



Dear Mr. Mittleman,

As you are aware, SCOPE operates UPK/Pre-K programs in your school district. We wanted to touch base with you and let you know that we are preparing for the reopening of school in September and will be ready to continue to offer this service. SCOPE will be complying with all guidelines of the New York State Office of Children and Family Services, The Centers for Disease Control and Prevention and The Department of Health in order to ensure a safe and healthy environment for the children and staff. SCOPE guidelines for the safe reopening of UPK/Pre-K will include:

- Screening of all SCOPE employees, visitors and children prior to entering the program.
- Social distancing of the children where practical and possible.
- Limiting visitors to the program to only those that are essential.
- Cohorts of students will be assigned with reasonable group size limits.
- Staff are required to wear face coverings at all times. Face coverings will be worn by children that cannot maintain appropriate social distancing (six feet of space in all directions between individuals).
- Sanitation of all equipment and items handled by staff and children.
- Plan for students or staff with signs of illness to be sent to an isolated area where they are supervised prior to being picked up or sent home.

SCOPE Education Services is committed to ensuring the health and safety of everyone in our programs while providing a quality educational experience. We are prepared to offer a Pre-Kindergarten program that includes in-person instruction, remote instruction or a hybrid of both in-person and remote.

We look forward to the re-opening of schools. If we may be of any assistance as you develop your reopening plans, please call or contact us by email.

Best Regards,

Mellisa Krauss

Assistant Director Instructional Services

SCOPE Education Services Guidelines to UPK/Pre-Kindergarten Reopening

SCOPE Education Services is prepared to provide a pre-kindergarten program under the guidance of the following: the cooperating school district, New York State Education Department, New York State Department of Health and The Office of Children and Family Services (where applicable).

Health and Safety

- Health screening, including temperature checks of all children and staff each day
- Use of daily screening questionnaire for children/parents and staff
- Children or staff with a temperature greater than 100.0 will not be permitted into the program
- Students and staff with symptoms of illness during program time will be isolated and dismissed for follow-up to health care provider. SCOPE will notify the school health office
- Children or staff who have tested positive for COVID-19 will only be permitted to return to the program based upon the guidelines set forth by the Department of Health (DOH), Center for Disease Control(CDC) and The Office of Children and Family Services (OCFS)
- Only essential visitors will be permitted into the program

Hygiene/Cleaning/Disinfecting Requirements

- Adhere to hygiene, cleaning and disinfection requirements from the CDC, DOH and OCFS. Will maintain logs that include date, time and scope of cleaning and disinfection
- Train all children and staff on proper hand washing and appropriate respiratory hygiene
- Follow all guidelines on hand washing times and techniques
- Conduct regular cleaning and disinfection of materials and surfaces

PPE Usage

- SCOPE will provide hand sanitizer, face coverings and gloves for staff. Families will provide face coverings for children to wear when necessary
- Groups/cohorts of students will be determined by the number of students who can be in each classroom while maintaining six feet social distancing. Face coverings will be worn when social distancing is not taking place
- Face coverings will be worn in common areas

Social Distancing

- Children will be in small consistent groups, paired with social distancing
- Each small consistent group of children will be maintained
- Desks and furniture will be situated and turned to maintain social distancing
- Class schedules will be modified to keep small groups together
- Students belongings will be separated and each student will have their own supplies
- Visual aids will be used to mark classroom traffic flow and spacing to support social distancing

Instruction

- SCOPE is prepared to provide flexible instructional scheduling models in collaboration with each school district. We have a Continuity of Learning Plan in place to address in person, remote and hybrid models of instruction