



Parent Handbook 2020-2021

KESHER NEWTON MISSION

Kesher Newton is a nationally-recognized alternative to traditional Hebrew School or Jewish Day School, where children learn Jewish culture and Hebrew language in a spirited, camp-like and pluralistic environment. Kesher's innovative curriculum challenges students intellectually while fostering Jewish commitment, joy of learning, and active community participation. Kesher Newton is an independent, pluralistic community that is welcoming to all.

STATEMENT OF PHILOSOPHY

At Kesher Newton we want children and their families to build on their Jewish experiences. In the context of a wonderful learning community, each learner in Kesher Newton engages in a process of Jewish discovery that recognizes each learner's uniqueness, again, in the context of a larger Jewish community.

A respectful community is at the core of everything that happens at Kesher Newton. Learners at Kesher Newton understand that they have a responsibility to themselves as Jewish learners and to the community. Teachers, administrators and families work hard to support the evolving needs of our children.

STATEMENT OF DIVERSITY/NON-DISCRIMINATION

Kesher Newton values greatly the diversity of our community. We believe that the sharing of the way that we each choose to express ourselves as Jews enhances greatly each of our Jewish identities. Kesher Newton both invites and acknowledges with respect, differences of all kinds. Kesher Newton admits students of any race, color, gender identity, sexual orientation, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color or national and ethnic origin, religion, cultural heritage, political beliefs, disability, marital status, sexual orientation, gender identity or toilet training status in the administration of its educational policies, admissions policies, scholarship and loan programs, or athletic and other school-administered programs.

ENROLLMENT

Kesher enrollment is typically first-come, first-serve. If enrollment is at its designated capacity, family will be placed on a wait list, and contacted when a space opens up. Tuition will be pro-rated from start date.

INTAKE PROCEDURE

For current Kesher Newton families, re-enrollment is done in the Spring for the following school year. Contracts are sent home in March and are due back by May.

Every new K-5 student is required to pay a one-time, non-refundable \$100 application fee. A \$125 materials and registration fee per child is due each year. Upon enrollment, a Kesher Newton calendar, parent handbook, directory and other pertinent materials will be distributed.

If upon receipt of your application the program is full to capacity your application and fee will put you on a waiting list if requested.

Kesher will provide an opportunity for and encourage parents to meet with Executive Director or designee prior to admitting a child to the program. Parents and children can have a private orientation to the program, or attend back to school night-the week before school begins.

If desired, families are encouraged to visit Kesher and meet the teachers prior to enrolling.

Parents are encouraged to be as detailed as possible in sharing their child's interests and needs on the enrollment forms.

To support transitions and coordinate with services offered by other providers, Kesher requests that parents share information about other therapeutic, educational, social and support services received by the child.

Children's Records

A separate physical file will be kept in the office for each child, as well as an electronic version on our database. According to EEC guidelines, all required paperwork and signatures must be completed yearly, prior to student beginning at Kesher. Should any information change during the year, the change should be sent to the executive director via email, and will be updated in the records which will include the date the change was made.

TUITION AND FEES

Tuition is billed in two installments-September and February. The tuition bill will be in the form of an invoice and emailed to each family. If a tuition payment will be late because of financial or other personal difficulties, families are encouraged to contact the Executive Director.

Families can arrange a monthly payment plan with the Assistant Director.

All new students	\$100 registration fee due at enrollment		
All students	\$125 materials fee due at enrollment		
Kesher After School (twice a week, 3:00-5:45, includes Hebrew and Judaics)	\$4,050		
Kesher Middle School (weekly 3:00-5:45)	\$2,500		
Lifnei Kesher-1 semester commitment	1st child children*	2nd child*	Additional
Lifnei Kesher (8:00-3:00) -1 day	\$2,660	\$ 2,394	\$2,128

Lifnei Kesher (8:00-3:00) -2 days	\$5,320	\$4,788	\$4,256
Lifnei Kesher (8:00-3:00) -3 days	\$7,980	\$7,182	\$6,384
Lifnei Kesher (8:00-3:00) -4 days	\$10,640	\$9,576	\$8,512
Lifnei Kesher (8:00-3:00) -5 days	\$13,300	\$11,970	\$10,640
*10% discount for second child, 20% discount for each additional child			

A surcharge of \$50 will be added to any payment received more than 15 days after its due date, even if on a monthly payment plan.

Bounced checks will be assessed a \$25 fee.

ATTENDANCE

Children are expected to attend Kesher Newton at their assigned times and days.

If your child is going to be absent from school, you are responsible for notifying Kesher Newton.

If your child does not arrive at Kesher Newton we will call or email to find out where he/she is.

Please inform Kesher Newton by noon (by phone or email) if your child will not be attending, will be late, or picked up early; Kesher's phone number is 617-244-5390 and the email:

connect#@keshernewton.org is checked regularly throughout the afternoon by the administrator on duty. Even if you get voicemail during Kesher hours, a transcription of the message will immediately be available on the administrator's phone.

