



18401 Burtfield Drive, Olney, MD 20832  
301.570.0699 [ecsolney.org](http://ecsolney.org)

Dear Parents,

Thank you for choosing the Early Childhood School at B'nai Shalom of Olney as a trusted early childhood education program for your child. The teachers, support staff, and I are dedicated to providing and maintaining a safe and secure environment, filled with love of learning for each child. Our summer program will mostly take occur outdoors if weather permits. We will have outdoor learning spaces which will foster creativity and critical thinking. The children will enjoy fun and creative activities under the blue sky.

We appreciate you trusting in the ECS to take care of your child this summer. We will do our best to maintain a healthy and safe environment for the children. Our goal is to work alongside our families to make sure we maintain a healthy program. We are thankful for the patience of our families as we are trying our best to follow the most current CDC safety guidelines.

I look forward to a wonderful summer together. Please feel free to call or email with any questions, feedback or thoughts. We are partners in the success of your child!

Warmly,

*Eve Margol*

Eve Margol

Director of Early Childhood Education

Early Childhood School at B'nai Shalom of Olney

## ARRIVAL AND DISMISSAL PROCEDURES

It is expected and greatly appreciated that you follow our arrival and dismissal procedures.

### **Camp Hours (*Tentative and subject to change*)**

FULL CAMP DAY	8:30am	to	1:00pm
---------------	--------	----	--------

### **Arrival and Dismissal (*Tentative and subject to change*)**

Currently, the ECS will strictly follow Maryland State and MSDE regulations for arrival and dismissal of students. Curbside pick-up and dismissal will occur for all students. All students will also receive a quick health assessment in their car prior to the student entering the building. The child's temperature will be taken by one of the ECS staff. In the event that a student fails the assessment and is suspected to have an illness apart from COVID-19, the child will **not** be admitted to school and can only return after a doctor's note or after 48 hours. In the suspected case of COVID-19, the student can return after two weeks unless the parent can provide a negative result of a COVID-19 test for the child. If the child exhibits any symptoms of COVID-19 during the day but still passes the health check in the morning, the ECS reserves the right to send home the student for the day. The student will also not be allowed to return for two weeks. If the child exhibits any signs of illness that is not listed in the daily health check, the ECS reserves the right to not admit the student for the day. The student will not be allowed to return for at least 48 hours.

No parents and/or guardians are allowed into the building. Please call the ECS office at 301-570-0699 for any assistance and questions. If your child is being dropped off or picked up by a family friend or someone not listed on the authorized person(s) list, please inform the ECS office in writing prior to the exchange. Failure to inform the ECS office may result in not admitting or holding your child until further notice. For the safety of your child, a photo I.D. may be requested.

Out of respect for the ECS staff, children picked up after their scheduled dismissal time will be charged according to our late pick-up policy. Families that consistently pick up late may be asked to leave the school.

## DRESS CODE: WHAT TO BRING/WEAR TO SCHOOL

We kindly request all students to arrive with sunscreen applied in the morning. Our staff will apply sunscreen and/or bug spray that is provided by the parent/guardian again during the core day. Although we suggest two sets, each student should have at least one set of extra clothes if your child gets wet or dirty. This includes shirts, pants, underwear, socks, shoes, and any other additional clothing. If a child does not have an extra set of clothes when needed, a child will be given a clean donated article of clothing from the ECS if available. The ECS staff will support any personal protective equipment that a student arrives with, however, some children, particularly those under age 5 years, may not be developmentally capable of wearing a cloth face covering without frequent touching of the mask or their face or attempting to take the mask off, or be unable to remove it safely without assistance. Parents and childcare staff should

discuss the considerations above for an individual child and consult with the child's health care provider if necessary.

Please help your child to be independent by sending in clothes that they can manage. Clothes that are particularly challenging for children are overalls, belts, buttons in the back, and snaps. Elastic waistbands in pants and skirts, pullover tops and front buttons help children learn to dress themselves. Also, please dress your child in clothing that can get dirty as they explore their environment – inside and out. We do wear smocks, but sometimes we still get dirty!

In the interest of safety, please send your child to school in sneakers or closed toe shoes. Preschoolers need sturdy slip-on shoes or ones with simple Velcro closures. This will allow your child to get his/her shoes on and off independently. Crocs, sandals, flip-flops, etc. are not acceptable for playground and classroom activities.

