

Parent Handbook
Covid-19 Pandemic Response
2022-2023 School Year

Hudson County Schools of Technology
BELLA BABIES EARLY CHILDHOOD EDUCATION PROGRAMS

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**Bella Babies @HCST
Parent Handbook
Pandemic Covid-19 Response**

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Introduction

Dear Parents,

We want to assure you that as we welcome your children into our program that we are committed to following the state's mandates and requirements for everyone's safety. Our committed teachers and administrators at HCST/Bella Babies are ready to provide a quality program that is safe, educational, child-friendly, and fun!

While many things have changed with new safety procedures in place, this will be an environment that fosters learning through fun. We will continue to inspire the best in our students while providing them with opportunities to create, explore, and learn.

This handbook includes the necessary changes to enter the next phase of the COVID-19 pandemic reopening and recovery. This unprecedented situation constantly evolves, meaning that all changes included in this handbook update will remain the "new normal" until further notice. We will ensure all policy and procedure changes are realistic and feasible for staff and children by following CDC (Center for Disease Control) guidelines as well as adopted by Hudson County Schools of Technology. Please read this document carefully and return the last page with your signature acknowledging all rules and regulations as they pertain to reopening. Please take note, changes may occur as updates are made to the requirements set forth by the State of New Jersey.

Please do not hesitate to contact us if you have any questions or concerns regarding the policies and procedures outlined in this Parent Handbook. Rest assured, they are in place to ensure that Bella Babies is a safe, healthy and enjoyable place for your family.

[Amy Lin-Rodriguez](#)
Superintendent

Nicole A. Ortiz
Childcare Coordinator

A. Enrolling Your Child

Before enrolling any child, parents or guardians are encouraged to schedule a virtual tour and online interview with their child and the Director/Coordinator.. This provides both the parent and the Director the opportunity to clearly communicate their expectations of Bella Babies and

review the enrollment package one-on-one. Upon enrollment, parents /guardians will be provided with an application, tuition and financial agreement, all health and emergency forms, as well as a copy of our handbook. All forms will be completed and submitted electronically. In the event we reach full capacity (depending on the state's guidelines), your child will be placed on the waiting list. We are sorry that we cannot always meet the needs of parents or guardians when requested, however you may call us and request a place on the list or submit an application to be placed on a waiting list. You will be contacted by the Director/Coordinator when an opening for your child becomes available.

B. Nondiscrimination Policy

Admission to Bella Babies shall be made without regard to race, color, religious creed, ancestry, national origin, disability, age or gender.

C. Extra Hygiene Measures and Procedures

1. Handwashing: Upon arrival to the classroom, students will wash their hands properly. Hands will be washed frequently throughout the day with soap and water, for at least 20 seconds. Hand sanitizer will be used for our older students when soap and water is not available. Sanitizing stations are located throughout our facility.
2. Sanitizing/Disinfecting: All hard surfaces will be wiped down throughout the day, before and after use as well as at the end of each day. Any toys that go into a child's mouth will be thoroughly disinfected. All surfaces and toys will be sprayed regularly throughout the day. All sensory bins, soft toys, pillows, dress-up clothes will now be available for use during this phase of opening.
3. Mask wearing: Each enrolled student will receive two masks for use while at Bella Babies. Masks will be stored in the facility and laundered every day. If you or a family member needs a mask, please email the director, and one will be provided for you.
4. Social distancing: Each class is considered a "family." Each "family" will social distance from other "families" to assure safety. Children will not be required to wear a mask when they are in their "home" (classroom), on the playground during their designated time, or in the bathroom. Classes will not interact and will remain with the same teachers as much as possible. When staff and children leave the classroom, if they are over 2 years old, they will wear a mask, to the best of their ability, until they arrive at their destination. Once they reach their destination, masks will be removed and placed in an individual container/bag.
5. Socks-Indoor shoes in the classroom: All children will remove shoes before entering the classroom. Shoes will be placed in the child's cubby. Teachers/Children will be expected to bring in "indoor shoes "for classroom use only. Since children spend time on the floor, we want it to be as clean and safe as possible.

6. Extra Clothes: All children will need 2 extra sets of clothing daily. Caregivers will change your children out of “the childcare clothes and shoes” before dismissal- the other is in case of soiled clothing. Please make sure that we know your departure time to make the exit as smooth as possible.

D. Inclusion Policy

To the greatest extent possible, children with disabilities will be included in the full range of activities and services normally provided to children at our center by making necessary modifications to meet each child's special needs.

