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Please note that with evolving guidelines and health conditions, this plan is subject to change.

**MISSION**

KBA inspires young minds through academic excellence to aim high, think creatively and embrace Jewish values. Our top priority is the health and safety of our students and staff. Our comprehensive approach to both the physical and emotional well-being of our community is what sets KBA apart.
LEADERSHIP

This group leads the strategic planning effort for the academic year, oversees task forces, and drives our decision making process.

Rachel Zivic, Head of School

Educational Leadership Team:
Debi Grinberg, Ilene Mautner, Toby Miller, Eliana Seltzer, Helene Sterling, and Shira Weinstein
Joanna Greenfield, President, Board of Trustees

PARTNERS/ADVISORS

New Jersey Association of Independent Schools
National Association of Independent Schools
Prizmah Jewish Day School Network
Local public school districts and independent schools
Jewish Federation of Southern New Jersey
County Department of Health
Center for Disease Control
American Academy of Pediatrics

TASK FORCE

A task force of faculty, administrators, nurses, physicians and legal consultants have been meeting throughout the summer to map out all aspects of the 2021-2022 school year. Two members of the faculty have been appointed as “Standards Supervisors” to closely monitor compliance with all guidelines and procedures once school has begun.

The Task Force is responsible for:
• Developing and implementing procedures to maintain a safe and healthy school environment in light of the challenges posed by COVID-19.
• Training and supporting faculty
• Clearly communicating protocol to all constituencies including students, parents, faculty, and staff.

OUR GOALS

The following goals help in guiding the decision-making process for the school’s program:
• The health and safety of all students and faculty is KBA’s top priority
• Included in the health and safety of our school community is a focus on the emotional well-being of all members
• Maintaining the continuity of learning and excellent academic program under changing and challenging circumstances
• Continuing to meet each student’s individual needs
I. EDUCATIONAL PROGRAM

Full Online Program in Case of Campus Closure

KBA is well-positioned to move swiftly and smoothly to a fully online program for all students in case of a campus closure. After the success of our distance learning program in the spring of 2020 and subsequent practice and professional development, we are confident that we will be able to provide an excellent distance learning program if the need arises. The class schedule will include General Studies, Judaic Studies, and a Special (PE, Art, Science, Music, Technology, STEM, Social Emotional Learning, STEM) for all classes each day beginning in Kindergarten and increasing to a modified full day of learning for grades 5-8. Teachers will continue to meet individually with students throughout the duration of the distance learning program to support individual needs.

Tuition Refund/Credit: Preschool families ONLY will receive the option of a 2/3 refund or a 3/4 credit toward the next school year for the duration of the time school is closed. Kindergarten through 8th grades will participate in the excellent and robust distance learning program KBA provides.

Co-Curricular Activities, Field Trips and Extracurricular Activities

- After-school care (“Kids Club”) will be available Monday-Thursday from 3:30-6:00pm for a limited number of students. Kids Club will be staffed by the KBA faculty. Snacks will need to be brought from home. All school-day protocols such as face coverings and social distancing will be in effect during Kids Club. Efforts will be made to keep same age groupings together.
  - Kids Club will start September 13, 2021.
  - After-school activities may combine multiple grade levels. All safety protocols such as masking and distancing will be maintained in our After-School activities.

Arrival & Dismissal Procedures

Arrival

*School begins at 8:25am for all K-8th students*

1. The side door will open at 8:10am.
2. Students will be allowed entry only if a parent has electronically submitted the symptom screening form before 7:45am each day.
3. Students will go immediately to their classrooms.
4. No parents/caregivers will be allowed inside the school building during arrival. Teachers will escort preschool students to their classrooms. Preschool arrival is 8:30-8:40am, unless the preschool student has older siblings being dropped off during the 8:10-8:25 timeslot.

