

Temple Beth David
Early Childhood Learning Center
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Temple Beth David Early Learning Center



2017-2018 POLICIES AND PROCEDURES

1. ADMISSIONS

Temple Beth David's Early Childhood Learning Center is open to all children regardless of race, color, religion, national origin or ancestry. Children must be at least 2 years of age on their first day of school.

On your child's orientation day, the forms itemized on the enclosed checklist must be left with the office staff.

2. ARRIVALS

According to state regulations, you must sign your child in and out with you. Our new fingerprint system makes it easy to check your child in and out of school. Failure to sign your child in or out will result in a \$10 fee.

Your child's school day begins at 9a.m. in the classroom with activities geared to the developmental and academic needs of the class. Please bring your child on time so that your child is not made to feel uncomfortable by arriving after everyone else has already become involved in the daily activities. We find that many children who arrive consistently late not only miss out on important aspects of the curriculum, but have a difficult time adjusting socially.

Please make sure to check your mailbox (located by the front door) and the white board in the entry way daily. This is our means of giving you school news and information on upcoming events.

3. ABSENCES

Please notify the school if your child is going to be absent. There is no credit, substitution, or allowance on tuition if your child is absent or on vacation. The school fiscal year is based on a pre-determined income and expenditure budget. Thus it is impossible to deduct for absenteeism, vacations, or holidays. Preparation for your child's attendance is made whether or not he/she attends.

4. PAYMENT PROVISIONS

A Registration Fee is payable once a year. The Tuition Fee for the school year is divided into a payment plan of 10 equal payments (even though some months are longer than other months). A family that decides to withdraw their child for the month of June is still responsible for half of June's tuition. Fees are payable in advance on the first day of each month. Tuition not paid by the 10th of each month is delinquent and, unless the office is notified beforehand, a \$10 charge will be added weekly until the account is paid in full. **The September bill will be given out on Orientation Day and payment is due on the first day of school.** The next 9 payments will be due monthly beginning October 1st through June 1st. There will be a \$20 service charge for all returned checks. Failure to pay appropriate fees may result in termination of services.

5. SCHEDULES

We understand that schedules for families/students may change from time to time. At Temple Beth David we try to accommodate all the different needs required by our families. In the event a family needs to change their child(ren)s schedule, a notice of schedule change must be completed and approved by the TBD Preschool Director. This will help TBD accommodate families while also maintaining all state regulations for teacher/child ratios.

6. HEALTH

It is important that every parent cooperate with the school health program. Our regulations are designed to protect the well being of all children and to guard, as much as possible, against avoidable absences for health reasons.

Children with infectious diseases or a severe cough, unexplained red throat, swollen neck glands, fever, vomiting, a severe cold, diarrhea, nasal discharge, etc. cannot be allowed to remain in school. Parents must arrange to have someone available to pick up the child in their absence. Your child's Emergency Form is kept in the office. Please make sure to keep this form updated, as it is very important that we have current emergency information. Your child must be free of all symptoms and be fever free for 24 hours without any fever reducing medications before returning to school.

To return to school, children absent due to communicable diseases must have a doctor's slip stating that they are no longer contagious. We reserve the right to refuse attendance to any child with a health problem we do not feel well equipped to monitor.

7. MEDICATION

When medication is necessary, please observe the following rules:

- Do not put any kind of medication, vitamins, sunscreen, etc. in your child's cubby or lunch box.
- Parents are responsible for applying sunscreen and diaper rash ointment. Teachers are not permitted to apply any creams to children.
- No over-the-counter, non-prescription medication will be given. Only medicine prescribed by the doctor may be brought to school in original prescription container to be administered by the Preschool Director or the child's teacher.
- All prescribed medicines must be accompanied by the doctor's written permission for the child to be in school.
- All medicines prescribed by the doctor must be checked in with the teacher or the director. Never leave the medicine in the child's cubby or lunch box.

INCIDENTAL MEDICAL SERVICE

We allow administration of inhaled medications that are prescribed to the child to control lung-related illnesses, including, but not limited to, local held nebulizers. We also allow administration of EpiPen Jr. and EpiPen; however it must be prescribed by a physician and used in allergic emergencies only. These medications will be administered by a trained personnel. The parent/guardian is in charge of training the staff on how to administer the medication. If medication is used, the parent or legal guardian will be called and 911 if needed.

8. PICKUP PROCEDURES

It is a state requirement that parents sign-out when they take their children from school. Your child will be released only to the persons designated on the Emergency Card. Please come to the office to add or delete names from your list.