If there is a need to change your child's attendance schedule, you must do so with the Kesher Newton Executive Director. If a change is made, a new contract may need to be signed.

COMMUNICATING WITH STAFF AND FAMILIES

Kesher Newton Directory

Each year, Kesher Newton produces a family directory, which lists the names (English first and last, and Hebrew), addresses, and phone numbers for Kesher Newton students and their parents/guardians.

In the interest of building and maintaining community, each family receives a copy of the directory. Please respect the privacy of other Kesher Newton families and use the directory only to connect with other families. Keep the information confidential; do not give the directory or information in the directory to anyone outside the Kesher Newton community.

If a family does *not* want their information in the Kesher directory, they can "opt-out" in the enrollment forms or email the request to the executive director directly.

E-Mail and Handouts

We communicate with you on a regular basis most often through email and this year, Remini. All families are required to submit at least one email address for the community list to be used by the program for Kesher Newton business only.

Kesher Newton encourages you to call or e-mail with any questions, comments or concerns. The Kesher Newton phone number is 617-244-5390. You can leave a detailed message at any time. Your call will be responded to within twenty-four hours. In addition, all Kesher staff may be e-mailed by the using the firstname@keshernewton.org email address. It is always good to CC the Executive Director.

Parent-Teacher Conferences

Parent-teacher conferences can be set up at any time of the year as deemed necessary by the teachers and families. However, typically, parent teacher conferences occur about half way through the year. During this time period, parents sign up for their time on a first-come, first-served basis.

Progress Reports

Progress reports are sent home twice during the year- winter, and spring. Reports include rubrics for Hebrew skills and narratives about child performance and attitude. Reports are sent home electronically halfway through the year and at the end of the year. A copy which includes the date the parent received the report will be maintained in the child's file.

Parent visits to Kesher

During "normal times:"

Parents are welcome to arrange to visit Kesher Newton anytime that their child is on-site.

Other guests and visitors are also welcome to visit Kesher Newton at any time. However, to ensure the safety of all children these visits must be scheduled in advance. If you would like to show Kesher Newton to a prospective family, please schedule this visit with the Kesher Newton Executive Director. We apologize that we cannot accommodate children's friends as guests in the classroom if not accompanied by their parent or guardian.

During "covid times"

No non-staff adults or unenrolled children are allowed in the building during Kesher hours.

TRANSPORTATION POLICY

ARRIVAL AND DEPARTURE

Kesher Newton does not provide transportation to and from the program. It is the responsibility of the parent(s) to provide safe transportation for their child. Prior to your child's first day of attendance parents must fill out transportation information on the enrollment forms.

Arrival Procedures

If your child arrives before the starting time, the person who dropped off the child must stay with the child until the official starting time. This allows staff members to have enough time to get everything ready for the day.

Parent drop off/carpool with supervised walk into Kesher

The person transporting your child must escort him or her to the Kesher door and make sure the child is checked in with a Kesher staff member.

Check in requires a verbal greeting with the staff member taking attendance at the door. Prior to check-in, the parent/carpool driver is responsible for the supervision of the child. Once the child has been signed into the program, the program assumes responsibility for the supervision of the child.

Private transportation with supervised walk into Kesher.

The private transportation company is responsible for the supervision of the child until the child leaves the transportation. A Kesher staff member will greet the child at the private transport. Once the child signs in with a Kesher Newton staff member, the program then assumes responsibility for the supervision of the child. If your child arrives via a private car service please remind your child to make verbal contact with the staff member taking attendance once inside Kesher.

Pick Up Procedures

Parent pick-up/carpool

During Covid times-parents must wait outside to pick up their children. The person taking attendance at the door will call for the student over the walkie talkie so as to avoid crowds in the hallway. Check-out requires a verbal goodbye with the staff member on attendance duty. We will not release your child to any adult not listed as an “authorized person” in the pick-up release section of the enrollment form. Please make sure all emergency contacts, families with whom you carpool, as well as any extended family members are listed on these forms. If you need to add someone to your release list please do so in writing with a date and signature. Once the child has been signed out of the program, the person who signed the child out becomes responsible for the supervision of the child. Anyone who does not regularly pick up your child must still be listed on your release form and will be required to show photo identification to a Kesher Newton staff member.

Other

Should your child have a different departure option from “parent pick-up/carpool” a specific individual plan must be made with the Executive Director. The parent will receive a copy of the plan.

End of Day

The Kesher Newton program ends at 5:45. In fairness to our staff we ask that you be prompt for pick up. While we understand that situations arise that are beyond your control causing you to

be late, we ask that you call and let us know that you are running late so that we may assure your children and any other children you are transporting that they have not been forgotten.

Parents will be charged \$1 per minute for late pick up past 6:00 PM.

Kesher Calendar

Kesher Newton operates during the school year only (September-June).

JEWISH OBSERVANCE

Kesher Newton is a private, independent program, not affiliated with another Jewish institution or movement, welcoming to all kinds of families with various types of Jewish observance and affiliations. We strive to provide a program where children and families learn together and from each other.

