Family Handbook 2026-2027

Temple Ohav Shalom Center for Early Learning

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WELCOME TO TOSCEL

Where the love of learning grows

Temple Ohav Shalom Center for Early Learning (TOSCEL) is an early childhood program that is guided by Jewish and universal values and inspired by the philosophy of Reggio Emilia schools. We are proud of our commitment to supporting and welcoming all families into our community with warmth and joy.

Children learn and grow through play. With this belief to guide us, we fill each day with activities that foster cognitive, social, emotional, and physical growth. Our programs are built upon one another through a developmental approach that focuses on the whole child. Beginning with our Simcha (2 years +) program and continuing through the Afternoon Explorers (3.5 years old- Kindergarten) program, each day includes creative play, small and large group activities, art exploration, and much more. At TOSCEL, children and families find a warm, aesthetic environment where a love of learning is established and grown. Age and developmentally appropriate programs, creative and caring staff, ideal teacher-to-child ratios, and a home-like, comfortable facility ensure a positive, first formal education experience.

COMMUNICATION

An open line of communication between caregivers and educators is imperative to the Reggio Emilia philosophy. Please keep your child's educators informed of any important information that may arise regarding your child. All information will be kept confidential and will help us to provide a nurturing environment where your child can grow and learn.

Brightwheel

Please download the Brightwheel app as an open line of communication to TOSCEL staff throughout the school day. Information in Brightwheel will contain classroom pictures, highlights, snack lists, a TOSCEL calendar, TOSCEL policies, curriculum information, and downloadable forms, among other items.

While TOSCEL may share pictures in Brightwheel of your child and their classmates, please do **not** post pictures of other students on any social media platform.

Please turn on notifications for Brightwheel and check the app frequently!
Because this is our primary method of communication with caregivers, we need our families to be frequently monitoring the app!

You can sign in using the email address/phone number and password that you provided

when enrolling at TOSCEL.

Your check-in code can be located or changed by:

1. Opening the app
2. Tapping on the 3 parallel lines on the top left corner of the screen
3. Tapping “Edit profile”
4. Your “Check-In Code” is a four-digit number located below your contact information

Please be sure to keep your information up-to-date throughout the year.

Prior to the start of the school year, you must add no fewer than 3 emergency contacts (per child), a recent picture of your child on their profile, any known allergies or medical concerns, and your pediatrician’s information into Brightwheel.

You can find additional guides for setting up Brightwheel here.

Photography

Photography is an important part of our documentation process. Your child’s photograph will be taken by their teachers and shared via Brightwheel and on documentation panels on display in the school. Your child’s image will not be shared on social media or in congregational communications unless you have given your express permission. You will be contacted directly if we wish to use your child’s image. Your child’s name will never be included on any social media or congregational communications, but may be included in Brightwheel and on documentation panels.

PREPARING FOR THE DAY

Children should arrive at TOSCEL dressed in play clothes and comfortable, well-fitted, closed-toe shoes (to help prevent shoes from slipping off and/or children from tripping). To prepare for the day, please ensure your child has the following labeled* items:

- A backpack.
- A refillable water bottle.
- A complete change of clothes (shirt, shorts/pants/skirt, socks, underwear, and shoes) in their backpack.
- Weather-appropriate outerwear (i.e., snow boots, rain boots, winter coats, raincoats, etc.).
- A supply of diapers, pull-ups, and wipes (please refer to "Diapering" for additional information).
- A lunch, if participating in any of our afternoon enrichment programs. (Please refer to "Lunches" for additional information).

*All items should be labeled with your child's name. Any lost and found items will be kept in the director's office and will be donated at the end of the school year if not claimed.

Arrival

Doors open at 9:00 am. Please enter the building using the education entrance (located on the left side of the building), unless otherwise instructed. The education entrance door is locked and monitored via intercom/video feed. If a staff member is not stationed inside of the entrance, please use the intercom and someone will be able to assist you.