Dismissal

1. Buses will be dismissed and loaded promptly at 3:25pm. Students will be dismissed directly from their classrooms to board the bus. Staff will be in the hallways to maintain social distancing protocols as students exit the building as well as help students maintain this protocol as they board the bus. KBA will work closely with the bus companies to adhere to these guidelines while on the buses. Face coverings will be worn in the hallways and on the buses.
2. Carpool will be dismissed as soon as buses have departed. Students will be called to exit the building from their classrooms. Parents should wait in their cars in the carpool line instead of congregating at the base of the stairs by the side door. The school will make every effort to get students to the carpool line as efficiently as possible.

Lunch and Recess Procedures

Lunch

- Pizza lunch will be available for order on Fridays.
- All students will eat outside when feasible. In inclement weather, students will eat in a manner that will allow for social distancing.
- When eating indoors, face coverings will be placed in the students’ lunch boxes while they eat and put back on when students are finished eating.
- Sharing of food is never allowed.
Recess

- The outdoor areas will now be 3 separate areas; the blacktop, the playground and the field.
- Students in their cohort groups will rotate between the areas on a daily basis.
- The blacktop area will be closed to all traffic at 8:25 and NO parking will be permitted in this area.
- Playground will be sanitized regularly.
- Face coverings will be optional outside. Parents may request that their own student(s) wear a facial covering outside. Teachers will monitor and uphold social distancing among students during recess.

Physical Education

PE will take place outdoors to the maximum extent possible and weather permitting. While outdoors, facial coverings will be optional during lower impact activities. Higher impact activities, when outdoors, may necessitate the removal of face masks, in which case social distancing will be maintained. Face coverings will be worn when PE is indoors.

Tefillah and Assemblies

Tefillah/prayer is at the core of our Jewish values at KBA. Students will participate in daily meaningful prayer opportunities. When possible, tefillah will be held outdoors. When tefillah is held indoors, students will wear masks and maintain social distancing. We are looking forward to resuming having school wide assemblies. These gatherings will be held outdoors when possible. When indoors, students will be masked and social distancing will be maintained. Both Tefillah and School wide assemblies will include multiple grade levels. Two year-old students who are not masked, will not participate in these activities.

Social Emotional Learning

The emotional health and wellness of our students, families, and staff is at the heart of our mission. The first six weeks of school will be dedicated to helping students learn the routines and rhythms of the school day. Creating a strong and supportive community for the students, staff, and families is very important to us. Students will participate in regular SEL (Social-Emotional-Learning) classes as well as advisory groups for older students. Please don’t hesitate to reach out to us with any questions or concerns. Your children’s teachers are always the first place to start. In addition to the classroom teachers, please don’t hesitate to reach out to:

GUIDANCE:  Shira Weinstein,  Guidance Counselor & Director of Student Services & Grants  sweinstein@kellmanbrownacademy.org

Debi Grinberg,  Early Childhood Coordinator,  dgrinberg@kellmanbrownacademy.org

Ilene Mautner,  Kindergarten & Lower School Coordinator,  imautner@kellmanbrownacademy.org

Helene Sterling,  Middle School & Math/Tech Coordinator,  hsterling@kellmanbrownacademy.org

Eliana Seltzer,  5th & MS Judaic Studies Teacher & Judaic Studies Coordinator,  eseltzer@kellmanbrownacademy.org

Rachel Zivic,  Head of School,  rzivic@kellmanbrownacademy.org
II. HEALTH & SAFETY PROTOCOLS

Basic Physical Safety Needs

- Social distancing in the classrooms, hallways, and playground, and bathrooms
- Social distancing protocols for buses
- Daily symptom screening by parents before students are sent to school
- Symptom screening upon students’ entry to the building. Teachers and nurses will continue to monitor for symptoms throughout the day.
- All students as well as faculty and staff will be required to wear well-fitting masks inside the school building. Students in the preschool will be encouraged to wear face coverings whenever feasible, particularly when entering and exiting the building. Gator masks, bandanas, and masks with valves will not be permitted.
- Increased handwashing and hand-sanitizing throughout the school day.
- Increased cleaning and disinfection of the school building and playground.
- Visitors will be permitted only at specified times and must wear a mask at all times.

