

Safety, Security, & Cleanliness

Brooklyn Global Prep takes the safety of our students and staff very seriously. To ensure the safety, security and well-being of the children in our care, Brooklyn Global Prep has procedures and standards in place to cover pick-up and drop-off, visitors, equipment, furniture safety, and more. We have very specific procedures and requirements concerning cleanliness and preventing the spread of germs. These procedures are periodically reviewed and updated to make certain they reflect the most current safety and security technology and practices. We work hard to provide an environment that is as healthy as possible.

SECURE ENVIRONMENT

Our classrooms are designed with the safety and security of each child in mind. From room layout to specifically selected equipment, toys and furniture. Our belief is that you can never be too careful when caring for children. Regular training and safety drills, fire drills, a posted emergency plan, emergency exits, fire extinguishers and interior electronic door locks ensure your child's safety. In addition, only those with the combination to the coded keypad security system can gain access to the center.

PICK UP AND DROP OFF

Each child must be checked in and out every day. We enforce our policy by assigning PIN numbers or key cards to parents and others who are authorized to pick up the child. Pick up and drop off will also be monitored by a member of the staff in the reception area. Your Brooklyn Global Prep director keeps an updated file of names, addresses and phone numbers of people authorized to pick up children in case of an emergency. No child is released to an adult without proper authorization.

CHECKING IN AND OUT

Please bring your child into the center when you come. Each child must be signed in and out in a designated area in the entryway. A record of the time that your child arrives and leaves will be recorded. If your child leaves Brooklyn Global Prep during the day, the check in/out times will be recorded to reflect the change. If your child will be absent or needs to attend at a time when he/she usually does not, notify the center as soon as you know or by 8:00 am that day.



**brooklyn
global prep**
THE LANGUAGE SCHOOL

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EVACUATIONS

Brooklyn Global Prep conducts at least 1 fire drill per month throughout each school year. The staff is instructed in procedures for exiting the building and ensuring the children's safety during our fire drills. Emergency exit signs are posted throughout the center to show diagrams of our exit plan.

- School staff are trained in Basic First Aid and CPR, and participate in periodic refresher courses.
- An in-depth Health Emergency Response Plan has been approved by NY State and is in place.
- An Emergency Disaster Response Plan has been approved by NY State and is in place.

Families are encouraged to participate in conversation with school staff regarding school safety in order to determine what additional precautions may seem appropriate for their particular situation. As presented earlier, thoroughness can't eliminate risks entirely, but with attention to detail, extra effort and an open communication with parents, your time here at Brooklyn Global Prep will be both a happy and a healthy experience.



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HEALTH AND HYGIENE PRACTICES

Our regular health and hygiene practices provide some of the best defenses against the spread of most contagious illnesses. In addition to regular and thorough cleaning of classrooms, surfaces, supplies and games, we teach good hand-washing practices and ensure that children and staff take important precautions against the spread of germs. All staff will be trained on the policies and procedures to ensure they understand what is required.

All staff and children will be taught the following appropriate protective measures:

Wash hands for 20 seconds (or singing “Happy Birthday” twice) with soap and warm water, rubbing thoroughly. Proper hand washing procedures will be posted, and reminders will be given frequently. Hand sanitizer will be used with adult supervision throughout the day. Children must rub sanitizer until sanitizer is no longer present on hands. Avoid touching eyes, nose, and mouth with unwashed hands. Avoid hugging, shaking hands, sharing supplies and sharing cups or food. Sneeze or cough into your elbow; or cover mouth and nose with a tissue before sneezing or coughing, then immediately discard the tissue. Disinfect frequently touched surfaces, especially if someone is sick.

All staff and children are required to engage in hand hygiene at the following times:

- Before coming in contact with any child.
- Before putting on/taking off a face covering.
- Arrival to the site and after breaks.
- Before and after preparing food or drinks.
- Before and after eating or handling food, or feeding children.
- Before and after administering medication or medical ointment.
- After using the toilet.
- After coming into contact with bodily fluid.
- After playing outdoors.
- After handling garbage.
- After assisting children with handwashing.
- At the end of the program day.

Parents are strongly encouraged to work with their children to practice these same steps at home.



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HAND WASHING

Hand washing is the single most effective practice in preventing the spread of germs. Teachers are required to wash their own hands, as well as the hands of a child using described procedures, before and/or after engaging in a thorough list of activities.

CLEANING AND DISINFECTING

Brooklyn Global Prep staff is directed to thoroughly clean surfaces that children come in close contact with, using germ killing disinfectant and water. Toys that children put into their mouths are also required to be cleaned and disinfected between uses.

MEDICAL STANDARDS

Each adult working at Brooklyn Global Prep must provide evidence of good health with a signed physical examination, tuberculosis test, and other state-mandated requirements. All medical records are periodically updated. Staff members do not work if they are ill. As for the children, we maintain a complete written record for each child in our care. Pertinent health histories are also required. All health records, immunization records and emergency contacts are kept up to date and easily accessible in case of emergency.

PEANUT FREE - TREE NUT FREE ENVIRONMENT

Brooklyn Global Prep takes very seriously the allergy potential of nuts among young children; therefore, Brooklyn Global Prep is a peanut free and tree nut free environment.