Please check in using the Brightwheel "check-in" feature. Upon arrival to the classroom, please assist your child in hanging up their coat and backpack, as well as washing their hands. If there is a line for the classroom restroom, a larger restroom is located in the hallway at the back of the education wing, next to the Simcha Classroom.

Dismissal

Dismissal is at 12:00 PM for pick-up from preschool and at 2:00 PM for afternoon programming. Caregivers will enter through the Education Entrance.

Please have your ID and phone (or another device with Brightwheel) accessible. You will use the Brightwheel "check-out" option at dismissal.

Please be on time for dismissal. If you are going to be late, please send a message via Brightwheel. A late fee of $25.00 will be charged per child for children who are picked up after their programs' pick-up time. This fee will be waived in case of emergency.

If someone on your emergency contact form or your approved pick-up list will be picking up your child, ***you must provide written permission via Brightwheel***. The pickup person must present a photo I.D. that matches the name provided by you. Your child will not be released without these requirements being met.

WEATHER-RELATED (and Other) CLOSURES/DELAYS

In the event of inclement weather, TOSCEL will typically follow the North Allegheny School District (NASD) delay and closure schedule. If there is a delay for NASD due to snow or poor road conditions, TOSCEL classes will begin at 10:00 AM and end at the regularly scheduled time. If NASD has a delay due to a low wind chill factor, TOSCEL will begin at the regularly scheduled time. Information regarding NASD closures/delays can be found on their website at www.northallegheny.org. Please check Brightwheel often on those inclement weather days.

TOSCEL will close in the event of a power outage, water main break, flood, fire, or any other conditions that make the building unsafe for students and staff. ***You will be notified via Brightwheel should these events occur.***

Snacks/Lunches

Snacks are provided by parents/caregivers on a rotating weekly basis. Classroom educators will provide a list of recommended snacks for your assigned week(s). Snacks should be low in salt, fat, and sugar, and include an ingredients label. ***Snacks must not contain:***

- Peanuts or tree nuts of any kind. No nut butter (almond butter, peanut butter, etc.). Examples of tree nuts include (but are not limited to) almonds, macadamia nuts, walnuts, cashews, pecans, pistachios, pine nuts, hazelnuts, etc.
- If your child is enrolled in the Simcha Classroom, any food considered a choking hazard, such as whole grapes, whole cherry tomatoes, fruits containing pits, and popcorn.
- Any character packaging (i.e., Disney characters, Paw Patrol, Scooby-Doo).
- Pork products or shellfish, in accordance with Temple Ohav Shalom policy.

Any child attending afternoon programming must bring a packed lunch. In addition to the above restrictions, lunches must be packed in a labeled lunchbox and contain napkins, utensils, and an ice pack (if needed). Lunches will not be refrigerated or microwaved.

Drinks

A labeled, refillable water bottle should be provided daily. Water bottles will be refilled throughout the day, as needed. Please do not send your child with juice, milk, or any beverage other than water.

PAYMENTS

Financial Details

Enrolling a child in one of our preschool programs involves payments of a $75 registration fee, $40 activity fee, and tuition. Prices vary by the child's age and the program in which they are enrolled. Our programs run from September through the end of May. Caregivers are billed monthly via the Brightwheel app and may receive invoices from the Temple Administration. Payments for the 2026 - 2027 school year will begin in August, 2026, and the last payment will be due in April, 2027.

Credit is not given for vacation periods or absences. In the event that TOSCEL needs to close for longer than a 10-day consecutive period (including but not limited to a medical emergency, inclement weather, or building issues) a credit will be applied to your account. We do not offer refunds or credits for absences due to travel, physician or therapist appointments, or any other voluntary reason.

TOSCEL participates in a tuition assistance program facilitated by the Jewish Federation of Greater Pittsburgh. Families will be notified about the program when the information is released in January 2027.

All classes are contingent upon meeting minimum enrollment requirements. If any classes do not meet the minimum enrollment requirements, your registration fee and any other fees will be refunded.

