



Children's Educational Services, Inc.

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New York State Reopening Plan

Purpose: Children's Educational Services, Inc. DBA Little Seeds Preschool (The Program) is a privately owned corporation operating Preschool Special Class and Special Class in an Integrated Setting programs. Little Seeds Preschool operates in three separate locations. Due to the benefits of in-person learning and the needs of our students, it is the intention of Little Seeds Preschool to reopen for in-person instruction in September 2020. This document details management's policies and procedures implemented to satisfy all requirements issued in "*Interim Guidance for In-Person Instruction at Pre-K to Grade 12 Schools During the COVID-19 Public Health Emergency*" as issued by the New York State Department of Health as well as the NYSED reopening guidance issued in the document titled "*Recovering, Rebuilding, and renewing: The Spirit of New York's Schools*".

Locations:

-) Little Seeds Preschool South – 600 Hunt Road, Jamestown, NY 14701 (Southwestern Central School District)
-) Little Seeds Preschool North – 75 Chestnut Street, Fredonia, NY 14063 (Fredonia Central School District)
-) Little Seeds Preschool Sinclairville – 49 Sinclair Drive, Sinclairville, NY 14782
 - o Little Seeds Preschool Sinclairville is currently in the process of obtaining the proper licensing from OCFS as well as NYSED. Once approved, this safety plan will be implemented

Based on executive order No. 202.37 dated June 5, 2020 issued by Governor Andrew M. Cuomo, which stated that special education services and instruction required under Federal, state or local laws, rules, or regulations, may be provided in person for the summer term in school districts, the Little Seeds Preschool program has been operational for in-person learning for the summer session. In order for Children's Educational Services, Inc. DBA Little Seeds Preschool to open for the summer session, a safety plan was implemented based on the NYS Department of Health's "*Interim Guidance for Child Care and Day Camp Programs During the COVID-19 Public Health Emergency*". This safety plan is referenced in this document as the NY Forward Safety Plan to provide further detail of the Company's policies and procedures regarding the reopening of in-person classrooms.

The NY Forward Safety Plan as well as this reopening plan have been created and reviewed with the effort of various individuals within and outside of the organization. The safety team has included the Chief Executive Officer (also a shareholder of the Company), the Chief Financial Officer (also a shareholder of the corporation), the Human Resources Manager, the Program Supervisor, IEP Coordinator, Curriculum Coordinator, Speech Pathologist, Physical Therapist, Occupational Therapist, and a teacher. The plan was also discussed with parents as a survey of

interest and available technology was taken. The safety plan was also shared with school district officials for the districts in which space is rented for The Program.

The Program Supervisor has been designated as the COVID-19 Safety Coordinator.

Due to the nature of our organization and the programs we offer, our administration is in constant contact with area districts' committees on preschool special education. This collaboration is vital as we provide free appropriate public education for our students. While the need for collaboration and communication has not changed, the method for meetings and communication intended to make recommendations on individualized education programs (IEPs) and for monitoring and communicating student progress will shift from in-person meetings to other methods such as over the telephone or using electronic devices on platforms such as Zoom. Ongoing communication with CPSE/child home district is provided to the student district in relation to all IEP needs and the child's ability to attend school in person or requiring remote learning support. Children's Educational Services, Inc., and Little Seeds Preschool work alongside the district personnel to ensure IEP mandates are met and the student is receiving all necessary supports.

Reopening Plan Components:

Reopening of In-Person Instructions:

Capacity: Total capacity based on current OCFS licensing is 14 children per classroom. In order to promote social distancing, the Preschool Special Class program (1 classroom) and the Special Class in an Integrated Setting program (4 classrooms licensed and 2 pending) will operate below the maximum capacity level in each classroom. The Programs will adopt a hybrid model that allows for both in-person learning as well as remote learning. The Program enrollment will be limited to allow for all students to participate in in-person learning without reaching maximum capacity, but remote learning options will be available for students of families that do not feel comfortable sending their children. Students participating in in-person learning will be attending five days a week.

If in-person attendance must be reduced for further promotion of social distancing, in-person attendance will be based on the degree of needs each child has. The children with higher needs will be selected for in-person attendance.

