

*Round the Clock  
Nursery, Inc.*

No matter the time, we help grow strong minds.

**Round  
The Clock  
Nursery  
Re-opening  
Plan**

## **RE-OPENING INTRODUCTION**

Round the Clock Nursery's re-opening plan was developed by RCN's responsible parties, made up of our Education Directors and Executive Director, in conjunction with feedback from staff and families. This document is meant to conform to the guidance provided by the New York State Education Department (NYSED) and New York State Department of Health.

Our plan will be revised and updated as needed to adjust to changing public health conditions caused by the COVID-19 pandemic. Round the Clock Nursery remains committed to our mission during the pandemic - "No matter the time, we help grow strong minds." Round the Clock Nursery strives to help every child we serve develop to his or her fullest potential, to gain enjoyment of learning and life, and to give every parent new hope for the future of their child.

For the school year 2020-2021, consistent with our mission, we plan to offer Full-Time in Person Learning, Blended Learning, and Full-Time Remote Learning program models. Enrolled families will have the option of choosing the model which is best for their child and family.

Round the Clock Nursery will be prepared for families to make modifications to that plan and to switch over to a remote only model, if New York State or New York City School buildings are ordered to be closed, to adjust the plan in response to changing circumstances or guidance, or if the change is requested by the family due to individual family needs. Full-Time in Person Learning will mean that your child will have the opportunity to learn in person at Round the Clock Nursery Monday-Friday. Blended Learning will include a combination of in-person and remote instruction. Remote instruction will include daily learning opportunities provided by a head teacher via a multimedia platform.

We have taken a great deal of time and care to read and digest the mandates and guidance given to us by the New York State Department of Education (NYSED), The NYC and NYS Departments of Health (NYCDOHMH and NYSDOHMH), as well as best practices for health and safety, recommended by the Center for Disease Control (CDC), American Academy of Pediatrics (AAP), and Environmental Protection Agency (EPA), to develop protocols and procedures to ensure students, families, teachers and staff, return to a safe school environment.

## **CONDITIONS FOR RE-OPENING**

The safety, health, physical and emotional well-being of the entire Round the Clock Nursery community, is at the forefront of our minds. Our priority is to provide programming in a safe and effective manner, with many new protocols that take into consideration the NYS, NYC, CDC, DOH and AAP recommendations. Our plan and revised procedures are meant to be flexible, so we can adapt and refine our services as needed to best support our community. We will re-open when all conditions below are met. Our goal is to be in school, in person, but there may be times throughout the school year where we need to recalibrate our school's operations and teaching to the public health conditions. While it's difficult to predict the ways in which our current health context might change in the future, two things are constant – our steadfast commitment to the health and safety of our students and staff and the ongoing growth and learning of our students. Round the Clock Nursery will try to provide continuous compliance with all aspects of the school's re-opening plan, as well as any phased-in re-opening activities necessary to allow for operational issues to be resolved, before activities return to normal or “new normal” levels.

## **External Factors**

- New York State Department of Education gives clearance to open schools.
- Efforts in our local communities continue to result in declining cases, hospitalizations and metrics in all seven categories of New York Forward Plan.

## **Internal Factors**

- Staff are trained on cleaning procedures, social distancing, infection control measures and they are prepared to operate under these new guidelines.
- Common spaces at school are ready to support physical/social distancing.
- Cleaning and sanitizing operating procedures are in place and adequate supplies are available to properly execute these procedures.
- Adequate personal protective equipment (PPE) supplies are available for staff and children use.
- A three-month supply (including masks, gloves, face shields) will be maintained.
- Signage will encourage all students, faculty, staff and visitors to adhere to CDC and DOH guidance regarding the use of PPE, particularly with regards to acceptable face coverings.
- Signage will be posted throughout the school to provide visual reminders of correct hand and respiratory hygiene.
- Our protocol and signage will be placed to denote distance of at least 6 feet and to avoid congregation in commonly used areas.

- Signage will be put in place to reduce bi-directional foot traffic. Arrows will be placed in hallways to direct traffic in a singular direction.
- Measures will be implemented to reduce density in school facilities and on school grounds where possible. We will limit in-person presence to only those staff who are necessary to be at school during normal hours by maintaining or increasing remote work force for administrative staff.
- Staff meetings will be conducted remotely.

## **HOURS OF OPERATION**

School Building – 7:30 am to 4:00 pm

In-Person Hours- 8:00 am to 3:00 pm

Remote Instruction Hours – 9:00 am – 10:00 am / 2:00 pm to 3:00 pm (and flexible wherever possible to support families within the instructional hours mandated by NYSED and NYCDOE).

