enrichment if your child participates in either of these optional programs. If you are notified that your child is a close contact you are expected to follow the above stated protocols.

At this time we do not plan to send schoolwide notifications about COVID exposures or positive cases.