## **GENERAL HEALTH/SAFETY POLICIES**

At the Early Childhood School, your child's health and safety are of utmost importance to us. Our staff members are trained in CPR and First Aid certified. In addition, staff members are also trained to recognize signs of illness and signs of COVID-19 as suggested by the CDC guidelines. In the event of illness or accident, the teacher will offer comfort and provide appropriate first aid to the child. Parents will receive an accident report for recorded injuries. If necessary, the parents will be notified of the injury immediately. **If any child does not pass the daily health assessment provided by the MSDE in the morning, the child is not allowed to enter the building and cannot return to school for two weeks unless they are able to provide a confirmed negative result for a COVID-19 test. The ECS reserves the right to send home any child that is suspected to hold any signs of any illness during the day. If a staff member contracts a confirmed case of COVID-19, then the school will be closed for at least two weeks and reopen at the MSDE's discretion.**

All children are required to be up to date on vaccinations in order to attend ECS, unless they are medically unable to be. Up to date immunization records are required for all children enrolled in ECS, including children who participate in the Toddler and Me program. Any child claiming a medical exemption must provide documentation from a pediatrician. All children must have current medical and immunization forms, completed by a physician, on file in the Early Childhood School office before they may attend school.

## SICK POLICY

If your child exhibits any of the following symptoms, you will be asked to take your child home from school, so as not to infect other children. If the child exhibits any symptoms of the COVID-19, your child will be asked to be quarantined for two weeks unless provided a confirmed negative result from a COVID-19 test. Children will be asked to leave only after the ECS office has verified the symptoms. Any child who is sent home from the office will need to be picked up immediately by a parent/guardian.

- a. A temperature of 100.1 F or more
- b. Vomiting or diarrhea (loose stools that occur three or more times in a day)
- c. Evidence of lice infection
- d. Conjunctivitis (pink eye)
- e. Colored discharge from nose (not related to allergies) and eyes
- f. Severe coughing
- g. A concerning rash
- h.** Any suspected symptoms of the COVID-19

If your child is absent from school, please inform the school office as to the reason for the absence. **It is very important and strongly suggested that families inform the ECS office if your child has been in close contact with anyone with COVID-19 or symptoms of COVID-19.** Children who become ill while at school will be removed from their class and brought to the ECS sick room, where they will remain until they are picked up. Your child will never be left alone. For your child's welfare as well as that of the other children, we request that you please keep your child home for at least 48 hours if they exhibit any signs of illness and/or quarantined for two weeks if the child exhibits symptoms of COVID-19.

Your child will be readmitted to school after an illness if a doctor's note has been submitted to the office and the following conditions are met:

- a. The child is fever/vomit/diarrhea-free for a 48-hour period – without the aid of medication
- b. The child no longer has signs of the illness
- c. Discharge from the nose is not green or yellow
- d. In the case of lice infestation, the Montgomery County Health Department requires that a child be nit free in order to return to school. The Early Childhood School office will examine the child before the child will be permitted to return to school.

If your child was sent home because your child has failed the daily health assessment and/or showed symptoms of COVID-19, your child can be readmitted to school after two weeks unless provided a confirmed negative result of a COVID-19 test and the following conditions are met:

- a. Child must be fever free for at least **72 hours** without use of fever reducing medication AND visible improvement in their respiratory symptoms (cough and shortness of breath) for 3 days; AND at least 7 days has passed since the symptoms began
- b. If a child or family member comes in contact with a person who has COVID-19 or suspected COVID-19, family should self-isolate for **14 days** from the last day that the person was in contact with sick individual

If someone in the family is diagnosed with COVID-19 you must notify the school immediately.

## MEDICATIONS

The ECS may administer prescribed or over-the-counter medication to a child only upon the written order of a licensed physician. A signed Physician's Medication Order Form must be on file to administer any medication. A record will be kept of all medications dispensed to a child during the day. Please provide a medication spoon or dropper so that the correct amount of medication is given if needed. All medication must be in its original bottle and properly labeled. For safety reasons, children should not carry medicine into the school. All medications will be stored in the ECS office. However, should your child be prescribed an Epi-pen or other life-saving medications, they will be stored in the emergency bag kept with your child's class at all times. A duplicate of such medication may also be kept in the ECS office.

## FOOD AT SCHOOL

The Jewish dietary laws are observed at the ECS and BSO. The most common kosher symbols found in this area are the following:



**Lunches** – Lunches should not contain any kind of meat, poultry, or shellfish. Lunches should not require heating or refrigeration. Cold packs, juice boxes, or a thermos for juice or milk are strongly suggested. Some lunch suggestions include veggie nuggets, eggs, yogurt, cheese, cut-up fruits and vegetables, cream cheese, hummus and jelly sandwiches, etc. There are a variety of nut-free butters including Wow Butter and sunflower seed butter that many children like. The ECS has a page of healthy lunch suggestions available by request.

**Snacks** – There will be a specific time during core day for snack time. Each child is suggested to include a snack with their lunch to enjoy. In order to prioritize safety due to COVID-19 with your children and our staff, the ECS will **not** be providing snack to the students. Please send in enough snack as children get hungry from constant active play.

**Peanut Butter/Nuts** – Please be advised that we strive to be a **peanut and tree nut-free school**. Please do not send your children with any form of nuts (i.e. Nutella, peanut butter, almonds, walnuts, cashews, etc.) for lunch or snack. Sunflower Seed butter is a healthy alternative and can be purchased at Giant, Whole Foods, Safeway or other food stores. Please visit these links for more information regarding peanut and tree nut allergies: <http://www.foodallergy.org/page/tree-nut-allergy> or <http://www.foodallergy.org/page/peanut-allergy>.