## **CURRICULUM AND ENVIRONMENT**

In-person and remote learning – our curriculum is both emergent and constructive, consistent with the NYS Prekindergarten Foundation for the Common Core Learning Standards, Explorations and Early Learning Outcomes Framework. This means that both in-person and remote studies and projects often transpire from the children’s interests or from events in the daily life of the classroom community. For example, a focus on babies might be prompted by the birth of a new sibling and the classroom may then engage in discussion and play themes from

this real-life experience. Children construct their own ideas and theories about their world through play, social interaction, and experimentation. Another example, children might explore the properties of materials and water by placing objects that sink and float in a sensory water table, encouraging a child to experiment and discover the properties of common objects and to share these discoveries. Children learn much more through action on objects and active play, than through explanation or demonstration of these principles. Our Teachers, observe and plan carefully to provoke, enhance, extend and document children's learning. Throughout the curriculum, children's emerging interests in pre-academics such as writing, reading and numbers are strongly supported and encouraged. When instruction is provided remotely, coaching will be provided to parents. In-person activities will be provided in accordance with our health and safety protocols. Environment plays a crucial role in the teaching/learning process. Due to COVID-19, cohorts defined as self-contained, pre-assigned groups of students with reasonable group size limits, will be formed to limit potential exposure to the COVID-19 virus.

Classrooms are thoughtfully designed and prepared by the teachers in collaboration with directors to facilitate group interaction, social learning and constructive play where possible, to be held in accordance with our health and safety protocols. The space is well defined and set-up in different learning centers to guide children's exploration and facilitate social and cognitive experiences and learning.

Learning centers may include: a meeting space for group gathering and reading, a message/writing center, construction areas for blocks and other building materials, a mini-art studio space, sensory exploration area and a dramatic play space. The classrooms are organized with materials that are carefully chosen, presented and stored at the child's level to encourage independence and exploration.

The daily classroom schedule includes large blocks of time for learning center play. A learning center is a carefully designed environment that encourages both independent problem-solving and social interaction between peers. As children move from center to center, a teacher guides their play and assists them in areas where they need further development. Each classroom has a library which stores books and offers a quiet and cozy space for reading. We also have an outdoor play area that is used by all children in Round the Clock Nursery. During the duration of the pandemic, we will not be taking children on any excursions off the school property. All activities will be modified to reflect the health and safety protocols that are in place to ensure the safety of our children and staff.

Teachers will share classroom activities and emergent themes through monthly newsletters or emails that will allow them to follow the classroom events, as well as the learning process of both the individual children and whole group. Through our rich curriculum and stimulating classroom environments, children gain the skills needed for more formal learning in the years ahead.

The school will ensure all students are taught how to follow new COVID-19 protocols safely and correctly, including but not limited to hand hygiene, proper face covering (which is not mandatory but recommended) wearing where appropriate, social distancing, and respiratory hygiene. Staff will plan various learning approaches to teach these new protocols in consideration of each student's individual, physical, mental health and learning needs.

These approaches will be taught with the use of visual aids, such as social stories and videos to support children and families in maintaining health and safety measures. Children who are unable to tolerate a face covering, including students where such covering would impair their physical health or mental health, are not subject to the required use of a face covering.

# SCHOOL SCHEDULES

We will begin the school year with three options for families –a Full in Person Learning, a Remote only Learning option and a Blended Model of in-person and remote instruction. Families may change options from Full-Time in person and Blended leading to Full -Time remote but discussions with the school have to be made due to spacing, if you want to change from Full -Time Remote or Blending Learning to Full -Time in Person. Families will be assigned to one of three cohorts- each attending school both in-person and remotely.

If you select the blended model your child will alternate weekly between a) 2 remote days and 3 days of in-person instruction, and b.) 3 remote days and 2 days of in-person instruction.

Example:

**Days: Monday-Tuesday-Wednesday-Thursday-Friday**

- 1. (A) Group A Group B Group A Group B (Friday is Group A-Alternate Day)**
- 2. (B) Group A Group B Group A Group B (Friday is Group B-Alternate Day)**

**Week 1:**

**Group A- 3-days in-school, 2-days remote**

**Group B- 2-days in-school, 3-days remote**

**Week 2:**

**Group A- 2-days in-school, 3-days remote**

**Group B- 3-days in-school, 2-days remote**

**\*\*\*\*Fridays will be the alternating day, meaning each group will attend in-person learning every other Friday.**



We have a database in which teachers and assistant teachers document children's attendance and participation in both in-person and remote instruction.

## **REMOTE INSTRUCTION/ON-LINE LEARNING**

We are simultaneously preparing for possible interruptions to in-person learning in the event of a spike in COVID-19 cases or governing agencies instructions to close. In the event of an interruption to in-person learning, a shift to entirely online learning will happen. Our online learning schedules will be specifically created to meet the needs of each student and family in mind. We will also simultaneously provide a virtual-only experience for those families who wish to participate in this option at any point throughout the year. If this is something families are interested in, they can contact the school's director.