Symptom Screening

Staff

Staff will self-screen and submit an online form each morning before entering the school building. The form will include questions that relate to the history of exposure in addition to symptoms. Staff members must stay home if they are experiencing any symptoms which include:

- Fever of 100F or higher
- Cough
- Shortness of breath
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Fatigue
- Nausea or vomiting
- Diarrhea

If a staff member is experiencing these symptoms s/he should report their symptoms to the school nurse and consult a physician.

Students

Parents will screen and submit an online form each morning before sending students to school. The form will include questions that relate to the history of exposure in addition to symptoms. Students must stay home if they are experiencing any symptoms which include:

- Fever of 100F or higher
- Cough
- Shortness of breath
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Fatigue
- Nausea or vomiting
- Diarrhea

If a student is experiencing these symptoms s/he should report their symptoms to the school nurse and consult a physician.

Protocols for Symptomatic Students or Staff

- Students exhibiting symptoms will be isolated in a supervised room until they can be picked up from school by an authorized adult. All students must have an emergency contact that is able to pick up a sick student from school within one hour.
- Staff exhibiting symptoms will be sent home immediately.
- As per the CDC, the child has to be fever free and symptom free for at least 24 hours after an illness without any fever reducing medication (Tylenol, Advil). Under no circumstances should a child be given fever reducing medication prior to school.
- Should a student or staff member report they are positive for COVID-19, the school nurse will consult with the County Department of Health. She will also assist the county health department with contact tracing.
- Returning to school will be in consultation with the County Department of Health and the child’s pediatrician.
Additional Protocols for Students and Staff

- Unvaccinated students must not come to school if they have been a close contact of someone who tested positive for COVID-19.
- Unvaccinated individuals who travel must follow KBA travel protocols. KBA follows the recommended CDC and NJDOH guidelines.
- All students and staff should remain home if ANYONE in their household is experiencing symptoms that could be related to COVID-19 until consulting with the school nurse. The school nurse can be reached at nurse@kellmanbrownacademy.org or by calling the school at 856-769-2929, press 1. No students should be dropped off in the morning or sent on the bus in this situation without consulting the nurse first.

Procedures for when Student or Staff tests positive for COVID-19

1. The school will act swiftly and aggressively to minimize risk to other students and staff.
2. The school will contact local health officials to help guide the course of action.
3. Local officials in partnership with KBA's expert medical team and nurses will determine the scope and duration of dismissal from school based on the most updated information available about COVID-19 and local data. Dismissal may entail a class pod/cohort or the entire school.
4. In some cases, the school may choose to close for a period of time as a safety precaution while the scope and duration is being determined.
5. Every effort will be made to communicate dismissal decisions and possible COVID-19 exposure to families in a swift manner after coordinating with local authorities.
6. Every effort will be made to maintain the confidentiality of the student or staff member in accordance with the Americans with Disabilities Act and the Family Education Rights and Privacy Act.
7. All areas that the affected student or staff member used will be thoroughly cleaned and disinfected. When feasible, these areas will be closed off for 24 hours before disinfection.

Physical Distancing Measures

- Classrooms will be configured in accordance with the CDC guidelines of “space seating/desks 3 feet apart when feasible.”
- Every effort will be made to move learning outdoors as is feasible under the discretion of the faculty.
- For activities that may include multiple grade-levels, extra caution will be exercised to maintain social distancing.
- Signage throughout the school will provide reminders to students and staff about social distancing guidelines.

Hygiene Protocols will be reviewed with staff and practiced with students.

