



The Roth Family
**Jewish Community Center
of Greater Orlando**

Richard S. Adler Early Childhood Learning Center

2021-2022
**Parent
Handbook**

orlandojcc.org/preschool

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Philosophy and Goals

Our Philosophy

We at the Richard S. Adler Early Childhood Learning Center at The Roth Family Jewish Community Center of Greater Orlando believe that each child needs a program that fosters individuality, while enhancing social-emotional, creative, physical, cognitive and cultural development. The foundation that we help each child develop is made up of confidence, love, sense of self-worth and pride. The environment we provide is warm and loving, enriching, developmentally appropriate, and inclusive.

The goals of our Early Childhood Learning Center are to:

1. Provide for the health and safety of the children.
2. Provide opportunities for social development.
3. Be challenging without being over-stimulating, permitting the child to go at his/her own pace, and according to his or her own ability.
4. Provide opportunities for emotional growth and help the child gain independence. We help children express their feelings in acceptable ways.
5. Maintain an unhurried atmosphere where a child learns to do by doing and where the value lies in the process, rather than in the finished product.
6. Provide plenty of time and materials for spontaneous play, for creating with a variety of materials, and for investigating and experimenting.
7. Meet the nutritional needs of the child while he or she is in school and help him/her develop good health habits.
8. Maintain a calm, attractive, stimulating, and motivating physical environment.
9. Provide for group and individual activities according to the needs, interests and potential of the children while recognizing the children who may have special needs and interests.
10. Provide opportunities for parents to be involved in the child's school experiences.
11. Provide experiences for families to enrich and enhance Jewish values, traditions, and culture.
12. To strengthen and support the family.

Inclusion Policy

The JCC staff believes that preschool should be a place where all children can have the opportunity to be successful. It is a time for children to learn new and exciting things, to make friendships, to try out their wings, and to learn to be a part of a group, while retaining their unique individuality. In believing that every child has his or her own diverse needs, it has always been the policy of the JCC to be a school that **includes all children**.

When a child is having difficulty in the classroom we will work together with parents, teachers, and school administrators to determine what is preventing the child from having an optimum experience. Then together, we will come up with an individual action plan to meet the child's needs. Sometimes this will include asking the parents to set up an assessment of the child utilizing outside experts such as a speech and language therapist.

Occasionally it is determined that a child needs to be withdrawn from the Richard S. Adler Early Childhood Learning Center. This is only recommended after very careful observation of the child and ongoing meetings with the parents. If together we determine we are unable to meet the individual needs of the child, we will assist parents in finding the proper educational environment for their child.

Diversity Statement

The JCC does not discriminate in the enrollment of children or selection of staff or volunteers upon the basis of race, cultural values or beliefs, age, gender, national origin, mental or physical disability, or status as a veteran.

We acknowledge a primary responsibility to bring about collaboration between the home and school in ways that enhance the child's development. We have committed ourselves to recognizing that children are best understood in the context of family, culture, and society, and respect the dignity of each family and its culture, language, customs, and beliefs.

Decisions that have a major impact on children, such as enrollment or placement, are never made on the basis of a single developmental assessment or screening device, but are based on multiple sources of relevant information, particularly observations by teachers and parents. To identify children who have diverse learning or developmental needs and to plan appropriate curriculum and teaching for them, developmental assessments and observations are used.

National Accreditation

You have chosen an early childhood program for your child that holds a national accreditation with the National Association of Child Care Professionals (NAC). This accreditation is a national, voluntary, professionally sponsored accreditation for all types of schools and childcare centers.

Early childhood programs that hold a national accreditation voluntarily undergo a comprehensive process of internal self-study, invited external professional review to verify compliance with the criteria for high-quality early childhood programs, and have been found to be in compliance with the criteria.

This accreditation means lower staff-to-student ratios, more qualified teachers, less staff turnover, excellent parent-staff communication and a stimulating, developmentally based curriculum.

Discipline

It is the school's policy to use redirection, modeling and positive reinforcement whenever possible in eliciting proper behavior. One of the most important things that a child learns in preschool is how to get their needs met in socially acceptable ways. Teachers will provide natural consequences, which will allow the child to understand that actions result in consequences. For preschoolers, a big part of learning social skills involves learning about feelings. This can be a good opportunity to teach that there is a difference between a feeling and an action, and to help the child learn to identify and cope with his/her feelings.

Because a child's self-concept is at its most formative period during the preschool years, and because a child is so easily influenced by the words of those adults who are important to him/her, it is important that members of the staff never tell a child that he/she is bad, mean, or use other such descriptive words. A child looks to adults to help him/her control their behavior. It is important that these adults let the child know that it is his/her behavior that is not acceptable, not the child who is unacceptable. The staff might say, "I can't let you hit the other children in the room. That is hurtful and not safe."

At no time is corporal punishment such as spanking, hitting, yelling or humiliation allowed to be used in the JCC nor should they ever be threatened with punishment. Should a teacher find it necessary to isolate a child, they will be well supervised. A child is never to be left unattended or in a frightening or uncomfortable environment. Any child who is so disruptive that the teacher cannot deal with by using positive means of discipline should be referred to the team supervisor for further evaluation and possible consultation with parents and or other professionals. **The school does reserve the right to require parents to pick up any child if we are unable to meet their needs that day.**

Biting and Young Children

Our program recognizes that biting is, unfortunately, not unexpected when toddlers are in group care. We are always upset when a child is bitten in our program, and we recognize how upsetting it is for parents. While we feel that biting is never the right thing for toddlers to do, we know that they bite for a variety of reasons. Most of these reasons are not related to behavior problems. Our program does not focus on punishment for biting, but on effective techniques that address the specific reason for the biting. When biting occurs, we have three main responses:

1. Care for and help the child who was bitten
2. Help the child who bit learn other behavior
3. Work with the child who bit and examine our program to stop the biting

Our teachers express strong disapproval of biting. They work to keep children safe and to help the child who bit learn different, more appropriate behavior. When there are episodes of ongoing biting, we develop a plan for specific strategies, techniques, and timelines to address it. We do not and will not use any response that harms a child or is known to be ineffective.