As part of required attendance monitoring, in-person attendance sheets will be maintained on a daily basis and the appropriate OCFS form will be completed. Any student absence without parent notification will result in a call home to the family to assess the situation. Any health issues we are made aware of will result in a referral to a health professional.

For families that choose remote enrollment, contact logs will be used to track daily teacher/student engagement. Contact logs will include communication between teacher and parents, class lessons, individualized sessions, teletherapy sessions and any other information deemed relevant.

Social Distancing: Social Distancing is understood to mean the creation of six feet of space in all directions between individuals or the use of physical barriers between individuals that do not

adversely affect air flow, heating, cooling or ventilation, or otherwise present a health or safety risk. Because social distancing in the preschool setting will be exceedingly difficult, each classroom will act as a static group, or cohort. Each group will remain together throughout the day and for the entire school year. Classes will not be intermingled.

Also, in an effort to promote social distancing in a difficult environment, The Program has committed to purchasing individual classroom supplies for each child (including crayons, play dough, scissors and other similar supplies that cannot be easily disinfected).

When social distancing cannot be maintained, face coverings must be worn. The Program has committed to minimizing class size to ensure the ability to socially distance. Pick up and drop off times also differ from that of the school districts we rent space from in order to minimize comingling of students as well as to allow for social distancing.

If social distancing is not possible, individuals must wear acceptable face coverings; excluding students who are unable to medically tolerate a face covering.

Please refer to NY Forward Safety Plan for further information on policies and procedures regarding social distancing.

PPE and Face Coverings: The Program will supply cloth face coverings for all staff and students and will have disposable face coverings available for parents for drop off and pick up. Cloth masks will be required to be laundered daily and single use masks will be disposed of appropriately. Gloves will also be on hand for staff as well. While staff members and students have the option of providing their own acceptable face coverings, PPE will be available at no cost.

If social distancing is not possible, individuals must wear acceptable face coverings; excluding students who are unable to medically tolerate a face covering. Students and staff must be prepared to don a face covering if another person unexpectedly cannot socially distance. Accordingly, face masks must be worn in all common areas.

All staff will be required to attend appropriate training on the proper use of face coverings and gloves and signs will be posted as reminders. It is understood that face shields without other face coverings are not considered adequate protection or source control against COVID-19 and should not be used. Teachers will be responsible for creating lessons for children in order to teach the proper way to wear a mask and signs will also be posted.

Teachers and other classroom staff will schedule mask breaks throughout the day. These breaks will only occur when social distancing is possible.

Face coverings that are transparent at or around the mouth will be available for instruction that requires visualization of the movement of the lips and/or mouths (e.g. speech therapy).

Please refer to NY Forward Safety Plan for further information on policies and procedures.

Operational Activity: All students will receive the option of in-person learning or remote learning. Due to the nature of the programs offered and the students serviced, it is recommended that students attend in-person in order to get the maximum educational benefit of the program. If in-person attendance must be limited in the future, children with higher needs will receive priority.

The Program currently rents space within two local school districts (Southwestern Central School District and Fredonia Central School District). While the classrooms exist within the school districts, the individual classes act as static groups or cohorts and do not intermingle with students within the school district or even other classrooms within our own program. Meals are eaten in the classroom and gym time exists for each class separately. As weather permits, windows will be open to improve ventilation and outdoor space will be utilized as much as possible. Only single classrooms will be permitted on the playground or in any given space at one time.

In order to minimize exposure, students from within the same household are assigned the same classroom and visitors will not be allowed within the facility. Any students dropped off or picked up outside of scheduled times will be met outside the facility by a program staff member. All individuals are required to wear face coverings.

Because the Program rents space within local school districts, all staff members will also be trained on each district's safety plan as well.

For students choosing to attend remotely, The Program will obtain an understanding of technology available to each student. This understanding will include devices and internet availability along with the ability and technological capabilities of the responsible adult that will be involved. An individualized plan will be developed for each remote student. This plan will be based on the technology available. If it is determined during discussions that training is needed for parents in order to allow for the use of technology, individual training sessions will be set up. Face coverings must be worn during any meeting with parents.

Technology availability information will also be collected for in-person attendants and teachers so plans can be made if a shift to remote learning must occur.