Jewish Holidays

In addition to national and state holidays, Kesher Newton is closed in observance of Jewish holidays. Please refer to your Kesher Newton Calendar for the current year's specific Jewish holiday closings. On the evening before most Jewish holidays, Kesher will close early. On Erev Yom Kippur and the first Passover Seder night, Kesher will have a half day.

State and School Holidays

Kesher Newton will also be closed during state holidays, parallel to the Newton public school calendar. These include: Labor Day, Columbus Day, Veteran's Day, Thanksgiving holiday (Wednesday, Thursday, Friday,) Christmas Day, New Year's Day, MLK Day, Presidents Day, and Memorial Day.

Kesher also does not operate during the school vacation weeks, which include: Thanksgiving holiday, December break, February break and April break.

Kashrut

In order to respect all of our family's personal choices, Kesher Newton provides only Kosher food for our students. We ask your cooperation in sending only dairy or pareve foods for lunch. (Pareve is neither meat nor dairy.) Meat and shellfish are prohibited. Food that will be shared with the Kesher Newton community such as for birthdays or other celebrations must be store-bought and display a hechsher (kosher symbol) on the packaging or come from a certified kosher bakery.

Nuts

Kesher Newton is "nut-free". Please make sure that any foods you send with your child are free of nuts. When sending in something to share with the class, this includes products whose package contains the nut warning label.

Lunches

Please make sure the lunches you send honor our kashrut and nut policies above. Moreover, we want your children to feel healthy and productive during their time at Kesher Newton. Please make sure lunches include proteins, fresh produce, a complex carbohydrate and beverage. Sample foods may include: tofu/other soy products, cheese, cream cheese and bagel, cream cheese and jelly, yogurt, hummus, whole wheat breads. Please make sure to send your child with food that does not need to be microwaved. Some students end up eating their lunch during snack at school. Please make sure to send them with enough food to keep them satisfied for several hours.

Due to issues with allergies and kashrut we do not allow students to share the contents of their lunch with each other.

Snack

Kesher Newton's healthy snack (served every day at 10:00 AM and 3:30 PM) will consist of fruits/vegetables, carbohydrates, and water.

FIELD TRIPS

During the course of the year, we may plan appropriate field trips to local institutions. At times a charge between \$5-\$25 may be levied to cover costs and parents may be asked to drive. If a parent drives other students, we must have prior written parent approval, and driver must have a valid MA license and sufficient liability insurance. In all cases, information and a permission slip will be sent home prior to the trip. Field trip transportation will be via private bus services, public transportation, walking or parent carpool. In all cases you will be notified well in advance and permission slips will be required.

B'NEI MITZVAH

B'nei Mitzvah are a wonderful celebration for our children and their families, and also allow us a chance at Kesher to celebrate these milestones. We strongly encourage that all classmates be invited to the Bar or Bat Mitzvah of your child(ren). Kesher is a small, warm, and intimate community, and we thank you for promoting and embodying this by including all of your child(ren)'s classmates in your celebration.

BIRTHDAYS

Please do not use the children's bags/backpacks or folders to distribute birthday invitations unless every child in your child's group is invited. If there is a party that is occurring just after Kesher Newton and you are picking up kids for the party, please do so with great discretion. We do not want any Kesher Newton child to feel left out.

FAMILY INVOLVEMENT

Family Education

The family education mission of Kesher Newton recognizes that Jewish learning is a life-long process. Our plan is to assess the evolving Jewish family education needs of the Kesher Newton community; to respond to those assessed needs with goals; and to design and implement

programming to achieve those goals, keeping the diverse needs of our community in mind.

The primary goals of Kesher Newton's family education are to:

- 1) Provide an environment rich in resources and experiences for parents to learn
- 2) Help parents model the importance of Jewish learning by becoming learners themselves
- 3) Inspire kedusha (holiness) in the daily lives of families
- 4) Encourage families to view year-round Jewish rituals and observances as a framework for strengthening families
- 5) Provide opportunities for families to participate in Tikun Olam (Repairing the World)
- 6) Build a partnership between home and Kesher Newton in providing for a Jewish education
- 7) To help create connections between Kesher families.

Family Education Programs

Kesher Newton provides many opportunities for Kesher families and the greater Jewish community to come together for learning and celebrating Jewish holidays. Our major programs include havdalot, Shabbat dinners, Chanukah and Purim celebrations, and Erev Ivrit. All programs are optional for families but for the most part, most families do participate in most of the programs. Other programs will be planned throughout the year and parents will receive announcements about them via e-mail and e-vites. Additionally, please check the bulletin board in the Kesher hallway to stay up-to-date on programs.

Parent Volunteers for Family Education

Parents will be asked to volunteer to help out with assorted family programs throughout the year. Though it is not required to help, it is extremely important for parents to volunteer to help so these programs can run smoothly.