E. Fee and Payment Policy

Bella Babies enforces the following policies and procedures for tuition payments:

1. Part-time and full-time tuition is automatically generated on the 1st of the month.
2. Due to incurred processing fees that we are charged by the bank, a \$50.00 per month late fee will be charged if a payment is declined.
3. There will be a \$5.00 charge per child for every five minutes after scheduled pick-up time.
4. All tuition is due regardless of sickness, behavioral/disciplinary removal or vacation. **In the event of emergency-related closings mandated by the state/local government/DHS, like a pandemic, you will not be charged.**
5. Vacation week:
 - a. The Director / Coordinator requires written notice two weeks prior to scheduled vacation.
 - b. In the event your child's enrollment needs to be terminated, two week's notice must be provided to the school director(s); otherwise, monthly tuition will continue to accrue. (No reimbursement of tuition will be granted).
6. Based on availability, part-time options (2 day, 3 day, and 5 half-day) will be available only if pre-approval is given. We may not be able to accommodate your request, due to staffing and/or ratio concerns.
7. To ensure your child's enrollment, parents must pre-register their child and/or children for the following year. A non-refundable registration fee of 150.00 is due during the enrollment process.

F. Admission/Exclusion due to symptoms of illness

Children who are visibly ill with fever, diarrhea, vomiting, green-runny nose, puss/oozing eyes, disease or condition (i.e.- ringworm, head lice, chicken pox, measles, mumps, pink eye, **fever over 100.4 degrees**, etc.) will not be admitted to the program. It is a danger to other children and staff members at our facility. If you have any concerns about your child's health, please call us at (201) 413-5405 to be sure they may attend. If your child appears to be sick or exhibits any

of the above symptoms while at school, we will notify the parent /guardian immediately, and the child must be picked up within one hour of notification.

The child will be permitted to return when his/her temperature is normal for **24 hours without aid of fever-reducing medication**. Your child must have any prescribed medication, such as antibiotics, in his/her system for at least 24 hours before returning. In the event your child is sent home with one of the above health concerns, they will not be permitted back to Bella Babies without a doctor's note. The doctor's note must be written on their letterhead and read that the child can return to school because what they have is no longer contagious. We reserve the right to obtain documentation of any Covid-19 related testing results, to be provided to the Division of Family Development and the Department of Health for tracking/tracing purposes.

Permission for a child to be administered medicine in the school must be approved by the Physician and parent utilizing the Prescription Medication Consent Form. Medications for maintenance will be administered throughout the day as required. The medication must be given to the Director/Front Desk in its original bottle, containing the child's name and pharmacist's directions. The medication log must be signed by the parent at this time and will be kept on file. Children will be given their medication according to the prescription specifications only.

If a child is showing COVID-19 symptoms (fever, cough, shortness of breath) OR if you've been in close contact with a person or child testing positive for COVID- 19, we ask you to keep your child home. They must be isolated for a minimum of 7 days after symptom onset, and 72 hours after their fever resolves without fever-reducing medicines. (For example, if symptoms and fever resolve on day 7, the person can return on day 10.) For most, this will be 14 days after the household contact with COVID-19. If the child is tested between day 5, 6 or 7 and is negative they may return on Day 8- with a doctor's note attesting that they may return to school.

We ask that all parents and staff let us know of any potential exposure immediately. A potential exposure is defined by the CDC as:

<ul style="list-style-type: none">● Individual who has had close contact (< 6 feet)** for ≥15 minutes***	<ul style="list-style-type: none">● Person with COVID-19 who has symptoms (in the period from 2 days before symptom onset until they meet criteria for discontinuing home isolation; can be laboratory-confirmed or a clinically compatible illness)● Person who has tested positive for COVID-19 (laboratory confirmed) but has not had any symptoms (in the 2 days before the date of specimen collection until they meet criteria for discontinuing home isolation). <p>Note: This is irrespective of whether the person with COVID-19 or the contact was wearing a cloth face covering or whether the contact was wearing respiratory personal protective equipment (PPE)</p>
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The timeframe for having contact with an individual includes the period of 48 hours before the individual became symptomatic. If there is a positive case of COVID-19 in a child or an adult who has been present in the childcare center, we will inform the Division of Family Development, Division of Health and parents of students in our center..

G. Personal Belongings

While in this phase of operation, children may not bring in any personal belongings not included in the approved list. No toys or personal items from home will be permitted at this time. All fabric masks will remain on the premises and be laundered daily. Bedding will be sent home on the last day of each week, and it is **mandatory** that bedding be laundered before returning the next week.

H. Arrival and Departure Procedures

In the event we do not resume our regularly scheduled hours of operation, our facility will be open for drop off between 7:00am and 9:00 am and pick up between 2:00 pm and 4:00pm, Monday through Friday. While operating in this phase, drop-off times will be staggered. *You will be scheduled for a drop off between 7 - 9am between 3 - 4pm to pick up. All children must be dropped off by 9am. Please only arrive at your designated drop-off or pick-up time to maintain safety . If you see another family being checked in, please be patient during this time, remain 3 feet apart and wear face coverings.*

Drop-Off Procedures

Infants and Toddlers

If your child is an infant or young toddler, you will bring your child into our childcare center. All parents and children aged 2 and above are ENCOURAGED to wear face covers entering the building. Our check-in staff will do a visual assessment before permitting your child to enter the main room.