Restart Operations: In order to safely restart operations, all staff are required to attend mandatory trainings regarding classroom policies and procedures. Classroom preparation time has also been given to staff members for proper cleaning and disinfecting of all program spaces. Please refer to NY Forward Safety Plan for further information on policies and procedures involving hygiene, cleaning, and disinfection.

Hygiene, Cleaning, and Disinfection: All staff members must be trained on proper cleaning and disinfecting procedures as well as the procedures for documenting the completion of the procedures. The Program will adhere to hygiene and sanitation requirements issued by the Centers for Disease Control and Prevention and the Department of Health. All appropriate logs will be maintained in the classrooms and will include the date, time and scope of cleaning and disinfection. The logs will identify cleaning and disinfection frequency for each facility type and assign responsibility. Additional staff members have been assigned to each classroom and will be maintained while funding allows in order to account for the time it takes for staff to become

familiar with additional procedures. Signs have been posted as reminders of what is required for proper hand and respiratory hygiene.

All classrooms have sinks with warm water and soap for handwashing and hand sanitizer is available at the entrance of the facility as well as the entrance of each classroom. All hand sanitizer used must contain 60% or more alcohol for areas where handwashing is not feasible.

Please refer to NY Forward Safety Plan for further information on policies and procedures related to hygiene, cleaning and disinfection including the cleaning products used.

Extracurriculars: Not applicable for The Program.

Before and Aftercare: Not applicable for The Program.

Vulnerable Populations: Because there are students enrolled in our program that may have medical conditions that could increase the risk for severe COVID-19 illness, it is understood that there may be individuals who may not feel comfortable returning to an in-person educational environment. To allow each child to safely participate in educational activities and to accommodate their specific circumstances whenever possible, all families have been notified that in-person attendance is optional and that remote learning opportunities still exist. Remote educational activities include lessons that take place through Zoom or Class Dojo. Teachers also send paper packets home to students without the proper technology available to them.

Transportation: Transportation is provided by Chautauqua County for those students that need it. The County contracts with Corvus Bus and Charter, Inc. Children's Educational Services, Inc. DBA Little Seeds Preschool has reviewed the safety plan of Corvus Bus and Charter, Inc. and has noted the following safety policies that have been implemented:

-) All drivers, aides, and students (without medical issues) are required to wear masks regardless of the ability to socially distance.
-) When children board the bus, parents are asked appropriate COVID-19 screening questions and the temperature of the student is taken. No child with a fever of 100.0 degrees or higher is permitted on the bus.
-) Children are seated in car seats from the back of the bus moving forward and they are unloaded from the front of the bus moving backwards to prevent intermingling and to promote social distance.

Due to the limited number of children in The Program and an even smaller number of children transported by bus, a minimal number of children are on the bus at any given time. Parents are also encouraged to transport their children to and from school in order to reduce use of the bus.

An addendum has been added to the student handbook noting drop off and pick up procedures as well as the opportunity for parents to get reimbursed by Chautauqua County for transporting their children to and from school.

Food Service: The Program does not provide meals to students. All food served during the day for both lunch and snack is provided by the parents. Meals are eaten in the classrooms and sharing is

not allowed. Any meal supplements provided by The Program are individually wrapped. Classroom teachers and aides will be present during mealtime to ensure policies and procedures are followed. Cleaning logs will also be completed to document cleaning and disinfection prior to and after each meal.

Should a child have food allergies, the agency will continue with mandated precautions and staff will be trained by the program nurse on the Individualized Health Care Plan (IHCP).

Students must wash hand using proper hand hygiene both before and after mealtimes and all surfaces must be cleaned before and after as well. Please refer to NY Forward Safety Plan for further information on policies and procedures related to hygiene and cleaning.

Social distancing during mealtimes will be enforced. For children with a 1:1 aide or in other instances where social distancing will not be appropriate due to safety concerns, the adult will continue to wear the appropriate face covering while the children eat. Adults will not eat meals with children. Adults will eat during breaks outside of classrooms. Breaks will be staggered to allow for appropriate social distancing while appropriate child to adult ratios will remain in place.