CLOSINGS

Snow Day Closings

Kesher Newton is closed in the event that Newton Public Schools are closed due to inclement weather. If Newton Public school administration delays the beginning of the school day Kesher Newton is open for regular hours in the afternoon. If Newton schools close (in the morning or afternoon) due to bad weather, Kesher Newton also closes. In the event of Kesher being cancelled, **you will receive an e-mail from the Executive Director, and a message on Remini**. You will not receive a call from Kesher Newton, so please check on-line for public school closings. If the weather changes dramatically and the public school is not closed because the inclement weather occurs after school hours, Kesher Newton staff will email you, and call you on your work, home or cell phone as soon as Kesher Newton decides to close. We ask that you acknowledge receipt of email or call. It will be your responsibility to arrange a pick-up for your child as soon as possible so staff members can get home safely. Kesher Newton will give at least two hours notice of any closing related to the weather.

Unscheduled Closings

If Kesher Newton closes for other, unscheduled reasons, there will be a message on our website, and **parents will receive an email and Remini message**. In the event of a community emergency, to protect the safety of our children, Kesher Newton will also close, and a message will be left on our website, and **parents will receive an email**. Also in the event of an unforeseen event or unscheduled reason at Temple Reyim, we will close. In the event of a community emergency, children should go home from school and parents are responsible for arranging for their safety.

HEALTH/EMERGENCY INFORMATION

Every staff member will have a walkie on them at all times in order to communicate with one another, and especially to coordinate in case of an emergency.

Kesher Newton staff members are retrained every year in first aid and CPR. We are allowed to administer basic first aid and CPR if necessary. In order to be enrolled in Kesher Newton all enrollment forms must be completed. These forms are needed for many reasons, including emergencies. If there are any changes to your emergency contact information or your child's health care coverage, you must notify us immediately.

If Kesher Newton does not have all enrollment forms for the current year, your child will not be allowed to begin at Kesher. The administration will be in touch with you in August if Kesher Newton does not have all of your forms.

Medication

Any medication that your child needs administered must be brought to a Kesher Newton staff member. Medication must be in a pharmacy labeled container with the name of the doctor and contact number on the label. If medication will need to be administered over a period greater than ten days, we require a written note from your child's doctor stating this. If your child has an epi pen for any reason, Kesher must have an epi pen on site for that child at all times. If we detect a case of lice, we immediately notify the parent(s). A child must be nit free before returning to Kesher Newton.

Kesher Newton will check a child before the child re-enters the program.

Kesher Newton will follow exclusion policies for serious illnesses, contagious diseases and reportable diseases in conformance with regulation and recommendation set by the Division of Communicable Disease Control, Department of Public Health (DPH). Procedures will include notifying all Kesher Newton parents in accordance with DPH recommendations when any communicable disease such as measles or salmonella has been introduced into the program and policies for when children who have been excluded from the program may return.

A full health care policy will be made available to parents upon request.

PLAN FOR DISPENSING MEDICATION

Medication Administration:

- (a) Kesher Newton must have a written policy regarding administration of prescription and non-prescription medication. The policy must provide for the administration of medications ordered by a child's health care practitioner.
- (b) All medication administered to a child, including but not limited to oral and topical medications of any kind, either prescription or non-prescription, must be provided by the child's parent, unless noted in 606 CMR 7.1 1(2)(e)1.
- (c) All prescription medications must be in the containers in which they were originally dispensed and with their original labels affixed. Over-the-counter medications must be in the original manufacturer's packaging.
- (d) The educator must not administer any medication contrary to the directions on the original container, unless so authorized in writing by the child's licensed health care practitioner. Any medications without clear instructions on the container must be administered in accordance with a written physician or pharmacist's descriptive order.
- (e) Unless otherwise specified in a child's individual health care plan, the educator must store all medications out of the reach of children and under proper conditions for sanitation, preservation, security and safety during the time the children are in care and during the transportation of children.
- (h) Those medications found in United States Drug Enforcement Administration (DEA) Schedules II through V must be kept in a secured and locked place at all times when not being accessed by an authorized individual.
- (i) Prescription medications requiring refrigeration shall be stored in a way that is inaccessible to children in a refrigerator maintained at temperatures between 30 and 42°F.
 - (1) Notwithstanding the provisions of 606CMR7.11(2)(e), emergency medications such as epinephrine auto-injectors must be immediately available for use as needed.
 - (2) Each licensee shall have a written policy on medication disposal.
 - (3) When possible, all unused, discontinued or outdated prescription medications shall be returned to the parent and such return shall be documented in the child's record. When return to the parent is not possible or practical, such prescription medications must be destroyed and the destruction recorded by a manager or supervisor in accordance with policies of the licensee and the Department of Public Health, Drug Control Program.
 - (4) No educator shall administer the first dose of any medication to a child, except under extraordinary circumstances and with parental consent.

(5) Each time medication is administered, the educator must document in the child's record the name of the medication, the dosage, the time and the method of administration, and who administered the medication, except as noted in 606 CMR 7.11(2)(k).

