



Outdoors at Union Cong Nursery 2021-2022 School Year

Description

Using the principals of the Reggio Approach, groups will utilize the outdoors as much as possible. The curriculum will be guided by children's play and gives children opportunities to interact with peers. Teachers will use materials to engage children, broaden children's thinking, and support group investigations. Using the community to support classroom investigations, groups may walk in the neighborhood and to town.

Activities provided *may* include:

Easel painting, creative arts, blocks, small manipulatives, writing center, books, trikes, children's garden, playground equipment, dramatic play, and woodworking. Classroom materials are specific to each group, shared equipment is cleaned between groups.

ELIGIBILITY	DAYS	SCHEDULE*	COST
3/4s: Children who will be 3 by October 1, 2021	M-F	All groups run for 3 hours each day Groups begin at 8:45a.m., 9:00a.m. & 9:15a.m. We will assign specific times after groups are set.	\$8,298
4/5s: Children who will be 4 by October 1, 2021	M-F	All groups run for 3.5 hours each day Groups begin at 8:45a.m., 9:00a.m. & 9:15a.m. We will assign specific times after groups are set.	\$9,678

Process

Each session is limited, with children placed in groups to comply with state guidelines. Our target enrollment is 14-15. When state increases limit we will increase group size. Each group is assigned to one classroom and bathroom for the duration of the session. Each group will have consistent teachers who will only work with those students. Groups will not commingle with other groups and all children and staff are required to wear cloth face coverings.

Applications must be submitted for both new and returning students.

While we envision being able to accommodate all students who would like to attend, there is a chance that we will have more interest than space allows with this new smaller class format. All families who had a 20-21 contract with us prior to March 12, 2020, have priority.

Current families will have priority. Non-Priority placement is determined by lottery. Your iCare account will be charged after we have groups set.

Ultimately, class placement, late applications, and movement from waitlists entails looking at each class separately and flexible, without any single principle or formula determining the outcome. The director has final discretion in all class placements.

IMPORTANT REGISTRATION DATES

January 4, 2021	Applications available
January 18, 2021	Financial Aid Due
January 22, 2021	Applications Due
February 2-4, 2021	Class placement notifications emailed
February 12, 2021	15% tuition payment due with Enrollment Contract

Tuition Schedule 2021-2022

Group	Annual Tuition	15% Deposit	10% Tuition Due May	25% Tuition Due Oct. Nov. Jan.	10% non-refundable
3/4	\$8,298	\$1243	\$830	\$2075	\$830
4/5	\$9678	\$1450	\$968	\$2420	\$968

Tuition Policies

- To insure your child's placement, 15% of the annual tuition and a signed Enrollment Contract must be returned to the Nursery School Office on or before Feb. 12, 2021.
- Enrollment is a full-year contract. If your child is withdrawn after placement has been secured with payment of 15%, 10% of the total annual tuition will not be refunded. The remainder of your initial payment will be refunded after July 1, 2021.
- If you choose to pull your child out for any reason after August 1 (or after December 1 for classes that start in January 2022), you need to appeal the Board to be absolved of your remaining year-long financial contract.
- All withdrawals must be requested in writing.
- Any refund requested must use the Tuition Refund Request Form within 30 days of the withdrawal decision.
- The \$50 application fee is NON-REFUNDABLE.

- Tuition is paid in 5 installments: 15% of the annual tuition as a deposit, 10% due May 15th, 25% due Oct. 1, Nov. 15th, and Jan. 15th. For special payment situations if needed, please contact the Director.
- Tuition must be paid in full by January 15, 2022.
- A late fee of \$50 will be assessed if tuition payments are over two weeks late.
- Tuition Assistance is available for families that qualify. Please apply by January 18, 2021.
- A class may be cancelled if it is under enrolled at anytime. In the case of a school-initiated cancellation, a full refund will be issued.

