



# Shenker Academy

For Early Childhood Education

***SAFE OPENING***



***HANDBOOK***



*Disclaimer: This document is intended to provide guidance for the parents of the Shenker Academy Preschool as part of the opening of the School in the Fall of 2020.*

*Information and guidance contained herein does not constitute medical or legal advice regarding any processes, procedures, guidance or requirements documented in this Handbook.*

*Created since April 6, 2020  
Revised NOVEMBER 1<sup>st</sup>, 2020*



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## I. Introduction

Dear Shenker Academy Community,

We have re-opened our school back in April 2020 after three weeks of closure. Since then, we have developed a strategic plan to safely start of our 2020-2021 school year based on our many experiences and gained wisdom of the Covid-19 pandemic unique response efforts during our summer camp and before.

Our Administration and governing board listened to the input of students, teachers, families, State and National officials, and we worked tirelessly to address the issues and situations which occurred and put together the school's "Safe Opening Handbook." Every protocol in the handbook stems from our vast experience and guiding principles as we are committed to create an environment that is as safe as possible, recognizing that no environment reduces risk to zero. Our plans and guidelines seek to mitigate risks as much as is reasonable and is predicated by our community adhering to all SNHD (Southern Nevada Health District) and CDC health guidelines and to the protocols Shenker Academy has practiced in the past four months.

It is contingent upon every family to prepare for eventual closures or isolations and for their children to be home for periods of time with suspected symptoms, following an exposure or testing positive for COVID-19. We experienced two events of class quarantines, and we encourage families and employees to plan for arrangements for childcare for these circumstances. In order for us to maintain the safety of our school community, we must each be prepared to remain home for COVID-19 symptoms (including fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea) until the individual is cleared by a physician.

This is a living dynamic document, guided by and based on consultation with school administration, teachers, parents, board members, CDC guidelines and state and local guidelines. The document is on our website and below it we posted a summary of actions we have been practicing in recent months. At any point where a change is made to this handbook, we will notify our employees and our



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website and notify you through our newsletter. Please look out for any alerts of which you must be aware.

Should you have any questions or need any additional information in regard to this Handbook, please contact our office:

Phone: 702-255-5437

Email: [info@shenkeracadmey.com](mailto:info@shenkeracadmey.com)

Thank you,

A handwritten signature in blue ink that reads "Sharon Knafo".

Dr. Sharon Knafo

**Head of School**

**Shenker Academy**

P. 702-255-5437

F. 702-256-4816



## II. Guiding Principles

1. Overall Goal: Shenker Academy's ("Shenker") goal is to minimize risk with regard to our students, family and faculty during the COVID-19 pandemic. These guidelines are aimed at working to lower the risk of a COVID-19 resurgence and keep our Shenker community safe and healthy within reason, given the circumstances.

2. Adaptability: Flexibility and change are to be expected. As circumstances evolve, so too will the community's needs. We commit to maintaining awareness of those needs, and we are willing to work within those needs to maintain everyone's safety and health.

3. Community: The Shenker community refers only to **students** and all **employees**. Other persons who will have access to the building (parents for drop off/pick up, service providers (i.e., A/C Company, electricians) or State and Local government officials (i.e., Department of Education personnel, Department of Health personnel, etc.) are not considered Shenker Academy community and will be supervised by Shenker Academy Administration.

4. Limitation of Exposure: Consider each class as a self-contained pod as much as possible:

a. Classroom pods have been established and as much as is possible, those pods remain closed. There are some faculty/staff who will move among the pods as necessary.

b. Outdoor activity areas are established for each class and will be used as much as possible (courtyard, playground).

5. Maintenance of Healthy Habits: Ongoing education and reminders regarding hand-washing and correct mask use will reinforce healthy habits.

6. Containment of Outbreaks: The guidelines for management of potential and actual Covid-19 exposures or illness are detailed in Section VIII of this handbook. The resources that have been used are included in the reference



section at the conclusion of the handbook.

## III. Health and Safety

### a. General Classroom Guidelines

#### i. Handwashing:

Wash in and wash out of every room; soap and water are preferred. Hand sanitizers are provided in each classroom.

#### ii. Masks:

1. Staff must wear masks at all times. **Face shields are optional but do not replace masks.** masks can be removed during instruction only if visual cues are needed to enhance learning and **only if social distancing can be maintained.**

2. Those 2 years of age and under cannot wear masks to avoid potential risk of suffocation. Those who have a mental health condition, medical condition, or disability that prevents them from wearing a face covering should not wear masks. Those who are engaged in strenuous physical activity should not wear masks. **Children ages 2 to 9 are not required to wear face coverings; however, they are encouraged to wear face coverings when in public spaces.** Comfortable masks that cover the mouth and nose can be worn by 3-6-year-old students while inside the classrooms.