Social and Emotional Well-Being: It is understood that many children and even adults are suffering emotionally due to the sudden and dramatic changes they have faced during this pandemic. In an effort to support families and staff members, The Program has sent home information on what families can expect in young children as they start to return to a school setting that is dramatically different than when they left. Teachers and program administration have been in contact with families throughout the pandemic and the intention is to continue that communication. While our program does not have a psychologist on staff, it does contract with one for preschool evaluations. This contract is to be expanded as needed to address social and emotional needs identified with our students. The contracted psychologist will also conduct trainings for all staff to identify signs of social and emotional needs that may be present in our students and to help give direction as to how those needs can be met.

Communication: Communication with parents will take place using updated enrollment paperwork, student handbook addendums, social media as well as individual conversations with parents at both drop off and pickup. Parents must acknowledge policies and procedures put in place with various signatures required on enrollment paperwork. All in-person conversations must be had while wearing proper face coverings.

In order to enhance communication with families, a Facebook page has been started and parents have been asked to “like” the page. This page will be used to distribute information to parents. All classroom teachers also utilize Class Dojo as another means to distribute information. Letters are able to be sent home with students. It should also be noted that, due to small classroom sizes, teachers are prepared to call parents with important information. In the event of closure or other critical information needing to be disbursed relating to COVID-19, personal phone calls will be made.

Communication with students on the importance of hand and respiratory hygiene, proper face covering wearing and social distancing along with appropriate class instruction will take place.

Prior to in-person attendance over the summer, teachers were able to prepare relevant videos to prepare the children and families thereby educating them on safe practices put in place. These videos were sent to families via Class Dojo and will also be posted on our Facebook page. Signs have been posted in each classroom and teachers and other classroom staff members will plan classroom activities to teach all students proper technique. Teachers and classroom staff members are also aware of the importance of monitoring at all times.

Communication with staff regarding policies and procedure regarding COVID-19 will take place through mandatory trainings, disbursement of this safety plan, and properly posted signage.

As required, Children's Educational Services, Inc. DBA Little Seeds Preschool has affirmed that the reopening team has reviewed and understands the state-issued guidance and this plan has been submitted in a timely manner to NYSED.

Reopening plans will be conspicuously posted in each classroom as well as on the school website.

Communication will be provided in the language spoken at home among families. A Spanish translator is available for all verbal communication needs.

Monitoring:

Screening: Prior to entry in The Program, each family must sign a one-time attestation agreeing to conduct a self-screening each morning prior to arrival at school. This is OCFS Form 6040. Each staff member must sign the same form and return it to the Human Resources Manager.

Upon arrival, each staff member and student must be screened daily prior to entering the facility. The screenings will include COVID-19 related questions as well as a temperature check. Staff members arriving at work will be screened by the site director.

The screening questionnaire determines whether the individual has:

-) knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has had symptoms of COVID-19.
-) tested positive through a diagnostic test for COVID-19 in the past 14 days.
-) has experienced any symptoms of COVID-19, including a temperature of greater than 100.0°F in the past 14 days: and/or
-) has traveled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 days.

The information below has been added to the student handbook regarding screening to occur at time of arrival for all children:

For children transported by a parent or responsible adult:

-) Children will be received from their vehicle. Families can pull up to the curb and remain in their car. Once a staff member approaches the vehicle, the responsible adult may remove the child from their car seat but must remain near vehicle. At that time, the student's

temperature will be taken, they will be given hand sanitizer and the responsible adult will be asked COVID-19 screening questions as part of the required health screening.

-) Once the health screening has been completed, the student will be escorted to the building by a staff member. All parents or responsible adults MUST remain at their vehicle. Parents will not be allowed to escort children to the building.
-) If a child has a temperature of 100.0 degrees or more, the child will not be permitted to attend school for that day. Children should not return to school until 72 hours after their fever has ended.
-) At time of pick up, please pull up to curb and remain in car. A staff member will walk your child to your vehicle.

For children transported by bus:

-) The bus driver will perform health screenings at the time the child is picked up. The child's temperature will be taken, and the COVID-19 related health screening questions will be asked of the parent. If the child has a temperature of 100.0 degrees or higher, the child will not be permitted on the bus. Children should not return to school until 72 hours after their fever has ended.
-) Each child's temperature will also be taken when they arrive at the school.