- KBA’s dedicated nurses will train the faculty on handwashing and sanitizing procedures. The nurses will also be practicing with the student during the first two weeks of school.
- The nurses and teachers will also practice helping students refrain from touching their face covering and proper placement and removal of masks.
- Masks should be laundered after each use.
- Students with long hair should be tied back.
- Fingernails should stay trimmed.
- Students will have access to individual containers of hygienic supplies such as purell and tissues in their personal learning spaces.
- Signage about handwashing and face covering protocol will be posted in bathrooms and classrooms.
- The following document can be referenced for additional information about NJ State health and safety recommendations: https://www.state.nj.us/health/cd/documents/topics/NCOV/RecommendationsForLocalHealthDepts_K12Schools.pdf
III. FACILITY & CLEANING

Cleaning and Disinfection

- KBA has contracted with a cleaning company who is responsible for intensified cleaning of classrooms, bathrooms and common areas after each school day.

- All bathrooms will be cleaned midday by KBA maintenance personnel in addition to the evening by the cleaning company. Touchless sinks and soap dispensers are in all student bathrooms. Plexiglass barriers have been installed to create partitions in the trough sinks. Traffic in student bathrooms will be limited and monitored by the teachers.

- Additional hand sanitizer dispensers have been installed throughout the building for use of students and staff.

- EPA-registered disposable wipe dispensers have been added to all classrooms to wipe down commonly used surfaces such as desks and tables.

- Use of shared objects such as PE equipment, art supplies, and toys will be limited when possible and cleaned between uses. Additional cleaning supplies have been purchased for efficient sanitizing of toys in our preschool classrooms.

- Playground equipment will be cleaned regularly.

- All cleaning products meet the EPA standards and will be stored safely and out of students’ reach.

Shared Supplies and Objects

- Each student will be provided with individual space to store items in labeled containers, cubbies, or areas. These areas will be spaced out in order to avoid cross-contamination.

- Lockers for older students will be spaced according to social distancing guidelines.

- Effort will be made to create individualized packs of art supplies, classroom supplies, and manipulatives when feasible.

- Students will be asked to bring in their own water bottles in lieu of the drinking fountains, which will be shut off. Water bottles will be refilled by staff as needed.

Ventilation

- Fresh air is circulated throughout the building through our well-maintained HVAC system.

- High quality filters are maintained and changed regularly.

- Installed LED in-duct air purifier system

- Classroom doors will be kept open when students are not inside per fire department regulations.

- A tent has been constructed outside so that teachers can prioritize outdoor learning.

IV. TRAVEL

Families traveling to destinations within the United States or outside the United States may need to quarantine for a duration of time upon return if recommended by state and local health guidelines. This policy is subject to frequent change and updates by the State and is based on transmission rates. KBA will strive to communicate changes in a timely manner. Please communicate all travel plans (domestic and international) to the nurses at nurse@kellmanbrownacademy.org so that they can advise of any quarantine requirements.
V. KEHILLAH KEDOSHA - COMMUNITY RESPONSIBILITY & COMMITMENT

We must be constantly mindful in these complicated times that we are equally responsible for protecting both our own and others’ health and safety. Each and every one of us in the community must adhere to this Kehillah/Community Commitment to affirm that our mutual sense of responsibility is our highest priority. At KBA, we teach our students “We, not Me.” This year, we are relying on all families to take this to heart.

- Get a flu shot by December 31st, 2021
- Wear a mask indoors and maintain social distance indoors and outdoors.
- Stay home when not feeling well or when exhibiting COVID-19 symptoms
- Complete the daily symptom screening checklist each morning before school in order to be on campus
- Contact the school immediately should a member of the family contract COVID-19 or be exposed to someone with COVID-19 or you have been told by the health department to self-quarantine
- Report to the school any exposure or contact with individuals with COVID-19
- Follow federal, state, local and institutional guidelines to help reduce the transmission of COVID-19
- Alert the school if your family is planning to travel so that you can be advised of the most updated guidelines surrounding travel and travel quarantine.
- Follow all school signage and bathroom protocols while on campus
- Exercise caution and follow updated guidelines when planning social gatherings outside of school.
- Uphold communal standards and expectations for health and safety both in and out of school

Failure to comply with these terms will result in dismissal from KBA and possible further disciplinary actions. Most importantly, remember to be patient, to be kind and to support one another. All of us are facing these challenges together.