Guidelines for acceptable masks and how to use them are included in our resources list at the end of the handbook. Ideally, staff and child/ren will have practiced wearing different masks and their favorite, well-fitting and comfortable masks can accompany them to school. If there are questions regarding acceptable masks, please direct them to the Shenker Academy Administration.

#### iii. If a child becomes ill during the day with potential COVID-19:

1. The Ill student is taken by the teacher to the Shenker Administration **BACK OFFICE.** Protocols will be activated.



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2. The original classroom will be cleaned and disinfected following a removal of a sick child from the classroom.
3. The class may be assigned to a different room into which the class can move.
4. An early pick up will be in place for children who get sick during the day with possible symptoms of Covid (or other transmitted illnesses)
5. The School administration and the lead teacher will follow up with the family to understand the situation and react to it accordingly.

#### iv. Social Distancing and Use of toys

1. Early Childhood students are not required to physically distance (aka “socially distance”). The teachers will guide and educate the students to avoid touching, hugs, and honor personal space.
2. Frequent hand hygiene is practiced and encouraged: At arrival, after recess, before snack and lunch, after napping, after center-based learning.
3. Cloth/felt games or materials are discouraged.
4. Frequent cleaning of non-cloth materials will limit spread of other infections that could trigger a shutdown.
5. Frequently used toys or mouth toys will be suspended for use and be placed in sanitizing bins outside of the classroom to be sanitized twice a day.

## b. Facilities and Supplies

- i. HVAC, Positive Air Ventilation, and Filtration: All filters in the building HVAC system are to be replaced on a semi-annual basis.
- ii. We are currently exploring new technology to add to our A/C system which promise to mitigate the spread of airborne diseases.
- ii. Cleaning and Sanitation – **Elite Janitorial Cleaning LLC**, our contracted service will be following all CDC COVID-19 cleaning guidelines.

**Elite Janitorial will also be responsible on disinfecting rooms in case of positive Covid-19 which will be with an addition charge to their annual contract. Elite Janitorial will disinfect rugs nightly, and wash rugs every 30 days and every 90 days per licensing regulations.**

- iii. Signage: Clear signage will be present throughout the building to direct safe physical distancing procedures (specifically during drop-off and pick up. Signage will be posted on entryway to the school which specifies that





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all people, faculty/staff included, must wear face masks upon entry to the building.

iv. First Aid & Facilities Protocol: General first aid will be dealt with in the classrooms by the classroom teams and always directed to the administration. Our back office will be used as an isolation room for students waiting to be picked up.

v. **All children's beddings will be returned home daily for daily wash prior to be reused by the child/ren.**

vi. Emergency Communication: At the start of the school year, parents will be enrolled in the **SmartCare** program, and may be reached by the school administration at any time using this system (**SmartCare Text Message**), as well as through our **MailChimp** newsletter.

## IV. Procedures for Transition Times

### a. Drop Off:

i. Early care option is offered at 7.00am daily, mostly in the homerooms. Our 3's, 4's and Kindergarten will open their homerooms at 7.30 and 8.00am (earlier than we used to have) to minimize mix of students.

ii. Drop off will run from 8:30am-9.00am for full and half day children.

iii. Students Arriving by Car

1. Parents will drop off students at the classroom front door where they will be greeted by faculty and staff for a short drop off.
1. Health screening (mandatory daily to all faculty, staff and students) will take place at drop-off or during center play immediately after drop-off, or at snack time right after center play, as best as we can to prevent congested lines next to each classroom and to help keep social distancing among parents. Once the screening is completed the teachers will report to office any concerns which will be addressed immediately.  
**Time frame for the above is 8.45-9.30am.**
2. If the school administration determines, at their sole discretion, that a child cannot come to school, then the child's





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parent and/or guardian will be required to have the child cleared by the child's pediatrician before they return to school. The child's return can be on the same day, 24 hours after, or as instructed by their medical provider.

## **b. Pick Up:**

1. Shenker Academy has two main dismissal times, at 12:30pm and at 4:00pm.
2. Parents will first clock out their children on our SmartCare kiosks in the lobby, and then head toward their children's classrooms.
3. Parents will wear masks, open the classroom doors, and the teacher will bring the child/ren to the front door to avoid entering the classroom. We ask to adhere to One Parent At A Time in the classroom at pick up and at drop off.