Outdoor program

In response to Covid-19, our expectation is to be outside as much as possible. Teacher’s may choose to be outdoors for the full day, or utilize the classroom for limited periods of time.

Check in and pick up points

- All faculty and children will be given a daily health screening.
- Anyone in charge of screening will wear PPE Smock, Gloves, mask, and face shield.
- Two entry Points: Vincent Building Front Lawn & Left Church Lawn (**No Carline**).
- Arrive on time or you will have to wait in a separate area to be checked later.
- Adhere to social distancing and mask guidelines.
- Children must be brought to school by their parent or caregiver who is able to answer health screening questions for the family.

Outdoor Play

- Groups will utilize outdoors as much as possible. We will be **outside rain or shine**.
- Groups will take walking trips to town and nearby areas.
- Dress appropriately. Rain/snow suits and boots (easy on/off for bathroom emergencies).
- Three distinct outdoor play areas cleaned and disinfected between groups.

Sample Schedule

<u>Outdoor Start</u>	<u>Indoor Start</u>
10 min Check in	10 min Check in
70-90 min Outdoor/Playground Area	10 min Outdoor Large Group Meeting (mask break)
25 min Snack/Large Group outdoors maintaining 6 ft (mask break)	55-65 min Classroom work (inside or outside)
55-65 min Classroom work (inside or outside)	25 min Snack/Large Group outdoors maintaining 6 ft (mask break)
20 min Outdoor goodbye circle (mask break)	70-90 min Outdoor/Playground Area
	10 min Outdoor goodbye circle (mask break)

Extreme Weather Policy

Our expectation is to be outside as much as possible, however, in the event of **extreme** conditions children will be indoors.

- Students will be indoors during thunder, lightning, or excessive cold/heat.
- We will use the "[Child Care Weather Watch](#)" chart to make decisions.
- On very cold days, teachers may break up outdoor time to include warming breaks inside.

General Expectations for Union Cong

- Train all faculty in new CDC guidelines and classroom protocols.
- Follow the state recommendations, CDC recommendations, and church guidelines.
- Report daily health assessment to our state licensing department.
- Follow all NJ Department Of Health recommendations.
- Disinfect high touched items throughout each session.
- Clean, sanitize and disinfect classrooms between sessions.
- Students will have their own high use supplies; such as scissors, markers, play-dough...
- Disinfect bathroom after every use.
- Open classroom windows to increase ventilation.
- Run H 13 HEPA Air purifiers in all classrooms
- Encourage mask wearing using thoughtful/developmentally appropriate ways.
- Only children, teachers and staff allowed in the building.
- Teachers and staff will wear cloth masks and may wear face shield.

General Expectations for Children

- Students are expected to wear a mask (socially distant daily mask breaks are built into the schedule and while outdoors additional mask breaks are possible).
- Students are expected to be potty trained.
- Students are expected to stay "in view" of their teacher and with their group.

Potty Training Expectation

It is important that **all children wear clothing that they can easily manage themselves**. Simple elastic waistbands on pants are ideal; belts, buttons and snaps are problematic. This program is designed for children who are *completely toilet-trained* and do not require diapers or pull-ups. Children must be able to indicate to the teachers when they need to use the bathroom and take care of their own toileting needs, including wiping, flushing and re-adjusting clothing. Pull-up diapers are not permitted as underclothing.

Washing Hands

Teachers will monitor all hand-washing. At a minimum, Children and Faculty will wash hands or use sanitizer following these times:

- As part of health screening before joining group or entering building.
- After outdoor play.
- Before and after eating.
- Before and after adjusting someone's mask.
- When changing areas of the classroom.
- After using the bathroom, coughing or wiping their nose.
- Before going home.

Virtual Plan

If there is a school initiated Covid-19 full-day closure after school has started, teachers will offer the following:

- Weekly written idea guide to support parents
- Optional parent group meeting with teacher every other week
- Weekly virtual interaction through video conferencing (i.e., Google classroom meets or Zoom).
 - 2 Large groups (10-15 min).
 - 2 Small groups (10-15 min).