## **FAMILY COMMUNICATION AND ENGAGEMENT**

Parent involvement and support are crucial to fulfilling each child's potential. To accomplish this, Round the Clock Nursery strives to include parents and caregivers in many ways. The environment we create and the bonds we form with families are important to us because it has been clinically proven that a child's sense of self-worth, self-respect, and self-image are developed early in life. This is primarily as a result of his or her social interactions with parents, teachers, and other caregivers. We utilize multiple platforms and modalities to maximize communication, including: ClassDojo, Zoom, Google Classroom, Text Message, Phone,

Newsletters, E-Mail and by mailing materials. RCN will provide communications in the language spoken at home among families and throughout the school community.

## **VISITOR POLICY AND PARENT PARTICIPATION**

We will be restricting visitors for the duration of the health crisis to protect our staff and students. While parent visitation is restricted from the building, more in-depth communication between teachers and parents will occur through email, phone calls, texts, and written notes during the collaborative process, that occurs during remote instruction. Parents will be asked to utilize those channels to communicate any special instructions or information regarding their child.

## **POLICIES AND PROCEDURES**

RCN maintains a written safety plan in accordance with the Department of Health and Mental Hygiene regulations, which covers the following: program and operation maintenance, food protection, fire safety, reporting obligations, health policy, child supervision and general safety procedures, transportation of children and staff training.

All staff have copies of the procedures and policies and are trained on them in the beginning and throughout the school year. Parents who wish to review a full copy of the policies or procedures should contact the director.

Safety procedures have been developed and implemented to minimize risk and provide students with an engaging school experience. An increased element of risk is present around us. It is everywhere we travel and with every interpersonal interaction. However, at RCN, staff and parents will find reassurance that everyone has been health screened daily, and that consistent and small groups of students, supervised by caring teachers and an environment with cleaning procedures will be in place.

More than ever, we are asking for parental support and cooperation. The effort to keep children safe is a community task and we need investment from parents, caregivers and staff and that can only be accomplished if everyone is fully invested in following these rules. All adults must wear a face covering when in the building. Face coverings can be brought from home or they will be provided by RCN to staff member and approved visitors. Exceptions are when eating and drinking, while also maintaining at least 6 feet of distance or separated by a partition. Children will be encouraged to wear face coverings. We understand that this may be challenging for our young students, but our staff will work with parents and children to facilitate their comfort and tolerance for face coverings, whether they are face masks or face shields.

## **HYGIENE, CLEANING, DISINFECTING AND VENTILATION**

- During the day, each classroom will utilize the playground separately and have scheduled times for use of shared bathrooms.
- Each space and all equipment will be cleaned and disinfected between groups.

- Commonly touched surfaces such as, switches, sinks, knobs, tables, benches and handles, etc. will be sanitized multiple times per day.
- Classroom staff will routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched. Toys and games will be cleaned after each use. Toys that are not able to be cleaned immediately will be put in a bin after being used and will be disinfected at the end of the day.
- A separate supply box will be provided for each student. This box will contain items like scissors, markers, crayons, pencils, glue and other frequently used items.
- We will forgo the use of soft, plush toys, puppets and dress-up-clothes for the beginning of the year, as these items are harder to disinfect. We will reassess this decision at a later date.
- All cleaning products come from the EPA approved list of disinfectants.
- Staff will wear masks at all times when working with the children.
- Children's clothing will be changed whenever necessary; especially in the event the child's clothing is soiled with bodily fluids.
- Classroom space will be re-designed to allow for fewer children in an area and increased physical distance in the rooms.
- Group activities will be re-designed to allow for physical spacing.
- Outdoor time will be increased for all classes whenever possible.
- Children's snack and water will be individually served. We will use single serve food items and containers that can independently be opened by the child to minimize the need for staff assistance. Children will also be provided with individual food trays.

- Windows in classrooms will remain open, where safety and weather allow, to increase ventilation.
- Any belongings that must come to school, (such as separation objects, or outside clothing), will be kept in the child's individual cubby during the day. Teachers will send these items home to be cleaned and disinfected each day.
- We strongly encourage parents NOT to send their child to school with toys or other items that are tempting to share.
- Cleaning logs by a professional cleaning company will be kept in accordance with New York City Department of Health and Mental Hygiene the Department of Education regulations.