## **C. Support Services:**

Leaving the classroom for a one-on-one session with academic supports such as speech therapy or occupational therapy is treated as a "clinic visit"- wash in and out and wear masks. These sessions will take place in the school library space or in the administration room which will be disinfected right after the session by the provider.

# **V. Teaching and Learning Safety and Versatility**

## **a. Self-Contained Classes**

- i. Each classroom and its team of teachers will, as best as possible, remain as a self-contained pod. Each pod has its own bathrooms to use that will not be used by other classrooms. Classrooms will have systems for social distancing using milk crates, carpet squares, assigned lunch areas, etc.



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## ii. Ancillaries and Recess

1. Recess - will be held outside on two playgrounds and on the courtyard, weather permitting. Recess areas will be disinfected at 10am, 12.30pm, 3.30pm. Special recess schedule applies. Single class recess only. Single grade for early arrival.
2. Music - will be held at the Temple Sanctuary. Special schedule alternating weeks to allow one class at a time in a large space.
3. Art - will be held in the classrooms with the classroom lead and assistant teacher/s.
4. Languages – In the classrooms, with alternating week schedule to allow no mixing of students.
5. Non napping children will need to stay in their room as at this time we do not operate the Up Room Area to avoid mixing children from various classrooms.

## b. Classrooms and Related Procedures

- i. Classroom Cleaning: Classrooms will be thoroughly cleaned according to CDC guidelines every day. Teachers will use the daily disinfectant and sanitizer which will be mixed and ready every morning and every afternoon by maintenance.
- ii. Masks: All teachers must have at least three masks available in their classrooms. School will provide masks for guests who forget their masks. Please make sure you wear your own masks.
- iii. Water Fountains: Water fountains will not be used. Students will fill their own refillable bottles in the classroom by their teachers. Young classrooms receive filtered water purchased and placed on their classroom dispensers.
- iv. Cubbies/Lockers: All cubbies will be names clearly to avoid mixing belongings.
- v. All beddings should be taken nightly home for washing. We will not allow use of beddings who stayed overnight in the classrooms.
- vi. Classroom Instruction: When possible, students will utilize outside space for their learning including the courtyard and our gazebo.
- vii. Social distancing of between 3-6ft will be maintained as much as possible within the classroom and on the playground among employees.
- viii. Small Group Instruction: Students will continue to work with teachers in small group instruction, maintaining at least 3 feet



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of social distancing as much as reasonable. Teacher will disinfect the shared table between groups.

ix. Lunch: All students will eat lunch in their classrooms in their designated table Teachers will use gloves while helping with lunch preparations and serving, and children will wash hand before and after lunch (per SNHD guidance of hand wash). Tables will be disinfected before and after lunch.

x. Recess:

1. Students are not required to wear masks outside, however, teachers and staff is required to wear masks also outdoors.
2. As stated, recess will be one class at a time except the early care (7-8am) and the late aftercare (5.00-6.00pm).
3. The playground and the courtyard will be on rotation for use.
4. Recess structure, bikes, balls will be disinfected at 10.am, 12.30pm, and 3.30pm.

## **c. Virtual Teaching and Learning**

i. Students: In the event of quarantine/closure, Shenker Acadmey will continue with remote learning as we did in March and April earlier this year. Shenker Academy will be charging 50% of the tuition stated for these services.

ii. Teachers: Separate employee instruction for Covid-19 quarantine and isolation will be communicated to employees. Per our CARES act funds, employees will be entitled to paid salaries when covid-19 ill related with medical authority confirmation and proper communication with the school. These funds are limited and when these funds are exhausted the Academy will only honor the annual sick days as guided by the State of Nevada.

# **VI. Parent Events and Communication**

## **a. Parent Events**

- i. All parent events will take place virtually. These include:
  1. Curriculum nights;



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2. Any school program which includes Fall Festival, Holiday celebrations, parades, music show, art exhibition and more will be conducted differently this year. Please follow the guide of our PTO.
3. Parental reading or parental birthday participation is currently suspended.
4. Parent conferences will have an optional in-person option, phone conference, or a ZOOM virtual meeting.

## **b. Mental Health**

- i. Shenker teachers will collaborate with a team comprised of the parents, administration, State Behavioral Health Administration, professional providers, and/or guardians to assess each student's emotional health as needed.
- ii. Shenker teachers will provide virtual tours of classrooms for students and parents and/or guardians, and will post it on the PhotoCircle app to alleviate anxiety (e.g. changes in physical space, etc.)
- iii. Ongoing faculty trainings/workshops will be conducted by Shenker to enhance its teachers' proficiency in evaluating the social/emotional needs of students. Special presentation of Health officials, hospital physicians, and more are planned.