Preschool Registration, Cancellation, and Refund Policy

Registration and Enrollment

You can register for TOSCEL's Preschool Program online by logging on to https://schools.mybrightwheel.com/sign-in?redirect_path=forms/5d1a01ff-2521-4f4b-83d3-865bc50164a0/self-service. Once the session is full, any new registrants will be placed on a waitlist. Enrollment is on a first-come, first-serve basis. TOSCEL always holds the right to cancel any session due to insufficient enrollment. Tuition must be paid by the deadline(s) indicated in the tuition agreement.

Cancellation & Refund

For TOSCEL to process a tuition cancellation refund, we must receive a written email to center@templeohavshalom.org no later than August 1, 2026. If we receive your written email on August 2, 2026, or later, tuition refunds will be made after a $125 processing fee has been deducted. Monthly tuition rates are based on the yearly cost of tuition. There is no reduction in tuition due to holidays, school breaks, illness, school closings by the TOS(CEL) Administration, or natural disasters. Other tuition refunds will be dealt with on a case-by-case basis. Every parent/caregiver is responsible for reading this agreement and by nature of the enrollment of their child at TOSCEL agrees to this policy.

Note: Registration and activity fees are non-refundable and are not deducted from your tuition payments.

Health-Related Closures

Credit is not given for family vacation periods or extended health absences. In the event that TOSCEL needs to close for longer than a 10-day consecutive period (including but not limited to a medical emergency, inclement weather, or building issues) a credit will be applied to your account.

CELEBRATIONS

Birthdays

Every attempt will be made to celebrate a child's birthday during their birthday week (this will also likely be one of your assigned weeks to provide classroom snacks). Please follow the "snack" guidelines when choosing an acceptable birthday treat for their celebration. Any birthday party invitations distributed at TOSCEL should be inclusive of all classroom students.

Shabbat

Every Friday morning, we mark the end of the school week by celebrating Shabbat. Our Shabbat celebration includes lighting candles (LED), blessings, singing songs, reading books, and sharing a special snack of challah and grape juice. Parents/caregivers will be invited to attend throughout the school year.

Holidays

TOSCEL is an early education program based on Jewish values, and as such, we incorporate Jewish holidays into your child's curriculum. We also focus on inclusion and diversity and practice a "Celebrate, Investigate, and Discuss" curriculum regarding all other holidays. If you have questions regarding additional holidays, please contact the director.

HEALTH & SAFETY

Managing Difficult Behavior

At TOSCEL, our goal is to provide a safe environment in which children can develop skills that will enable them to handle frustrations and conflicts as they arise. Our educators will encourage children to discuss conflict and think about solutions. Our educators will provide an organized classroom with clear rules and expectations which is necessary for children to feel safe and comfortable. Some of the techniques we use to manage difficult behavior are making eye contact, calmly communicating clear rules, providing choices, and teaching diaphragmatic breathing and grounding techniques.

We want our students to have the best possible experience at TOSCEL and sometimes they are not developmentally ready to participate in programming. We have developed

the following guidelines to ensure that the children are happy, healthy, and being appropriately taken care of:

- If a child is inconsolable and unable to co-regulate by midday (10:30 AM), you will be notified and asked to pick up your child. A transition plan will be developed with collaboration between caregivers, educators, and the director. Transition plans may include a gradual exposure transition (increasing the amount of time in the classroom each day based on the child's comfort level and response), a caregiver or sibling being present in the room for a period of time determined in collaboration with the caregivers and staff, or finding additional time in the classroom/with classmates/with teachers during off hours.
- If a student is experiencing frequent distress during the school day, caregivers will be expected to work with providers on a separation plan.

Guidance and practices that help manage difficult behavior

Most of what we consider guidance and discipline is not a reaction to problematic behavior, but rather being proactive about setting children up to succeed. We have many procedures and systems in place that work to minimize behavior difficulties as much as possible.