Individual Health Care Plans

Kesher Newton must maintain as part of a child's record, an individual health care plan for each child with a chronic medical condition, which has been diagnosed by a licensed health care practitioner. The plan must describe the chronic condition, its symptoms, any medical treatment that may be necessary while the child is in care, the potential side effects of that treatment, and the potential consequences to the child's health if the treatment is not administered.

(a) The educator may administer routine, scheduled medication or treatment to the child with a chronic medical condition in accordance with written parental consent and licensed health care practitioner authorization.

(b) Notwithstanding the provisions of 606 CMR 7.11 (l)(b)2., the educator must have successfully completed training, given by the child's health care practitioner, or, with his/her written consent, given by the child's parent or the program's health consultant, that specifically addresses the child's medical condition, medication and other treatment needs.

(c) In addition to the requirements for the routine, scheduled administration of medication or treatment set forth in 606 CMR 7.1 1(3)(a), any unanticipated administration of medication or unanticipated treatment for a non-life-threatening condition requires that the educator must make a reasonable attempt to contact the parent(s) prior to administering such unanticipated medication or beginning such unanticipated treatment, or, if the parent(s) cannot be reached in advance, as soon as possible after such medication or treatment is given.

(d) The educator must document all medication or treatment administration, whether scheduled or unanticipated, in the child's medication and treatment log.

(e) The written parental consent and the licensed health care practitioner authorization shall be valid for one year, unless withdrawn sooner. Such consent and authorization must be renewed annually for administration of medication and/or treatment to continue.

(f) Educators may, with written parental consent and authorization of a licensed health care practitioner, develop and implement an individual health care plan that permits older school age children to carry their own inhalers and epinephrine auto-injectors and use them as needed, without the direct supervision of an educator. All educators must be aware of the contents and requirements of the child's individual health care plan specifying how the inhaler or epinephrine auto-injector will be kept secure from access by other children in the program.

(g) Whenever an individual health care plan provides for a child to carry his or her own medication, Kesher Newton must maintain on-site back-up supply of the medication for use as needed.

PLAN FOR MEETING/EMERGENCIES

Kesher Newton will use the following emergency evacuation and notification procedures in the following situations.

In the case of any type of emergency that requires an evacuation, classroom teachers will check the children as they evacuate the setting against their attendance sheet for that day. After confirming that every child is accounted for, they will relay that information to the Director who will do a final sweep of the building to insure than no child has been left behind, and will also grab the medication box and emergency binder. In the absence of the Director, final sweep will be completed by the administrator on duty, typically the Assistant Director or Director of Curriculum and Learning.

Cell Phone: Every child must have at least 2 emergency contacts other than their own parents, who is authorized to pick him or her up in the event of an emergency and Kesher staff will use cell phones to contact.

Fire or Natural Disaster: If the situation calls for the evacuation of the building, Kesher teachers shall lead the children out of the building, using the outside exit of each classroom and the same emergency evacuation procedures listed under fire drills. **The classroom attendance sheets, emergency numbers, medical release forms, cellular phone and first aid kit, including mediation (ie. epipens) and required paperwork will accompany staff when they exit the building.** If it is deemed unsafe for children to remain in close proximity to the building, they will be evacuated to the nearest safe site and supervised by the staff at that site. The site of choice will be the parking lot off the main entrance of the synagogue, if it is determined that the proximity to the building is safe. If the synagogue is too close to the danger, the staff will walk the children to the lobby of Newton-Wellesley Hospital, 2014 Washington St. Newton, MA, 02462 (turn left on Washington St.) unless otherwise advised by emergency personnel.

When children have been walked to the safest place, staff will continue to supervise them at that safe site, administer any necessary first aid, and use cell phone to contact parent/guardians and emergency contacts immediately to inform them of immediate, required pick up. If directed by emergency personnel that a different safe site is required and it is possible to hire and transport the children by bus, the Director will make every effort to do so. If safe, one staff member will remain at the school building until all parent/guardian(s) are notified; if it is not safe for a staff member to remain on-site, teachers will use cell phones to inform parent/guardian(s) once they have evacuated all children safely.

Power Outage: Kesher Newton will remain open as long as it is safe. In the event, it is determined not safe, parents will be called for immediate pick up. In the event that contact cannot be made, teachers will assist in taking remaining children to Newton Wellesley Hospital while further efforts are made to notify parents and emergency contacts of need for immediate pick up.

Temple Reyim, as our landlord, will be responsible for fixing the problem and will be immediately notified.

Loss of Heat: Kesher Newton will remain open and operating as long as the temperature does not fall below 55 degrees F. Parent/guardian(s) will be notified if the situation is deemed unsafe, and there is a need for immediate pick up. Temple Reyim, as our landlord, will be responsible for fixing the problem and will be immediately notified.

Loss of Water: Kesher Newton will remain open and operating as long as there is enough water for drinking, hand washing and sanitary purposes. If children's health and safety is compromised, parents/guardians will be called for immediate pick up. Temple Reyim, as our landlord, will be responsible for fixing the problem, and will be immediately notified.