9. CHARGES FOR LATE PICKUP

If you pre-arrange for your child to be picked up later than your usual time, you will be charged at the drop-in rate. (See price list.) All late pick-ups that are not pre-arranged with the director will be charged at a rate of \$1.00 per minute. This charge will be added to your next month's tuition. We need to make this charge in order to insure a consistently safe teacher/child ratio at all times.

10. CLOTHING

The best clothing to wear to school are sensible, comfortable play clothes that encourage self-help. Simple elastic waistbands are best and encourage independent toileting habits. We encourage clothes that can take water, sand, paint, paste and glue, mud, food, trike riding, climbing, running, jumping, etc. Children must wear sturdy shoes, no open toed shoes are permitted at school at

any time. In addition, boots are not allowed for safety reasons. You may want to consider shoes that your child can take off and put on by him/herself to encourage independence. Children sent in inappropriate footwear will be sent home. Costumes are also not allowed except on Purim. Jewelry and elaborate hair clips are often lost so they are best left at home. Painting is always available for your child and some colors of paint just won't wash out! To decide if your child is appropriately dressed, before leaving home ask yourself, "Will I be upset if my child comes home with dirt, paint or cooking ingredients on the clothing?" If the answer is "yes", please have your child change into more "school safe" clothing. Remember, this is your child's only preschool experience. It is his or her time to play in sand and with play dough, feel finger paint ooze between her fingers, knead dough for challah and enjoy the full array of sensory experiences that are offered. Celebrate your child's creativity!

Please mark all belongings with the child's first and last names. We want to help avoid loss as much as possible. Teachers cannot be responsible for children's clothing.

Each child is assigned a cubby to store clothes and other belongings. Please send a change of clothes including underwear and socks, to be left at school in case of accidents and replace them if they have been used. If your child is in diapers, please make sure there are always sufficient diapers and wipes with the teacher. We also ask that your child not wear onesies to school. A blanket and sheet should be brought and left in the cubby for those staying for a nap, pillows are not allowed. Blankets and sheets should be taken home weekly for washing.

11. NUTRITION

Please be advised that we are a peanut-free school! Because of several children with allergies, please refrain from sending any peanut products in your child's lunch. This includes peanut butter, and cookies that contain peanuts. You may want to take this opportunity to explain to your child that we are a school community of "havarim" (friends) and that choosing something else is one way we take care of our friends at school.

Early morning day care children may bring a breakfast snack to munch on but all food will be put in lunchboxes at 8:30. Please don't send your child with breakfast after 8:30. Bottles are not allowed at school. The school provides a midmorning and late afternoon nutritious snack. Children are required to bring their own lunch in a lunch box or sack clearly marked with the child's name on the outside. Each lunch should include a protein source, fruit or vegetable and unsweetened drink. Please refrain from sending any pork products or shellfish to school. No gum or candy is allowed at school. Please do not send very young children with whole grapes, hot dogs, or other foods a child can easily choke on. Very young children can bring sippy cups that stay in the lunch box and will be used for lunch only.

Your child needs nutritional foods during these years of accelerated growth. Chips and sweets fill children up without providing the nutritional content their bodies need. Please send foods that are ready for your child to eat independently. We do not have the staff or equipment to heat lunches for a class or peel each child's apple. It is important to communicate to the director any allergies your child may have. We cannot modify our snack and cooking activities for all allergies, but we make every effort to include all children when possible.

12. NAPPING

In accordance to state regulations, all children who are in school a full day (after 2pm) will be given an opportunity to nap or rest. No child will be forced to wake before the normal napping period. The school provides nap mats. Please supply a fitted sheet and crib size blanket for your child, pillows are not allowed. These will be stored in cubbies and taken home weekly for washing.

13. BIRTHDAYS

Children may want to share birthdays in school with their class. Simple birthday refreshments may be brought in to celebrate but please do not include birthday candles or goody bags. We ask that you first please discuss and arrange with your classroom teacher prior to bringing any items. Although we enjoy small celebrations that do not take away from the school routine, school is not the appropriate place for birthday parties. Pinatas, party hats, horns and lengthy festivities are best kept for home. Invitations to parties should be sent through the mail, email, or family mailboxes. When all classmates are not invited, please hold the party as separate as possible from school – on weekends or non-school days. When all children are picked up after school for a party, except for one or two classmates, hurt feelings are inevitable.

14. SHARING

We encourage your child to share books, photographs and educational toys with their class. Please label all items brought for sharing. No guns, weapons, war toys, Power Rangers, wrestlers, etc. or money are allowed to be brought by children. Please check with your child's teacher to find out which day is their share day. In addition, unless it is a "share day", toys must remain at home. If a toy is brought to school, it will be kept in the ECLC office for the day.