- Multiple choices of activities are offered in appropriate numbers for students to select and share.
- Picture schedules and musical cues are used to create structure and to prepare students for transitions.
- Rules are stated clearly and positively. Children are taught what our expectations are. Difficult behaviors are seen both as communication and an opportunity for learning. When difficult behaviors occur, we ask ourselves what children might need to learn to identify that behavior, what the learner is communicating to us with their behavior, and adaptive strategies for managing the thoughts and feelings that led to said behavior.
- Feelings of all kinds are acknowledged and accepted. Learning to deal constructively and communicate about their emotions is the goal.
- Expectations are kept developmentally appropriate. Children are expected to touch, move, explore, and make noise. Children are not expected to be quiet or sit longer than is reasonable for their age. We also recognize that there is a great range in both temperament and ability among our students, and we vary our expectations and guidance accordingly.

Even with all this in place, behavior challenges definitely do occur at times. In the case of persistent and unmanageable behavior that endangers staff or students, the following procedures are implemented:

- The director is notified of the persistent behavior.

- The staff observes and records the behavior and responses. We gather data to look for patterns and to better understand the behavior.
- The family is notified in order to work with staff to understand behaviors. Together we reflect upon the data we have gathered, what we have tried in order to support the child, and what else we might try.
- As necessary, parents/caregivers give permission for Allegheny Intermediate Unit staff, or another support agency or individual, to observe the child.
- Allegheny Intermediate Unit, another support agency or individual, and TOSCEL will work together with the parent/caregivers to design a behavior modification plan to meet the individual needs of the child. The individualized plan to address the behavior includes assessing the function of the behavior and positive behavior support strategies.

We have extensive experience addressing challenging behaviors of many kinds and have found that the more that families partner with us and we work together, the better we can face obstacles and build a team of support for the benefit of the child. Each year, we have children in our school community who face a range of issues and benefit from a range of types of support. Due to confidentiality, these situations are largely invisible to others in our parent/caregiver community, but please know that if concerns or challenges arise for your child, you are not alone.

While our goal is always to avoid any exclusionary measures, we also recognize that TOSCEL may not be able to meet the needs of every child. If all steps to manage the difficult behaviors, as outlined above, have been taken, parents/caregivers may be asked to withdraw their child from school.

Our policies comply with federal and state civil rights laws, which prohibit making disciplinary decisions, including exclusion or expulsion, based on characteristics such as race, religion, national origin, sex, gender, marital status, disability, status with regard to public assistance, or sexual orientation. Beyond what the law requires, our values lead us to be reflective in looking for and working against implicit bias and always striving to be welcoming and inclusive. We invite families to give us the gift of honest feedback if they see bias of any kind in how they or their child is being treated so that we can continue to learn and grow.

Biting

While it can be very distressing, it is not uncommon that children in early childhood settings sometimes bite, especially when they are toddlers, and may not yet have enough language to express their frustrations. We do all we can to minimize the occurrence of biting by keeping our group sizes and child-to-teacher ratios even smaller than licensing requirements, giving children plenty of space and materials, and teaching children safe and healthy ways to express their feelings.

However, biting still happens sometimes. When it does, we care for the child who was bitten, comforting them both physically and emotionally. Staff records the occurrence of the bite and the circumstances surrounding it so that we have data to look for patterns. We call the families of the child who was bitten and the child who bit so that all are informed. If a pattern of repeated biting emerges, we follow our procedures for managing difficult behavior as detailed above.

Health Forms

A copy of your child's health record, completed by your pediatrician, is due by the first day of school. If we do not receive your child's health record by the first day of school, your child will not be permitted to attend until we receive it. Please email (center@templeohavshalom.org), send it via Brightwheel message, or mail the form to TOSCEL prior to the first day of school. In order to protect other students and staff members, all age-appropriate vaccinations are required, except in the event of a medical exception.

Illness

Please keep your child home if they are experiencing any of the following symptoms within the last 24 hours:

- Fever (100.4 or higher).
- Chills
- Cough
- Shortness of breath
- Difficulty breathing
- Congestion
- Excessively runny nose
- Vomiting
- Diarrhea
- Frequent sneezing (unrelated to allergies)
- Unidentified rash
- Red eyes or eye discharge
- Sore throat

You will be contacted to pick up your child if they become ill during their time at TOSCEL. Until your arrival, every effort will be made to keep them as comfortable as possible and away from other students to mitigate any potential spread of illness. If for some reason you can not be reached, TOSCEL will begin to contact those on your emergency contact form.