## **VII. COVID-19 Management**

### **a. Mandatory Testing for New/Returning Employees**

Shenker Academy provides from April 2020 an onsite Covid-19 testing once a month by a visiting medical clinic. All returning/new employees are



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required to take the test. Employees are at liberty to take the monthly tests multiple times. Director must take the test monthly.

## **b. Before Someone Becomes Ill**

i. Administration, staff, teachers and families are now familiar with Covid-19 symptoms and should not come to school if there is any concern that they are ill. To maintain our healthy community, school administration must be contacted if they or anyone in their household have COVID-19 symptoms, are diagnosed with COVID-19, are waiting for test results or have been or potentially been exposed to someone with symptoms or someone who is potentially ill or has been exposed. If the Shenker Administration determines that a community member has a potential exposure, i.e. they have been in the company of a person with suspected or actual COVID-19, they will be referred to their primary care provider to determine the need to quarantine, the length of quarantine (**currently 10-14 days**) and the need for family members to be excused from school.

1. Symptoms include: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea

2. If the parent, staff or faculty is unsure if they have had an exposure, the Shenker Administration can be contacted and provide guidance as to whether consultation with the private physician is indicated per Southern Nevada Health District guidelines.

Main Contact Information:

[sknafo@shenkeracademy.com](mailto:sknafo@shenkeracademy.com) @ 702-255-5437

[receptionist@shenkeracademy.com](mailto:receptionist@shenkeracademy.com) @ 702-255-5437

## **c. Special Guidance to Employees**

It is imperative that each employee will be adhering to health recommendations in and out of school. Employees are working with colleagues, children and families, and they should avoid populated places,



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gatherings, and keep social distancing as much as possible. Being responsible on evenings and weekends will be a key to stay healthy and have a successful year. As a school, we cannot reinforce social distancing and health recommendations over evenings and weekends or, however, we reserve the right to deny employment from employees who may exhibit irresponsible behaviors and may pose risk to the children, families, and other employees. This was communicated numerous times to all employees and is strictly enforced.

## d. When Someone Becomes Ill

i. In the case of a student, staff or faculty who becomes ill during the school day, an isolation room has been set up in the back office until they can be safely transported home. Parents must pick up ill children promptly. In the event of an emergency, school administration will use their judgment to arrange appropriate transportation to the Summerlin hospital or call 911. The Shenker Administration will assess the situation and will determine whether siblings or family members should be dismissed from school at the same time based on SNHD guidelines and consultation.

ii. Shenker policies and procedures must be followed to allow safe return to school:

1. The first step relies on each student's primary physician (or other appropriate doctor if the ill individual is a faculty or staff member) to determine whether the individual has had a potential or actual exposure to COVID-19, or has potential or actual COVID-19 infection. Parents will present the pediatrician with the attached letter and return it to the Shenker Nurse.
2. The Shenker Administration will confirm that the management plan of the pediatrician is consistent with SNHD guidelines before the individual returns to school.
3. In accordance with state and local laws, the school will notify health officials (SNHD, State Licensing Unit, State Epidemiologist) if a **staff member** or a **student** is tested positive for Covid-19 while maintaining confidentiality in accordance



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with the Americans with Disabilities Act (“ADA”) and the Privacy Rule of Health Insurance Portability and Accountability Act (“HIPAA”). Shenker Academy will advise those who had or have close contact with a person with COVID-19 to stay home, self-monitor for symptoms and follow CDC guidance if symptoms develop.

4. If a staff member is tested positive, the staff member will quarantine for 14 days and return upon presenting a negative Covid test results after the 14 days (Not a CDC requirement, however, out of abundance of caution, Shenker Academy would like to stay on the safest side possible). If the staff member worked 48 hours prior to the test time, the students and coworkers in the classroom will need to quarantine for 14 days as well. Covid-19 testing will be recommended to all students, however, it is not mandatory for children to be tested prior to their return from 14 days quarantine. All returning students will need to be free of symptoms upon their return. If a child develops symptoms during the quarantine period, the school will update the SNHD contact person.