15. DISCIPLINE

Preschool is the time to learn socially acceptable behaviors. We understand that children are in the process of learning and gear our curriculum and programmed activities toward this goal. We believe in channeling a child's inappropriate behavior through the use of re-direction, positive reinforcement, problem solving techniques, logical consequences and, if necessary, a short time of reflection. In

the rare instance where these approaches prove unsuccessful, the parent will be asked to have a conference with the teacher and director so that all the adults in the child's life are working together toward positive solutions.

16. TERMINATION OF AGREEMENT

A two weeks notice must be given when a child is withdrawn from the school. If the ECLC Director does not receive written notice, parents will be required to pay the amount equal to two weeks tuition.

Following the guidelines outlined by the Department of Social Services, TBD Early Childhood Learning Center reserves the right to terminate enrollment when specific problems arise. The following protocol will be observed before a decision is made:

- Document behavior through observation and recording
- Establish an individual plan for the child.
- Confer with parents to establish a plan for consistent treatment of the child at home and at preschool.
- Make a referral for evaluation or counseling.

TBD ECLC reserves the right to terminate services under any of the following conditions:

- Refusal to follow through on the recommendation for therapeutic intervention.
- Dangerous and/or abusive behavior continues after appropriate therapeutic intervention.
- Clinical diagnosis determines that the child needs an environment that the preschool is unable to provide.

17. PICTURES

Pictures of the children are often taken during their various activities. Please notify the school, at enrollment, if you do not wish your child's name and/or picture to be used in publicity photos.

18. SECURITY

The safety and security of our students is of the utmost importance and has the highest priority of the ECLC staff and the temple. The following procedures are to be followed every day during which school is in session:

1. At all times when students are at play on the playground, teachers will remain at designated zones on the yard. Teachers continuously monitor the students, interacting with them to encourage positive play.

2. All doors to the TBD School building shall be locked at all times while school is in session. Parents are given a security code to gain entry. Please do not share this code with anyone outside your immediate family. When entering and exiting the preschool please do not allow other individuals to enter the campus if you do not recognize them. Appropriate classroom supervision shall be maintained at all times.
3. Each child is required to bring an earthquake bag on his/her first day of school. This will be returned at the end of the school year. School wide drills are conducted throughout the year. Our staff receives training covering emergency procedures, first aid, and handling children's anxieties and fears.
4. Because we are a state licensed facility, a licensing representative may visit at any time go through children's files and interview the children.

19. STUDENT PRIVACY POLICY

Every individual is entitled to the dignity of privacy and modesty. When a child has the need for a change of clothing, the following procedures shall be followed:

1. The responding teacher or staff person shall make every effort to keep the matter low-key and as private as possible.
2. Extra clothing must be kept in the child's cubby. The aide will accompany the child to the bathroom and help the child change into dry clothing. Wet clothing is put into a plastic bag and returned to the child's cubby. Parents must replace the extra clothing on the next school day.

20. FIRE DRILLS

We practice routine fire drills with children. On advice from the Fire Department, we walk to the park next to the school, take roll, and walk back.

21. OUTDOOR PLAY

Weather permitting, the children will spend 30-60 minutes playing outside everyday while school is in session. The preschool cannot apply sunscreen to the children so please apply sunscreen every day prior to dropping your child/ren off.

The following Rules are to be followed at all times even when school is not in session.

1. Our playground structures are specifically designed for children ages 2 -5. Children 6 years of age or older are not allowed on the play structures.

2. Children must be supervised at all times while playing outside.

3. Children are to follow these outdoor rules while playing:

- No Throwing Sand
- No Jumping off Play Structure
- No Standing on Table Tops or Roof Tops
- Children Must Wear Closed Toed Shoes At All Times
- No Running on Side Walk
- No Running Up Slide
- Sand and Sand Toys are To Stay In The Sandbox
- No Pushing Bikes
- No Climbing on Fence walls

TBD Early Childhood Learning Center
2017-2018
Policies and Procedures



Please indicate by signing below that you have read and are in agreement with the “Temple Beth David’s Early Childhood Learning Center’s Policies and Procedures” and then also please indicate your permission to include the following items in a Temple Beth David Early Childhood Learning Center Parent Directory. This signed form should then be returned to the ECLC office. Thank you.

Please check your permission to include this information on a class list:

- NAME ADDRESS HOME PHONE NUMBER
- E-mail address: _____

Please indicate your permission for the following:

- TBD/ECLC has my permission to use my child’s photo in preschool related marketing (brochures, etc.)
- TBD/ECLC has my permission to use my child’s photo on the temple/preschool website.

Child’s Name

Parent’s Name

Date

Parent’s Signature

Director Temple Beth David ECLC