Antibiotics

Please do not send your child to school with an infection unless they have been on an antibiotic for at least 24 hours.

Injuries

All minor injuries including bumps, lumps, scrapes, and bruises will be cared for by a staff member trained in first aid. If emergency first aid is required, staff members will provide first aid and contact 911. Injuries will be documented via an incident report based on severity. Examples of injuries requiring documentation are insect stings, sprains, bleeding wounds, head injuries, etc… Incident reports will be presented to caregivers to review and sign within 24 hours of the injury. A copy of the incident report may be provided to the caregiver upon request.

Notification of Illness and/or Health Concerns

To ensure the safety of students and staff members, please notify the director of TOSCEL immediately (via Brightwheel) if your child or household is experiencing an issue with a communicable disease, easily transmissible disease, or other issues that may be easily spread in an early education setting. Examples include but are not limited to, COVID-19, pink eye, strep throat, chickenpox, influenza, bed bugs, fifth disease, hand-foot-mouth disease, head lice, measles, mumps, etc. In an attempt to mitigate risk, health concerns may be communicated to parents/caregivers of TOSCEL students but will remain confidential.

Medication

Medication may be administered to your child under the following conditions:

- The medication must be in its original container, with the child's name, expiration date, and instructions clearly marked.
- A parent/caregiver has completed a Medication Log as permission to administer medication.
- Parents/caregivers and the child's physician have completed an Allergy Action plan or Asthma Action Plan for any child requiring the use of an EpiPen, inhaler, or any other rescue medication and have provided that medication to the school.
- If your child has an allergy requiring the use of an EpiPen, two EpiPens must be provided to TOSCEL for the school year. If they are not used, the EpiPens will be returned to you at the end of the school year.

Sunscreen

Parents/caregivers should apply sunscreen prior to drop-off. If there is a need to have sunscreen reapplied throughout the day, you must provide the sunscreen with your child's name clearly marked. The sunscreen must not be past its expiration date. In addition, a completed Permission to Apply Sunscreen form is required.

Toilet Learning

Children are ready for toilet learning at a range of ages. We feel strongly about supporting the autonomy of our children.

We ask that caregivers provide diapering supplies so that diapers can be changed as needed. So that we may best support your family, please let us know if you are working on transitioning from diapers and we will encourage the use of the toilet. We will encourage toilet learning at diaper changes or do our best to accommodate toileting using a schedule that you request.

We will also encourage self-help skills once toilet learning has been fully accomplished: pulling underwear and pants up and down, wiping, flushing, and washing hands.

Diapering

If any child has sensitivities to diapering products, that information must be communicated to staff at enrollment. If a caregiver requests an additional application of diaper rash cream, a Permission to Apply Diaper Rash Cream form must be completed with clear instructions. In addition, the diaper cream must be clearly labeled with the child's name and must not be past its expiration date.

If your child wears a diaper or pull-up, please ensure that they arrive at TOSCEL with a clean and dry diaper or pull-up. Staff members will change diapers as needed, including 10-15 minutes prior to pick-up.

Caregivers are expected to provide a supply of diapers, wipes, and any other products necessary for diaper changes throughout the school day. Educators will notify caregivers when they are running low on diapering supplies. Each child’s diapering supplies will be placed in their own individual tote or cubby (provided by TOSCEL) and labeled with the child's name.

Families may choose to use either disposable diapers or cloth diapers (without pins). If you choose to use cloth diapers, you must:

- Provide a labeled, clean cloth diaper wet bag (a cloth diaper wet bag is a reusable, waterproof, and leak-resistant bag that is made to contain dirty cloth diapers). Diapers will be placed in the wet bag without any rinsing or shaking after each change. In addition, the wet bag must have a loop, so it can hang on a hook near the changing table.
- Take the wet bag home each day and supply a clean wet bag to school each morning.
- Families must ensure an adequate supply of cloth diapers, which should be affixed to outer coverings and ready to use.