**Please note:** Foods containing a warning that they share equipment with, or are processed in, a facility that also processes peanuts or tree nuts cannot be served for communal purposes in school, including at birthday and holiday celebrations.

## **INCLEMENT WEATHER POLICY**

Our goal is to follow MCPS weather alerts and weather announcements. The Early Childhood Director and BSO Executive Director reserve the right to make decisions about weather closings for the safety of our students and staff, even though it may be different from MCPS announcements. There will be times when we are closed due to inclement weather for the safety of our teachers, children, and families. If weather forecasts predict unsafe driving conditions developing during the school day, we reserve the right to close the school early, as needed.

For all delays, closings, and unscheduled early closings, an announcement will be emailed to all ECS families. Local radio and television stations are prompt at reporting information about MCPS snow closings and delayed openings. We will send an email out with closing/delay information by 6:00 am as needed. There will be no flexibility on swapping days to have a student attend school on a day that he or she is not scheduled to come in. Parents and guardians are welcome to participate in the drop-in policy within capacity.

## **PHOTO POLICY**

The Early Childhood School documents the learning experiences, project work, and joyful moments that children have at our school via photo and video. We share images of students learning and examples of their work to inform our community about school life, promoting the school to prospective families and community partners. The school's ability to portray our program accurately and vibrantly depends on parents' and guardians' support of the school's use of images. These photos and recordings may be used for purposes of promoting the school in a variety of venues including, but not limited to, the school website, school publications, advertisements and school social media sites. Please note that it is school policy not to associate photos of students with names.

Enrollment of a student at the ECS authorizes the ECS to use students' photographs, writings, and statements in school publications, including the school website and other public communications. If you wish to withdraw such permission, please provide us with a written document explicitly letting us know which authorization you wish to withdraw from.

No action is needed by parents unless you wish to withdraw such permission, which may be done via email or mail.

## **SPECIAL NEEDS AND INCLUSION POLICY**

The ECS accepts children with a full range of abilities and needs. Our preschool works in partnership with families to find innovative solutions to best meet the individual needs of each child.

- Our classes offer age-appropriate student to teacher ratios, as suggested by current MSDE regulations.
- Allowance is made for modifications in schedule, program, materials, and expectations to meet individual needs.
- Where necessary, the school may provide additional support in the classroom at the parent's expense. Families must also be responsible for outside consultations, evaluations, and professional services.
- Other support providers, such as speech and language therapists, occupational therapists, and physical therapists, are welcome to provide on-site support and services to children in our program. Such services must be coordinated with the Director of the ECS.
- Special needs consultants are available through Montgomery County Public School (MCPS) Infants/Toddler Program. They provide support and help to parents, conduct classroom observations, and give recommendations for professional referrals and training for staff to support children with special needs.
- For children who are currently in other settings, observations may be conducted to see how we can best meet the child's needs.
- The ECS will attempt but is not restricted to serve as a resource in finding available services for the children.
- We will try to be flexible in finding the best environment within the school, with the option of changing the environment, if needed.
- We work closely with Montgomery County Childcare Resource and Referral Center, consulting them on classroom management and behavior.

Any relevant information that can be provided to us, including, but not limited to, consultations, reports written by other professionals, IEP's, and school reports, is helpful in providing an appropriate program for your child. This information will be held in strictest confidence.

The ECS will do our best to meet your child's needs, while within our limitations. If we cannot meet these needs, our staff will make every attempt to work with you to find a more suitable placement where your child can thrive.

## **TUITION PAYMENTS**

The Early Childhood School at B'nai Shalom of Olney relies on the timely collection of tuition payments for the school to run smoothly. The full summer tuition will be made on the first day of the summer program. If your child gets set home and must stay at home for at least 2 weeks due to COVID-19 and/or failure to pass the daily health assessment, we will refund the amount of tuition that reflects two weeks. Refunds based on a student being sent home for 48 hours will not be made.

B'nai Shalom of Olney requires all ECS families to be on automatic payments either through ACH or credit card by the first of the month.

- ACH (Automated Clearing House) – ECS tuition payments will be automatically withdrawn from your designated bank account.
- Credit Card – Arrangements can be made to automatically charge your credit card monthly. A 2.5% service charge will be charged, as well.

**The Early Childhood School at B'nai Shalom of Olney**

18401 Burtfield Drive, Olney, Maryland 20832

Early Childhood School Office: 301-570-0699

Synagogue Office: 301-774-0879

Eve Margol, Director of Early Childhood Education

[eve.margol@bnaishalomofolney.org](mailto:eve.margol@bnaishalomofolney.org)

[www.ECSOlney.org](http://www.ECSOlney.org)