Fire and Evacuation Drills: All children at Kesher Newton participate in monthly fire and evacuation drills. They practice fire safety rules and learn what they should do and how they should behave in the event of a real emergency situation. The designated meeting point for drills is the parking lot of Temple Reyim, near the main entrance. Monthly fire and evacuation drills must be documented. Documentation must include:

- Date
- Time of day (must vary within hours of operation)
- Time taken for all staff/children to evacuate (ie. 30 seconds) to measure effectiveness of drill
- Exit route used (must vary)
- # of children

Procedure for a Missing Child: the Kesher Newton staff follows a procedure approved by the EEC in the event that a child who came to school cannot be located at any given time. A check of the attendance log will be made to ensure that the child was not picked up by a parent/guardian/designated adult. A room-by-room search will be conducted by the director, followed by an inspection of the bathrooms and other areas of the building by two additional staff people, followed by a walk of the immediate outdoor area. All children and staff will be asked to gather together to ensure the child is not with another group. Children and staff will be asked when, where child was last seen. If the child cannot be located the parents or emergency contacts will be called and the Newton Police will be notified.

EMERGENCY TRANSPORTATION

In the event that your child needs to be transported to the hospital, Kesher Newton will call 911 and request ambulance service.

INDIVIDUALIZED EDUCATION PLANS (IEP) AND OTHER LEARNING NEEDS

Kesher Newton accepts children who learn in many different ways. Kesher staff members teach in a variety of modes of learning so that each learner can learn in the way that is best for them. Teachers adapt their teaching to the specific needs of the students in their classes. It is most helpful for the Executive Director and staff to know about particular needs of students to help them learn at Kesher. If your child is receiving services at school, please include this information in your enrollment forms. We ask that you provide Kesher Newton with copies of students' current IEPs and 504s so we can use that information in our planning. If Kesher is not able to provide support for your child without bringing in another person, the Executive Director and teachers will come up with a plan with the parents which may involve a parent hiring someone outside of Kesher to help with their child.

REFERRAL SERVICES

In the event that a staff member recognizes the need (social, mental health, educational or medical, including dental, vision, or hearing) for a child to receive services outside of Kesher Newton, they must first inform the Executive Director. Teachers are required to document their observations of children, and the Executive Director then reviews the documentation. The Executive Director will determine if and how the parent will be notified. Notification to the parents will be both verbal and written. Parents will be notified privately and when necessary a meeting will be scheduled. Kesher Newton will provide a current list of referral resources in the community for children in need of social, mental health, educational or medical services.

Kesher Newton will provide to the parent a written statement including the reason for recommending a referral for additional services, a brief summary of the program's observations related to the referral, and any efforts the program may have made to accommodate the child's needs. Kesher Newton will offer assistance to the child's parent in making the referral and will have written parental consent before any referral is made. Kesher Newton will maintain a written record of any referrals, including the parent conference and results.

MANDATED REPORTERS

Everyone that works at Kesher Newton is considered to be a mandated reporter under the Massachusetts General Law, Chapter 119, Section 51A. This means that any suspicions of neglect, or physical, sexual, or emotional abuse of a child must be reported to the Department of Children and Families.

CHILD GUIDANCE

Kavod, respect, guides Kesher Newton; respect for oneself, for others, and for the learning environment. There is never a time in Kesher Newton that kavod does not apply. At the beginning of the year teachers and students create a brit (agreement) to ensure a safe and

comfortable environment for everyone. Education is a partnership among teachers, students and parents working together to ensure a positive Kesher Newton experience.

The teachers first and foremost handle child guidance issues. If the situation warrants, the Executive Director becomes involved. If a child's behavior is disrupting the experience of the class, the child might be asked to take a break in the office. They can return to class upon the next transition. When necessary we involve the parent(s). Kesher Newton has the right to suspend or expel a child as per EEC regulations, 7.05.

1. Educators must provide guidance to children in a positive and consistent way based on an understanding of the individual needs and development of children by:

- (a) encouraging self-control and using positive child guidance techniques such as recognizing and reinforcing children's appropriate behaviors, having reasonable and positive expectations, setting clear and consistent limits, and redirecting;
- (b) helping children learn social, communication, and emotional regulation skills they can use in place of challenging behaviors;
- (c) using environmental modifications, activity modifications, adult or peer support, and other teaching strategies to encourage appropriate behavior and prevent challenging behaviors;
- (d) intervening quickly when children are physically aggressive with one another and helping them develop more positive strategies for resolving conflict;
- (e) explaining rules and procedures and the reasons for them to children, and where appropriate and feasible, allowing children to participate in the establishment of program rules, policies and procedures;
- (f) discussing behavior management techniques among staff to promote consistency.

2. Educators must have a method of communicating effectively with each child.

3. Educators must direct child guidance to the goal of maximizing the growth and development of children and protecting the group and the individuals within it.