If a child does not have the supplies necessary for a cloth diaper change, a disposable diaper will be provided.

Transitioning to Underwear

TOSCEL will support the transition to underwear by giving additional reminders to use the toilet (especially at diaper changes and during transitions) and by supporting any positive reinforcement used at home (i.e., sticker charts).

We expect the following achievements to be made at home before a child attends TOSCEL in underwear:

- Arrive at TOSCEL having used the toilet at home that morning
- Arrive dressed for success - no belts, overalls, onesies, or tights. As well as having several complete changes of clothing at school including socks, underwear, and footwear
- 90% plus success rate at home for at least two weeks.
- Ability to hold urine for at least one hour.
- Three consecutive bowel movements on the toilet at home.

If your child has an accident, it will be addressed as discreetly as possible. Please understand that if, after multiple urine accidents or one bowel movement accident, an educator may determine that a diaper or pull-up may be more appropriate to finish out the day.

We want to set our students up for success, so **please consider waiting to send your child to school in underwear unless they have been consistently using the toilet for at least two weeks.** We will still encourage our students to try using the toilet during this time, but this will help to build confidence without the pressure of having to use an unfamiliar toilet in a public setting. If your child has previously been wearing diapers to school, please notify your teacher that your child will be switching to underwear *before* the switch occurs (at least one week's notice is preferable). Children in Simcha do not need to be toilet trained before the school year starts. Children in Kehilla are expected to be toilet trained before the year begins.

Building and Physical Safety

Weapons

Weapons of any kind, including, but not limited to; guns, knives, mace, bear spray, etc. are not permitted on Temple Ohav Shalom property. If a weapon is discovered on the premises, the director or designee will immediately notify the local police by calling 911.

Building Security

Do not, under any circumstance, open the door for an unknown or unexpected person. Contact staff or the Director immediately if you see a suspicious person on the premises.

Do not, under any circumstance, prop doors open and leave entrances unattended.

When entering the building, please ***do not allow other people to enter the building behind you*** unless they are another caregiver or staff member who is known to you.

BluePoint Security System

The building is equipped with BluePoint Security and staff will be trained throughout the year on safety practices in the event of an emergency including (but not limited to) active shooter, fire, power outage, and more.

Parents/caregivers are invited to attend these training sessions. Please contact the Director of Early Learning if you wish to attend a session.

Respiratory Illness Policies (including COVID-19, influenza, and RSV)

General Guidelines

- If a staff member or student has a respiratory illness (such as COVID-19, flu, or RSV), they should stay home until symptoms are improving and they have been fever-free for at least 24 hours without medication. When returning to school, individuals who can safely mask should wear a well-fitting mask for 5 additional days after symptoms begin to improve.
- If a student tests positive but does not have symptoms, they may remain in school if able to wear a well-fitting mask for 5 days after the positive test. If unable to mask, they should remain home for 5 days.
- Staff and families should notify the Director of Early Learning if anyone in their household tests positive for a respiratory virus (COVID-19, flu, or RSV) or has had close contact with someone who has recently tested positive.

- Staff and families will be notified immediately via Brightwheel if there are any confirmed cases of a student or staff testing positive for Covid-19.
- TOSCEL Leadership reserves the right to close a classroom or the school at our discretion.

Specific Guidelines

- Often it is helpful to have a chart to refer to when evaluating how to react to a Covid-19 situation. By referring to the chart below, and following this procedure, we hope to maintain as much health and wellness for all this year.