## **HEALTHY HANDS HYGIENE**

All children, staff, will engage in hand hygiene at the following times:

- Arrival to school. There will be hand sanitizer in the lobby.
- Before and after preparing, eating or handling food.
- Before and after diapering.
- After using the toilet or helping a child use the bathroom.
- After coming in contact with bodily fluid.
- After playing on the roof.
- After handling garbage.
- Between every activity and frequently over the course of the day.

Teachers and children will practice washing hands with soap and water for at least 20 seconds. Alcohol-based hand sanitizers with at least 60% alcohol may be used if soap and water are not readily available. This will happen when students first enter their classroom and between activity periods throughout the day. Parents are encouraged to practice this at home too! The more parents reinforce healthy habits like hand washing at home, the more comfortable children will become with doing it on their own at school and elsewhere.

## **SCREENING**

In order to protect our children, families and the entire RCN community, we ask that parents keep their children home if they are sick with any illness and consult the child's physician. It is crucial that we use judicious caution before sending children to school.

Children's temperatures will be taken upon arrival and before entering the school by a designated personnel and a daily health questionnaire will have to be completed each day before entering school.

Children with any symptoms of COVID-19 must be kept at home. Temperature must be below 100.0°F to enter. For general illness, children must be fever free (without the use of medication) for 3 days before they can return to class. Staff will be trained on how to identify signs of illness in students and will require children who appear sick to be isolated until they can be sent home and follow up with a healthcare provider.

Please note: Round the Clock Nursery does not have medical personnel on site.

## **COVID-19 PROTOCOL – FOR PARENTS, STUDENTS & STAFF**

The following reflects current guidance from the New York State Department of Health (NYSDOH). RCN's identified COVID-19 point of contact, together with Director's, will monitor government guidance regularly in order to modify this protocol when necessary.

NYSDOH considers a close contact to be someone who was within 6 feet of an infected person for at least 10 minutes starting from 48 hours before illness onset until the time the person was isolated. Parents will be informed if their child has been exposed. In such an event, the child should either be tested for COVID-19 and quarantine, while waiting for results OR the child may quarantine for 14 days while asymptomatic and monitored for development of COVID-19 symptoms.

Should a child become symptomatic while at school, they will immediately be isolated, and arrangements will be made for them to go home. If the child is not already wearing a face covering, the symptomatic child will be given a one to wear while waiting to go home. We will initiate immediate cleaning and disinfecting of the classroom.

If a parent or their child tests positive or a contact tracer alerts the parent to possible exposure, the parent must inform the identified RCN COVID-19 point of contact immediately, as we must inform the NYC Department of Health of all positive cases and participate in contact tracing efforts.

### **If a parent is COVID-19 positive or has symptoms:**

- Child(ren) must stay home for 14 days.
- If the parent is being quarantined as a precautionary measure, without symptoms or a positive test, as a "contact of a contact," children may return to school during the duration of the quarantine.

- If a child has symptoms, they must stay home for 10 days from symptom onset. The last three days must be fever free (without use of medicine) and an overall reduction in symptoms.

**If an employee or child tests positive for COVID-19:**

- All “close contacts” as defined above must stay home for 14 days from the last contact.
- RCN will follow the then current CDC guidelines regarding whether a physician’s note may be required for the student or teacher to return to school.

The State and Local Health Department (NYC Test and Trace Corps) will continue to provide the school guidance on cases of exposures. In any of these scenarios, if children are well enough, they can participate in our Virtual Learning platform while they are out of school.

\*\*\*Please note - to protect the privacy of teachers and families, we will NOT be able to share any details (beyond the class grouping in which an infection has occurred) about individuals who are COVID-19 positive.

A staff member who believes is at increased risk for severe COVID-19 illness or who lives with a person who reasonably believes is at increased risk for severe COVID-19 illness, is directed to the Human Resources Department to discuss the specific circumstances and appropriate accommodations. RCN may reasonably require documentation from a medical professional to determine whether the staff member or a person the staff members lives with is at increased risk for severe COVID-19.



## **FAMILY PICK-UP AND DROP-OFF**

- Prior to bringing a child to school, caregivers will complete a daily health questionnaire.
- Pick-up and drop off will occur in front of the building. Teachers will escort child to their classrooms in the beginning of the day and bring children back to the front of the building at the end of the day.
- Families will be informed of their child's start and end times prior to the start of the school year. Whenever possible, we ask that the same adult drop off and pick-up the children at school each day to minimize the number of adults entering and exiting the front of the building and coming in contact with other children and families. Caregivers should arrive promptly at the allocated start time and wait outside of the main entrance of the school. We ask that everyone adhere to 6 feet social distancing, following the taped markers on the sidewalk, and wear face coverings throughout the duration of pickup and drop-off.
- At this time, caregivers will have limited access to the building, although considerations will be given for children struggling with separation issues.