4. The following practices are strictly prohibited:

- (a) spanking or other corporal punishment of children;
- (b) subjecting children to cruel or severe punishment such as humiliation, verbal or physical abuse, neglect, or abusive treatment including any type of physical hitting inflicted in any manner upon the body, shaking, threats, or derogatory remarks;
- (c) depriving children of outdoor time, meals or snacks; force feeding children or otherwise making them eat against their will, or in any way using food as a consequence;
- (d) disciplining a child for soiling, wetting, or not using the toilet; forcing a child to remain in soiled clothing or to remain on the toilet, or using any other unusual or excessive practices for toileting;
- (e) confining a child to a swing, high chair, crib, playpen or any other piece of equipment for an extended period of time in lieu of supervision; and
- (f) excessive time-out. Time-out may not exceed one minute for each year of the child's age and

must take place within an educator's view.

Behavior Management Guidelines

All teachers will have a behavior management system in place which includes positive reinforcement, warnings, and other methods, before being sent to the Kesher office.

However, if a student's behavior is affecting the physical or emotional safety of their classmates, they may be removed from the situation and sent to the Kesher office.

Depending on the severity of the situation, the administration may call home, and child may be suspended for a period of time.

If a student is sent to the office for a physical or emotional safety issue more than 3 times, Kesher will meet with the parents and try to find a solution to prevent further incidents. The solution may include the need of a parent or a parent-hired aide to accompany the student at Kesher or termination from the program.

TERMINATION AND SUSPENSION

As per EEC regulation 7.04(17)(i)

The following are Kesher Newton's procedures for avoiding the suspension or termination of a child from the program due to challenging behavior. The procedures to avoid suspension and termination include:

1. Kesher Newton will provide an opportunity to meet with parents to discuss options other than suspension or termination;
2. Kesher Newton will offer referrals to parents for evaluation, diagnostic or therapeutic services;
3. Kesher Newton will pursue options for supportive services to the program, including consultation and educator training;
4. Kesher Newton will develop a plan for behavioral intervention at home and in the program.

As per EEC regulation 7.04(3)(b)

If Kesher chooses to suspend or terminate a child for any reason the program must provide written documentation to the parents of the specific reasons for the proposed suspension or termination of the child, and the circumstances under which the child may return, if any.

Kesher Newton will inform parents of the availability of information and referral for other services and shall provide this information upon the request of parent. When any child is terminated from the program, initiated by the program or the parent, Kesher Newton will prepare the child for termination from the program in a manner consistent with the child's ability to understand. There may be times when suspension of a child is necessary, and termination is not warranted. The same procedure for parent notification and referral applies in cases of suspension. The period of suspension is determined by the sole discretion of the Executive Director. When any child is suspended from the program, initiated by the program or

the parent, Kesher Newton will prepare the child for suspension from the program in a manner consistent with the child's ability to understand.

KESHER NEWTON BOARD OF DIRECTORS

Kesher Newton's board is expected to set overall Kesher Newton policies and set development plans for long-range Kesher Newton vision. The board also has a fiduciary responsibility to Kesher Newton. The board delegates to the Executive Director the responsibility for the day-to-day operation of the school, including hiring and firing of staff.

Kesher Newton is licensed by the Commonwealth of Massachusetts Department of Early Education and Care (EEC). EEC may be contacted for information regarding the program's regulatory compliance history.

EEC Quincy office location:

1250 Hancock Street, Suite 120-S
Quincy, MA 02169 (617-472-2881)

Covid-19 Reopening Plan Kesher Newton
September 21, 2020

Cleaning Plan/Materials

Professional cleaning company will be hired prior to the opening of school for a deep clean. Cleaner or teacher will wipe down high-touch surfaces throughout the day with disinfectant wipes when children are not in the classroom.

Disinfecting wipes and cleaning supplies will be kept in the staff kitchen/storage area, or high up-out of reach of children.

Bathrooms will be cleaned/disinfected by cleaner after each use.

Students will have individual materials bags with pens, pencils, markers, Play-doh and anything they might need. Students will not be able to share materials.

Items that are not individually owned by students (like games, headphones, Kesher laptops, toys, iPads,) be cleaned and disinfected between use. Each class will have a "to be cleaned" basket to put these items after one use.

Anything that cannot be easily disinfected such as stuffed animals or dress-up costumes, will be removed.

Identifying and Handling Sick, Symptomatic or Exposed Children

All staff will be trained in screening and identifying possible Covid-19 symptoms.

All staff must self-screen at home and fill out an online health attestation daily. Senior staff will visually screen staff at the front entrance.

If a staff member is symptomatic, they will be sent home immediately and be asked not to return until they have written clearance from their doctor.

All parents must screen their child/ren at home and fill out an online health attestation for each child on Remini before entering the building. Upon drop-off, children will be visually screened by attendance-taker at the front entrance.

If a child becomes symptomatic, they will be brought to picnic table outside (during good weather) or isolation room (Kesher office) immediately and will be supervised by the senior staff member on duty from the door or as distantly as possible while prioritizing the emotional and physical well-being of the child. Parents will be called for immediate pick up. Child can return to Kesher upon presenting a doctor's clearance/negative covid test.
Isolation room and/or picnic table will be disinfected before others use the room.