Refund Policy related to Covid-19

If a government agency or the Union Cong Church mandates a prolonged shutdown of NJ preschools due to the pandemic and as a result Union Cong Nursery Preschool is not able to operate our Outdoor Program, the Nursery School Leadership Team will evaluate a partial tuition reimbursement based on the circumstances at that time.

Calendar

Outdoors @ Union Cong runs the 2nd week of September through the 1st week of June with holiday, student vacations and teacher professional days throughout. A detailed calendar will be available in the summer.

DISPENSING MEDICINE

- If your child requires prescribed medicine or over the counter products (such as cough drops, creams, antacids, laxatives, vitamins etc.) for a short-term illness, arrange for them to be given during non-school hours.
- Medication for a chronic condition will be given only if failure to administer the medication or health care procedure would jeopardize the child's health, or prevent them from attending the center. The Permission to Give Medication form is required, and must be filled out by the parent and health care provider. **Prescriptions must be in original box with prescription label and will be locked in the office.**
- Allergies are handled on a case by case basis. Staff is trained in the use of an EpiPen. **It is important that both the office staff and classroom teachers are notified of allergies. Remember to update both office staff and classroom teachers of any status changes as they occur during the school year as well.**

EMERGENCY MEDICAL CARE

If your child becomes ill or needs medical care, you will be notified. If parents cannot be reached, persons designated for emergency purposes will be contacted. Be sure to update your iCare software profile and the staff of any changes to information in your account. In compliance with New Jersey State regulations, a form detailing the school's emergency procedure must be signed by the parent and kept on file in the school office.

Health Check and Illness Policy - COVID 19

Applies to staff, children and their household members*, which states in part:

ALL STAFF AND CHILDREN MUST CONDUCT A DAILY HEALTH CHECK *AT THE SCHOOL*.

Should you or any household member* have any of the following symptoms, please remain out that day and **notify the school immediately**. Call 973 744-9069 or send an email to infoschool@unioncong.org

FEVER of 100.4 F or higher, now or in the preceding 48 hours (or would have, but have used fever reducing medicine)

OR TWO of the following:

- | | |
|------------------------|----------------------------|
| • Chills or Shivers | • Congestion or runny nose |
| • Muscle or body aches | • Nausea or vomiting |
| • Headache | • Diarrhea |
| • Sore throat | • Fatigue |

OR ONE of the following:

- | | |
|-----------------------|------------------------------|
| • Cough | • Difficulty breathing |
| • Shortness of breath | • New loss of taste or smell |

- Consistent with our COVID-19 Policy, a student/staff will be excluded from the center unless before the session, medical clearance is provided by a physician indicating that the presenting symptoms are associated with a known non-COVID-19 pre-existing illness, and cleared by the Montclair Health Department. The physician's documentation of the pre-existing condition must not be from a family member.
- Exclusion from the center is sometimes necessary to reduce the transmission of illness. For your child's comfort, and to reduce the risk of contagion, we ask that children be picked up as soon as possible and within 30 minutes of notification. Until then, your child will be kept comfortable and will continue to be observed for symptoms.
- When an individual tests positive for COVID-19, or there is a suspected case waiting for results, the school will notify local health officials, staff and families while maintaining confidentiality.

FOR MEDICAL PROFESSIONALS: If contact occurs while wearing recommended personal protective equipment or PPE (e.g., gowns, gloves, NIOSH-certified disposable N95 respirator, eye protection), that contact will NOT be considered close contact for purposes of this policy.

Please email infoschool@unioncong.org or call 973 744-9069 to notify the school before 8:30 a.m. when your child is ill or absent for any reason. Once the child has followed Covid-19 safe return guidelines, he/she may return to school. **Your child must be fever free for 48 hours without the use of any fever reducing medication, such as Tylenol or Motrin.**

***HOUSEHOLD MEMBERS:** include individuals who may not live in the household but may be staying there or are otherwise present in the household on a regular basis (e.g. nannies, caregivers, home health workers, contractors, etc.) and includes anyone with pick up or drop off privileges at the center.