Scenario	Students	Staff
Those Who Test Positive for COVID-19 Day 0 is the day when symptoms started. Day 1 is the next day	**Symptomatic** Stay home when symptoms appear. May return to school when they are fever-free for 24 hours without using fever-reducing medication AND other non-fever symptoms are mild and improving. **Asymptomatic** Remain at school with a well-fitting mask for 5 days after the first positive test. If symptoms develop, follow the symptomatic guidance above. **Additionally, students who test positive for COVID-19:** When returning to school and other normal activities, should also take added precaution over the next 5 days, including: ● Maintaining hygiene practices ● Wearing a mask when indoors around others (students 2 years of age and older) ● Avoiding crowds and those who may be at higher risk for severe COVID-19	**Symptomatic** Stay home when symptoms appear. May return to work when they are fever-free for 24 hours without using fever-reducing medication AND other non-fever symptoms are mild and improving. **Asymptomatic** Remain at school with a well-fitting mask for 5 days after the first positive test. If symptoms develop, follow the symptomatic guidance above. **Additionally, all staff who test positive for COVID-19:** ● Must wear a mask at work indoors through day 5 after their symptom onset or positive test date. **When returning to work and other normal activities, should also take added precaution over the next 5 days including:** ● Maintaining hygiene practices ● Avoiding crowds and those who may be at higher risk for severe COVID-19
Those Who Are Close Contacts Day 0 is the date of last exposure. Day 1 is the next day.	May remain at school unless they develop symptoms. If symptoms occur, then follow the symptomatic guidance above. **All students who are close contacts should test for COVID-19 if they:** 1. Develop symptoms (test right away) 2. Are at higher risk for severe	May remain at work unless they develop symptoms. If symptoms occur, then follow the symptomatic guidance above. **All staff who are close contacts should test for COVID-19 if they:** 1. Develop symptoms (test right away) 2. Are at higher risk for severe COVID-19 (test within 5 days)

	COVID-19 (test within 5 days) 3. Are around others who are at higher risk for severe COVID-19. (Test within 5 days and before contact)	3. Are around others who are at higher risk for severe COVID19. (Test within 5 days and before contact) They should wear a mask through day 5 after exposure if they develop symptoms, or when around others indoors who are at higher risk for severe infection. **In an Outbreak Setting** (3 or more cases in 7 days) ● Staff must wear a mask indoors or within six feet of others outdoors, until the site no longer qualifies as an outbreak setting. ● Staff must test for COVID-19 within 3-5 days of the close contact to remain at work.

Masking

- We understand that certain families rely on masking to help control the spread of Covid-19. Masks of all sizes are available at TOSCEL free of charge.

Classroom Operations

- Children will wash their hands as soon as they enter the classroom. Caregivers may wash their hands or use hand sanitizer.
- Handwashing and hand sanitizer use will occur throughout the day, including but not limited to: entering the classroom, after blowing nose/picking nose/sucking thumb, after using the bathroom, before and after snacks/lunch, before and after outside time, before and after sensory play.
- Used/mouthed materials will be placed out of reach of children and will be cleaned at the end of the day.
- High-touch areas will be cleaned and sanitized at the end of each day.

Sick Policy

- Anyone with a temperature of 100.4 or higher, nausea/vomiting, and/or diarrhea will not be allowed in the building until symptoms are gone for 24 hours without the aid of medication.
- If a student or staff develops symptoms (fever, chills, shortness of breath, new cough, excessively stuffy/runny nose, or new loss of taste or smell) during the

school day, they will be immediately isolated. Parents must come to pick up their child immediately after being contacted by TOSCEL staff.

Additional Information

- The policy outlined in this document will continue to be evaluated. TOSCEL reserves the right to augment, revise, or amend this document at its discretion. The guidelines will be reviewed and updated as the CDC and OCDEL update their guidelines.

We look forward to welcoming you and your children to the upcoming school year! If you have any questions, comments, or concerns, please contact Jen Marinelli, Director of Early Learning.

Warmly,

Jen Marinelli
Director of Early Learning
Temple Ohav Shalom Center for Early Learning

_____
Caregiver Signature #1

_____
Caregiver Signature #2 (if applicable)

By signing this page I affirm that I have read this handbook in its entirety. I agree to abide by the policies and procedures outlined in the TOSCEL Family Handbook 2026-2027.

Please return this signed and completed page to the Director of Early Learning at your earliest convenience.