- Once you enter the hallway, please use the hand sanitizer station.
- You will be asked a series of yes/no questions regarding symptoms and travel.
- Your infant/toddler will get their temperature taken and logged.
- If your child's temperature is below 100.4F, your child will be admitted into the childcare center.

Two and Older

All parents and children are ENCOURAGED to wear a face covering during drop-off. A designated check-in staff will come directly to the door to greet you.

- A member of the check-in staff will visually assess your child through the window. .
- The check-in staff will then ask a series of yes/no questions regarding symptoms and travel.
- Your child(ren) will have their temperature taken on the other side of the table barrier in front of the childcare center.
- If the child's temperature is below 100.4 F, your child will be admitted into the classroom.
- Once in the classroom, the mask will be placed safely in a bag specific to each child.

If you have both an infant and older child, follow instructions for infant/toddler drop off.

Pick-Up Procedures

Pick-up times will be staggered to allow for safe social distancing. Please abide by this pick-up time. If you see another family being helped, please be patient until it is your turn. Anyone entering the building to pick up their infant/toddler must wear a face covering/mask. The child's caregiver will bring any infants and toddlers (clothes changed and hands washed) to the front door for pickup. Please ensure that you and your child wear a face covering while exiting the building.

I. Visitors

Visitors will not be permitted at this time.

J. Field Trips/Special Events

There will be no field trips this year. Special Events will be announced and only 1 family member per child will be permitted to attend. Masks will be required to be worn around the children at all times.

K. Parties and Celebrations

Birthdays- If you wish to celebrate your child's birthday at Bella Babies, please communicate your celebration plan with your child's teacher at least one week in advance. Children may only distribute pre-packaged and labeled treats, nothing homemade is permissible. The use of candles is prohibited due to safety reasons. Note: All birthday treats must be nut-free and from this approved list: mini-cupcakes, munchkins/donut holes, mini-muffins, ice pops, prepackaged treats. Unfortunately, guests and parents will not be permitted in the childcare center for the celebration.

L. Food

- A. Lunch: A packed lunch is acceptable for any parent who prefers to do so. School Breakfast/Lunch Menus will be provided on a monthly basis.
- B. Snack: A morning and afternoon snack is included in your monthly tuition amount. Snacks are provided at 10:00am and 3:00pm daily.
- C. Food Allergy: **We are a peanut-free facility**, so please do not provide lunches that contain peanuts. If your child has an allergy to any foods, please be sure that it has been indicated in your child's paperwork and put in writing. This should be given to the Consulting Head Teacher AND Childcare Coordinator. All allergies will be posted in the classroom. Depending on the allergy, some rooms may become completely "nut free."

Child COVID-19 Return to School

Date: _____

Dear Examining Physician,

Child's Name: _____

Date of Birth: _____

Last Day of Attendance: _____

Date of COVID-19 Test/Result: _____

Date COVID-19 Symptom Resolved: _____

May return to school: _____

Symptoms were not related to COVID-19: _____

May return to school: _____

After having acknowledged sign(s)/symptom(s) consistent with Covid-19, and as the examining PCP, I certify and attest that the above named student was seen and treated **OR** that the symptoms present were not related to COVID-19.

Therefore, by signing below, I release the above-named child to resume full participation in childcare activities.

Physician's Signature

Please print Name/Stamp

Office Address and Phone Number

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Parent or Guardian Pandemic Covid-19 Response Handbook Receipt Form

Parents or Guardians,

Please thoroughly review the Parent Handbook "COVID-19" edition for the 2022- 2023 school year, which contains the policies and procedures for Bella Babies @HCST while in the process of recovery. After reading the handbook, please complete this form and return it to the school in person or via email as soon as possible. This form will be kept in your child's file for the duration of the school year.

Thank you in advance for your cooperation.

Sincerely,

Nicole A. Ortiz
Childcare Coordinator
Hudson County Schools of Technology Childcare

I, _____ (print your name), the parent/guardian of _____ (print child's name), hereby acknowledge receipt of Hudson County Schools of Technology's Parent Handbook Pandemic Response edition. I have read and agree to adhere to all the policies and regulations set forth in this handbook. Policies and Procedures, as outlined, are subject to change at any time. You will be notified immediately if any adjustments or procedures change. This Covid-19 policy and procedures handbook will supersede all other policies you may or have already received as basic standard policies. You will be notified immediately if any adjustments or procedures change

I have read and understood the Covid-19 Policies and Procedures as outlined for the 2022-2023 school year.

Parent/Guardian Signature: _____

Date: _____

Staff Signature: _____

Date: _____