Guidelines for safe return to Outdoors @ Union Cong

Please note; depending on the circumstances we may require you to obtain medical clearance before return to the school will be allowed.

<p>Individuals who have symptoms of COVID-19 AND have tested positive (by PCR, rapid molecular or antigen testing)</p> <p>OR</p> <p>Have not been tested (i.e. monitoring for symptoms at home) should stay home and away from others until:</p>		<p>At least 10 days have passed since their symptoms first appeared AND</p> <p>They have had no fever for at least 48 hours (three full days without the use of medicine that reduces fever) AND</p> <p>Other symptoms have improved (for example , symptoms of cough or shortness of breath have improved)</p>
<p>Individuals who have no symptoms and have tested positive should stay home and away from others until:</p>		<p>10 days have passed from the collection date of their positive COVID-19 diagnostic test AND they have not developed symptoms</p>
<p>Individuals who have symptoms and have tested negative should stay home and away from others until:</p>		<p>48 hours after their fever has ended without the use of fever reducing medications and other symptoms improve.</p>
<p>Individuals who are identified as a close contact* should:</p>		<p>Self-Quarantine and monitor for symptoms for 14 days from the last date of exposure with the person, even if contact tested negative.</p>
<p>Individuals who traveled to restricted areas</p>		<p>Self-quarantine and monitor for symptoms for 10 days from date of return of travel or 7 days with a negative test done 3-5 days from your NJ return travel date.</p>
<p>Individuals who have symptoms but a doctor has determined that they are not related to Covid-19.</p>		<p>48 Hours fever free, without the use of fever reducing medication, and other symptoms have improved</p>

***CLOSE CONTACT:** is defined by the CDC as **(1)** being within approximately 6 feet (2 meters) of a COVID-19 case for a prolonged period of time and can occur while caring for, living with, visiting, or sharing a health care waiting area or room with a COVID-19 case, or **(2)** having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on). Considerations when assessing close contact include the duration of exposure and the clinical symptoms of the person with COVID-19.

Regular Health and Sickness Policy

MUST BE FOLLOWED IN ADDITION TO COVID-19 POLICY above.

Your child must be fever free for 48 hours without the use of any fever reducing medication, such as Tylenol or Motrin. In order to decrease the spreading of viruses, keep your child home if he/she shows any of these symptoms:

Fever	Diarrhea
Episodes of vomiting	Sore throat or severe coughing
Sneezing with unmanageable mucous	Stiff neck
Swollen joints	Blood in urine
Severe pain or discomfort	Yellow eyes or jaundice skin
Enlarged lymph nodes	Red eyes with discharge
Difficult or rapid breathing	Infected, untreated skin patches
Skin lesions that are weeping or bleeding	Skin rashes lasting longer than 24 hours

If a child contracts any of the following communicable diseases, please notify the director IMMEDIATELY. The child may not return to school without a physician's note stating that the child presents no risk to himself/herself or others:

<u>Gastrointestinal Illnesses</u>	<u>Contact Illnesses</u>
Giardia Lamblia*	Impetigo
Hepatitis A*	Lice (must report to school office in order to return to class)
Salmonella*	Fifths disease
Shigella*	Coxsackie

<u>Respiratory Illnesses</u>	
Chicken Pox*	Mumps*
German Measles*	Tuberculosis*
Hemophilus Influenzae*	Strep Throat
Measles*	Whooping Cough*
Meningococcus*	Covid-19*

*Reportable diseases, as specified in N.J.A.C. 10:122-7, 10(a). http://www.state.nj.us/health/cd/documents/reportable_disease_magnet.pdf If your child is exposed to any reportable disease at school, you will be notified by email.