VI. ASSUMPTION OF RISK ACKNOWLEDGMENT

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is highly contagious and is generally believed to spread mainly from person-to-person contact.

The Governor of the State of New Jersey has determined that private educational institutions may conduct in person instruction, and has made various recommendations relating to the manner in which educational institutions can most effectively and safely function in an in person instructional environment. In addition, federal, state and local governments and federal and state health agencies have set forth various guidelines and recommendations for the safe functioning of in person instruction.

Kellman Brown Academy ("KBA") has established a detailed protocol for its opening and operation of in person instruction at its Voorhees, New Jersey campus (the “Return to School Protocol”). The Return to School Protocol is published on KBA’s website. The Return to School Protocol is subject to change from time to time by KBA, in its discretion.

The health and safety of the students, faculty and employees of KBA is dependent upon the adherence to the Return to School Protocol by KBA and by the students and family of students of KBA.

Notwithstanding adherence to the Return to School Protocol, KBA cannot guaranty that you or your child(ren) will not become infected with COVID-19. It is possible that attending KBA could increase your risk and your children’s risk of contracting COVID-19.

By signing this disclosure:

A. I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that my child(ren) and I may be exposed to or infected by COVID-19 by attending KBA.
B. I understand that the risk of becoming exposed to infection by COVID-19 at KBA may result from the actions, omissions, or negligence of myself and others, including, but not limited to, KBA employees, other students or their families.

C. I acknowledge and confirm that I have read the Return to School Protocol, that I understand the Return to School Protocol, and know that the Return to School Protocol may be amended or modified from time to time. I agree to use my best efforts to abide by the Return to School Protocol on behalf of myself and on behalf of my child(ren). Specifically, I understand and agree to the following important elements of the Return to School Protocol, the adherence to which will help keep my child(ren) safe as well as the entire KBA community:

i. I agree that every day, before transporting my child(ren) to KBA, I will carefully examine or assess my child(ren) for any sign of illness, including the following: (a) fever of 100.0 or higher (b) cough, (c) sore throat, (d) shortness of breath or difficulty breathing, (e) repeated shaking with chills, (f) new loss of taste or smell, (g) vomiting/diarrhea, (h) fatigue, (j) achiness or muscle pain, (k) headache.

    If any sign of illness is present, I will not transport my child to KBA, and I will inform KBA accordingly.

ii. I agree that, if there is a confirmed case of COVID-19 in my child(ren)’s household(s), I will report this to KBA immediately.

iii. I understand that my child(ren)’s temperature will be taken each morning, and if that temperature is 100.0 or higher, my child(ren) will not be allowed to attend KBA.

iv. I understand that my child(ren) will be required to wear a mask during their time at KBA, and I will supply my child(ren) with masks.

D. I have read and understand the Return to School Protocol. I understand that the Return to School Protocol serves to mitigate risk, but they cannot guarantee protection against contraction or transmission of COVID-19.

E. I acknowledge the contagious nature of COVID-19 and acknowledge the risk that my child(ren), myself, or my family may be exposed to or infected by COVID-19 by participating in KBA and its programs. I understand that the risk of becoming exposed to or infected by COVID-19 by participating in such programs may result from the actions, omissions, or negligence of myself and others, including by not limited to employees, students or their families. My decision to send my child(ren) to KBA is exclusively my own and made in full understanding and acceptance of the risks set forth in this disclosure document.

Please click here for the 2021-2022 Acknowledgment Form

Must be submitted by Monday, August 30, 2021.