MEDICATION

Brooklyn Global Prep staff does not administer medication at the center. The only administration of medications will be over-the-counter (“OTC”) topical ointments, including sunscreen lotion and topically applied insect repellent in addition to Epinephrine Auto-Injectors. If a child in our care is in need of medication, it will be the parents responsibility to come into school to administer it. A parent or other adult authorized in writing may administer medications to a child while the child is attending our program at any time.

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ACCIDENTS

Whether indoors, in the gym, on the playground, or on a walk outside the center, the children are watched carefully. Despite how careful you are, accidents occasionally occur. Any accident is reported to the parent. If emergency medical care is necessary the Director may take the following steps:

1. Attempt to contact parent or guardian.
2. Attempt to contact the child's physician.
3. Attempt to contact the parent or guardian through any of the other persons listed on the emergency information form you complete upon admission.

If we cannot contact you or your child's physician, we will do any or all of the following:

1. Call another physician.
2. Call an ambulance.
3. Have the child taken to a nearby hospital in the company of a staff member.

Any of the expenses incurred will be the responsibility of the child's parents or guardians.

COVID - 19

Our program is focused on promoting positive behavior to reduce the spread of Covid - 19, maintain healthy environments, healthy operations, and establish heightened procedures for when someone gets sick. Parents are expected to communicate, encourage, and promote healthy hygiene behaviors to reduce the spread at home including wearing a face mask and social distancing. Establishing a culture of health and safety in our schools is more important than any one measure. We look forward to providing a safe, fun, and enriching school year for your child. Please read our COVID-19 Handbook to learn more about our COVID-19 response and procedures.



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WHEN TO STAY HOME

Brooklyn Global Prep follows guidelines set forth by New York state and the CDC. Our procedures and guidelines have been established to help reduce the risk involved in contracting COVID-19, and to assist in curbing the spread of the virus. Participating families are required to adhere to all protocols, procedures, and guidelines. It is vitally important that parents understand and take seriously our need to make the 2021-2022 school year a safe place for all children and staff members. We cannot have parents, children, or staff members attempt to circumvent the new policies and procedures and are asking for your cooperation this year in abiding by the guidelines and policies set forth in the separate Covid-19 handbook.

Procedures if your child becomes ill or shows symptoms of illness:

- If your child is showing symptoms of being sick, you must notify the Site Supervisor. Your child must stay home to prevent any potential outbreak.
- If a household member is showing symptoms of being sick, your child should remain at home.
- If a child becomes ill while at school, the parent will be called immediately. We will isolate the child from the rest of their group, and the parent is required to pick up their child. Exclusion from the program is sometimes necessary to reduce the transmission of illness. For your child's comfort, and to reduce the risk of contagion, we ask that children be picked up within one (1) hour of notification. Until then, your child will be kept comfortable and will continue to be observed for symptoms.
- Follow CDC guidelines for ending home isolation. Children may not return until they have met CDC criteria to discontinue home isolation.
- A doctor's note may be required in order for your child to return to school.
- Parents will be notified if a child in their child's respective group has become ill with symptoms of COVID-19. The children in that group may be required to self quarantine. Families should follow CDC criteria to discontinue home isolation.

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Procedures if your child becomes ill or shows symptoms of illness (cont...):

- Absenteeism among children and staff will be monitored closely during the duration of the school year.
- The site will notify local health officials, staff and all families immediately of any positive case of COVID-19, while maintaining confidentiality as required by state and federal laws. Staff members and children who exhibit symptoms or test positive may not return until they have met Brooklyn Global Prep criteria to discontinue home isolation.
- In an effort to limit exposure, an alternative exit route has been designated for children or staff members who are demonstrating potential virus symptoms.
- When a child becomes ill, he/she will be isolated from the other children, and the parent will be notified to pick up the child within an hour. If the parent cannot be reached, we will contact the person indicated by you on your child's emergency care form.
- A parent will be contacted to pick up a sick child when the child exhibits any of the following symptoms at the center:
 - Fever of 100.0 degrees F. or higher
 - Diarrhea 3 loose stools in one day or 2 in one hour
 - Vomiting 2 episodes in one day
 - Rash that is unexplained, except for diaper rash
 - Pink Eye (Conjunctivitis): when the eye is red or pink with white or yellow eye discharge.
 - Other symptoms are matted eyelids, eye pain, and redness of the eyelid or skin surrounding the eye. Irritability or listlessness which is not consistent with the child's temperament will be noted by the director who will call the parent. The child does not have to leave the center.



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If your child contracts any of the following infectious diseases he/she must be isolated until:

- Chicken Pox: After all blisters have scabbed over.
- Croup: After the cough has subsided.
- Ear Infection: After three doses of medication or after 24 hours.
- Fever: After the fever has returned to normal without the aid of fever reducing medication. Head Lice: After one complete treatment and removal of all nits.
- Impetigo: After 24 hours of medication.
- Pink Eye: After the child has been on medication for 24 hours and (Conjunctivitis) has no matter in their eyes. Ringworm: After medical treatment with a fungicidal ointment. Rotavirus: After the child has had one formed stool.
- RSV: After the wheezing and coughing have subsided.
- Shingles: After all blisters have scabbed over
- Strep Throat: After the child has been on medication for 24 hours. Thrush: After 24 hours on medication.

If your child contracts any communicable disease, please inform the center. If your child is exposed to a communicable disease while at the center, a notice will be posted. All incidents of reportable contagious diseases will be reported to the Department of Health.