Any child that arrives with a fever or develops a fever during the course of the day, must be picked up immediately. That child will also be given a mask and be isolated with a staff member until they can be picked up. It will be recommended that a health professional be seen. Children cannot return to school until they are free from fever for 72 hours without fever reducing medication. Parents are expected to adhere to physical distancing when dropping off or picking up children. Teachers will communicate with families via, phone, email, or our app, ClassDojo.

Training will be mandatory for all staff regarding the symptoms of Coronavirus. This training will be based on the most recent CDC guidance. It is also understood that manifestation of COVID-19 in children, although similar, is not always the same as that for adults. Children may be less likely to present with fever as an initial symptom and may only have gastrointestinal tract symptoms, which should be taken into consideration during the screening process.

The site director will call the parents of any student that is absent without notification received from the parent to obtain an understanding of the symptoms the child is experiencing and to determine if it is recommended the child's healthcare provider be contacted.

Symptomatic students or staff members follow CDC's "Stay Home When You Are Sick" guidance unless otherwise directed by a healthcare provider or the local department of health. If the student or staff member has emergency warning signs such as trouble breathing, persistent pain or pressure in the chest, new confusion, inability to arouse, bluish lips or face, call 911 and notify the operator that the person may have COVID-19.

Testing Protocols: The Program nurse is responsible for training staff on the symptoms of COVID-19. If a child or parent is showing symptoms of COVID-19 or if screening questions result in concern, staff will contact The Program supervisor. If there is concern regarding an employee, the Human Resources Manager will be contacted. It will be recommended that anyone exhibiting signs

and symptoms of COVID-19 see a health care professional as soon as possible. The local Department of Health will be contacted for guidance in situations with uncertainty.

Early Warning Signs: Management will continually monitor the local health department website along with the website for the CDC and NYS Department of Health for signs of a surge in COVID-19 cases. Actions taken during a surge will be based on recommendations made by NYSED and the Department of Health.

Containment:

Isolation: Health checks will be conducted throughout the day and will include temperature checks. If a child begins to display signs of COVID-19, the child must be isolated immediately (with adult supervision). The child must be picked up immediately.

Collection: No parents will be allowed to enter the facility. When picking up a sick child, the parent is to call the teacher upon arrival. A staff member will walk the child out to the parent. Face coverings must be worn by all individuals.

Infected Individuals: Refer to attached return to school/work policies

Exposed Individuals: Refer to attached return to school/work policies

Hygiene, Cleaning and Disinfection: Upon confirmation of a positive test result of either student or staff member, The Program will immediately close affected location and the local department of health will be notified. CDC guidelines on “Cleaning and Disinfecting Your Facility” will be followed. As required, the location will remain closed for no less than 24 hours before the appropriate cleaning and disinfecting can be done. The Program will consult with the Department of Health in order to ensure proper steps have been taken. Location will reopen once approval is obtained. Please refer to NY Forward Safety Plan for further information on policies and procedures related to hygiene and cleaning.

Once the area has properly been cleaned and disinfected, individuals without close or proximate contact with the person suspected or confirmed to have COVID-19 can return to the area.

Contact Tracing: In the case of an employee or student testing positive for Covid-19, The Program supervisor will notify the Chautauqua County Department of Health and NYS OCFS. She will trace all contacts using the daily logs of those who have entered the classrooms dating back 48 hours before the individual first began showing symptoms or tested positive.

Communication: Communication with parents will take place using updated enrollment paperwork, student handbook addendums, social media as well as individual conversations with parents at both drop off and pickup. Parents must acknowledge policies and procedures put in place with various signatures required on enrollment paperwork. All in-person conversations must be had while wearing proper face coverings.

Closure:

Closure Triggers: Closure triggers may include positive test results or an unacceptable increase in positive tests in our geographical area. The following has been added to our student handbook:

On occasion, we may need to close due to circumstances beyond our control and without much warning. Closures will be at the sole discretion of program administration and will occur only when necessary to ensure the health and safety of our students and staff.

Operational Activity: If a location must be closed, all students will be reclassified to “remote” enrollment. Continuity of learning should not be affected by the change from in-person to remote.

Communication: In the case of closure, all parents will be notified immediately by telephone.