If confirmed positive Covid-19 in student, teacher, or household member
Parents and staff will be notified immediately through Remini and email.
Kesher administration will immediately call local health department (contact information posted in office) and follow their instructions.
Kesher administration will notify EEC.
Classrooms will be deep-cleaned.
Classmates and teachers of person with positive case may be asked to leave and quarantine for 14 days (based on advice from health department).

Adults in the building

Adults other than the Kesher and Temple Reylim staff will not be allowed into the building.
Parents must pick up and drop off outside in their cars.
Deliveries must be delivered outside of building.
Specialist or guest teachers will not be allowed into the building, and only be used through Zoom.
Staff meetings/Professional development will take place on Zoom, or outside with masks and 6 feet apart.

Student or Staff Absences

If there is a large increase in child or staff absences, or a substantial increase in respiratory illness, the health department will be notified and their instructions followed.
Administration will notify the board and the parents about health department instructions.

Medication

Each child has an individual health plan signed by their healthcare provider.
Teachers are made aware of students who have allergies or other medical needs.
Medication will be administered by the administrator on duty, while maintaining 6 feet of distance from the student (i.e., placing on the table, then walking away) and wearing mask and gloves.
Emergency medication, like an epipen, will be administered by the closest trained staff member.
Nebulizers are prohibited from being used at Kesher at this time.

Communication with Parents

Most communications with parents will take place via the Remini app and/or email.

Parents will be notified immediately if there is a positive case of Covid..

Safety Precautions

Teachers and all students must wear masks that are at least double layered and cover the mouth and nose at all times when on the premises.

Lunch and snack will be eaten outside for as long as the weather allows. Students can take “mask breaks” when eating or drinking, as long as they are 6 feet apart and remain stationary.

When eating/drinking inside, students must also remain 6 feet apart

Windows and/or doors will remain open in all rooms to ensure good airflow (even in the winter)

Snacks will no longer be served “family style” and will be in the form of individual packaging.

Students will not use the water fountain, but must bring in their own water bottle or use a cup

Classrooms will be reconfigured to maintain physical distance.

Teachers will be supported by senior staff to adjust lessons to the enhanced protocols.

Support Services

Children with Individualized Education Programs and/or who are learning remotely will be instructed in the enhanced protocols according to their individual needs.

Support services will be provided online or in the classroom with distance maintained.

All classrooms have a large screen monitor for including children learning from home.

Support Services will be coordinated by the Inclusion Coordinator.

Team meetings will be held on Zoom.

Pick up/Drop Off

Families will drop off outside the Kesher entrance (marked with signs in parking lot) one at a time. If there are multiple students waiting to come in, they will line up 6 feet apart according to markings on the ground to wait their turn.

There will be a rolling pick-up for students. Administrator will use the walkie talkie to call individual families of students to the door, one at a time, as they leave. Students must remain in their own classrooms or groups until called to leave to avoid crowding in the hallway.

Bathrooms

Students may only use the bathrooms one at a time. Children will be trained in proper hygiene. Markings will be put on floor to wait your turn 6 feet apart. Teachers should be careful to stagger bathroom trips.

Children will be instructed to call into the bathroom to check if someone is already there.

Administrator will monitor bathrooms to make sure only one at a time enters.

Bathrooms will be wiped down/cleaned and disinfected by cleaner after each use.

Handwashing

Students and staff must wash hands when entering the building, before eating, after eating, before and after sharing materials (like playing a game of cards or catch with a ball,) when coming in from outside, if they touch their face, and generally throughout the day.

Hand sanitizer can be used when it is difficult for the whole group to wash hands at the same time, but soap and water is still preferred.

Students will be encouraged to wash their hands with soap and water for 20 seconds or more, dry with a clean paper towel and use a paper towel to shut off the sink.

When using hand sanitizer, they should be taught to rub their hands together for 20 seconds, covering the whole surface of their hands.

Group sizes/shared spaces

There should never be more than 13 students per group at a time, with the exception of one of the big spaces (outside, Silvershore)-even then, they must be spread out by 6 feet.

Even within the classroom, students should stay as distanced as possible, preferably 6 feet, but 3 feet if needed for a shared activity. Students should try to keep their heads as far apart as possible, even if working together.

Groups of students cannot mix with one another. Playground, outdoor spaces, and use of shared spaces will be staggered. If more than one group is using a space at the same time (i.e., two groups playing outside) the two groups will be separated by cones and cannot play together with the same equipment.

Teachers will be designated to their own group, and the amount of children who come into contact with each teacher will be as minimized as much as possible.

If a class needs coverage for a bathroom break, etc., administrator or other teacher can stand in the doorway, 6 feet away from students, with full PPE, but cannot mix among the students except in case of emergency.

Students cannot switch back and forth from groups or mix, unless a permanent change is made.

Each room must have an attendance roster of who is coming in and out, and when. This includes all students, teachers, substitute teachers, or administrators.