5. If a student is tested positive, the student will quarantine for 14 days and return upon presenting a negative Covid test results after the 14 days (Not a CDC requirement, however, out of abundance of caution, Shenker Academy would like to stay on the safest side possible). If the student attended the class 48 hours prior to the test time, the students and coworkers in the classroom will need to quarantine for 14 days as well. Covid-19 testing will be recommended to all students; however, it is not mandatory for children to be tested prior to their return from 14 days quarantine. All returning students will need to be free of symptoms upon their return. If a child develops symptoms during the quarantine period, the school will update the SNHD contact person.

6. If a household member is tested positive and the student in the same household was not tested positive, we ask that the family at once will present clearance prior to the return of the child to the school.





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## **VIII. Appendices:**

- a. COVID-19 returning students waiver
- b. COVID-19 returning employee waiver
- c. CDC and State of Nevada Links and guidelines



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## COVID-19 Re-Enrollment Waiver

Shenker Academy has put preventative measures in place to help prevent the spread of Coronavirus disease 2019 (COVID-19). However, by entering this facility you could increase your risk and that of your child of contracting COVID-19. \_\_\_\_\_(initial)

By signing below and by entering this facility, you are voluntarily assuming all risks associated with contracting COVID-19, and you agree that you will not hold Shenker Academy or Temple Sinai Las Vegas, Inc, or any of their employees or agents liable for any resulting illness or injury, and to indemnify and hold harmless Shenker Academy from any claims arising from your alleged exposure to Coronavirus from Shenker Academy. \_\_\_\_\_(initial)

By signing below, you are further verifying that neither you nor anyone in your household (including the child) have been in contact with any person suspected to have, or diagnosed with COVID-19, or have had a fever in the last two weeks. \_\_\_\_\_(initial)

You further agree to immediately notify the Shenker Academy if you learn that you have been exposed to the COVID-19 or someone diagnosed with, treating for, or who has been exposed to the COVID-19. \_\_\_\_\_(initial)

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Name of Student/s: \_\_\_\_\_

Your Relationship to Student/s: \_\_\_\_\_



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## COVID-19 Employment Waiver

Shenker Academy has put preventative measures in place to help prevent the spread of Coronavirus disease 2019 (COVID-19). However, by entering this facility you could increase your risk and that of your child of contracting COVID-19. \_\_\_\_\_(initial)

By signing below and by entering this facility, you are voluntarily assuming all risks associated with contracting COVID-19, and you agree that you will not hold Shenker Academy or Temple Sinai Las Vegas, Inc, or any of their employees or agents liable for any resulting illness or injury, and to indemnify and hold harmless Shenker Academy from any claims arising from your alleged exposure to Coronavirus from Shenker Academy. \_\_\_\_\_(initial)

By signing below, you are further verifying that neither you nor anyone in your household (including the child) have been in contact with any person suspected to have, or diagnosed with COVID-19, or have had a fever in the last two weeks. \_\_\_\_\_(initial)

You further agree to immediately notify the Shenker Academy if you learn that you have been exposed to the COVID-19 or someone diagnosed with, treating for, or who has been exposed to the COVID-19. \_\_\_\_\_(initial)

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_



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## CDC and the state of Nevada guidelines and recommendation

<https://www.southernnevadahealthdistrict.org/coronavirus/guidance-to-reopen-businesses-and-permitted-facilities/>

<https://www.cdc.gov/quarantine/index.html>

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

<http://stores.baileysteststripsandthermometers.com/chl2000-high-level-chlorine-vial/>

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools-faq.html>

<https://www.cdc.gov/coronavirus/2019-ncov/prepare/disinfecting-building-facility.html>

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover.html>

### 1. Suggested schedule to return to school per CDC guidelines after suspected COVID:

- a. 3 days with no fever and
- b. Respiratory symptoms have improved (e.g. cough, shortness of breath) and
- c. 10-14 days since symptoms first appeared
- d. Per the CDC guidelines for testing - testing for SARS-CoV-2 (viral not antibody testing) is suggested, but this is at the discretion of the PCP
  - i. If testing is positive the student must remain out of school
  - ii. Please provide copies of these test results along with your letter

### 2. Suggested schedule to return to school after a known exposure to someone with COVID 19, or a reported a family member is quarantined because of a known exposure. It is recommended that 10-14 days have passed without symptoms or testing as below

- a. viral testing is negative as deemed appropriate by primary physician.

### 3. Suggested schedule to return to school if student was asymptomatic but had testing that was positive for SARS-CoV-2 (viral not antibody testing)

- a. Per CDC guidelines, it is recommended that 10 days have passed without symptoms or testing as below
- b. viral testing is negative as deemed appropriate by the primary physician.

### 4. Travel ban: **Student who returns from out of the country trips are required to 14 days quarantine.**