We give immediate attention, and if necessary, first aid, to the child who is bitten. We offer to put ice on the bite if the child is willing. We clean the wound with soap and water.

When a child bites, their parents are informed personally and privately the same day. When a child is bitten, their parents are informed personally that day and given a copy of our accident form. When we experience ongoing biting in a toddler room, we develop a written plan with specific strategies, techniques, and timelines to work on the problem. This written plan is shared with the parent of the biter.

We keep the name of the child who bit confidential in order to protect the developing child.

Pet Policy

Some classrooms at the JCC ECLC might have class pets. By signing the handbook, you acknowledge your awareness of the pets and give permission for your child to share space with them. All pets are properly vaccinated and free from disease.

Food Policies

General: Food that comes from home for sharing among the children must be either whole fruits or commercially prepared packaged food that is kosher in factory-sealed containers.

Kosher Food Policy

- Do not mix meat and dairy
- No pork or shellfish
- At lunch children may not share foods.
- Be sure to observe all Kosher for Passover recommendations during the Passover holiday. We will send home guidelines in advance of appropriate meals that week so you can properly prepare.
- Food provided by the J on campus shall be kosher, dairy, vegetarian, or fish.
- All products brought in for class consumption must be from a kosher source and may include whole fruits or commercially prepared packaged foods, as detailed in food suggestions, in factory-sealed containers.
- Foods that do not require kosher certification are fresh fruits and pure fruit juices

Healthy Habits for Life Guidelines

Nemours recommends a healthy lifestyle using this easy formula:

Live 5-2-1 Almost None

- Five or more fruits and vegetables
- Two hours or less of screen time
- Almost none of items such as soft drinks, sports drinks, and fruit drinks that are not 100% fruit juice.

In addition, we ask that candy not be brought to school. If candy is sent in, we will suggest to the child that this is a great snack to have on the way home. We will not force children to eat their food in any particular order nor will we force them to eat everything that is sent. If all the food items in the lunch box are healthy, no specific order of consumption will be a concern. Children are encouraged to eat until they are full. If your child has a particular medical need that might alter this policy, please speak to the Director or Team Supervisor.

Celebrations

With all types of celebrations occurring throughout the school year it is important that we remain mindful of healthy habits. Children are learning about healthy food choices and lifestyle. With this in mind, here are some alternatives to cookies, cakes and cupcakes when planning a classroom celebration for a birthday or holiday.

- Fruit Kabobs
- Fruit Parfaits
- Mini bagels and cream cheese
- Apple slices with honey, yogurt or soy butter
- 100% Fruit Popsicles
- Frozen Yogurt sundaes
- Veggies and dip
- Fruit Salad with whip cream

- Rice cake faces with cream cheese and raisins
- Banana boats

Birthday celebrations in the classroom should include a snack. Goodie bags, prizes, stickers, balloons and such should be reserved for home parties. When sending out invitations, be mindful of the Jewish Sabbath (Sundown Friday to Saturday nights) and invitations should be mailed or sent by email. Please do not distribute invitations through classroom mail.

Holiday celebrations in the classroom should be prearranged with the teacher and the snacks listed above are always a great choice. Other food ideas should be discussed with a supervisor. Children should not be exchanging gifts and goodie bags are discouraged; however, items such as gelt and dreidels can be included. A special treat for your child is to be honored at Kabbalat Shabbat, "Happy Birthday Shabbat" and includes lighting the candles, a Shabbat CD and fresh loaf of challah. Your donation will be used to purchase Judaic materials for the classrooms.

We do not have classroom celebrations for Halloween, Christmas, Valentine's Day, St. Patrick's Day or Easter.

Class Party Policy (inclusion)

If over 80% of a class is invited to a party, it is classified as a class party. It is the requirement of the ECLC that all children be included and invited to class parties or events.

Infants and Babies

Parents are required to bring in daily clean bottles. Number of bottles and quantity should suffice baby's nutritional daily needs, should be clearly labeled, and teachers informed of name and type of formula. Prepared bottles containing formula may be stored in refrigerator for up to 48 hours. Bottles may not contain solid foods, i.e. cereal, fruit, etc. mixed with formula or milk, unless advised in writing by health care provider. Human milk may be refrigerated for up to 24 hours thawed. Frozen human milk should be clearly labeled with name and date and may be stored for up to two months. We cannot reuse bottles once a child has begun consumption.

Each child will be assigned a colored sticker/dot, and all food and beverages including dry and refrigerated must be identified prior to putting products into the child's bins.

Staff will not offer solid foods and fruit juices to infants younger than six months without health care provider's note.

Infants will be placed in cribs on their backs. Infants will be allowed to sleep on their tummy when they are able to roll over by themselves, and choose to stay in that position. Parents wishing to have their infant placed on their stomachs must provide written recommendation from their health care provider.

Our center supports the use of cloth diapers. Parents must provide the following: Covered storage bucket or waterproof bag with pull string closure. Parent must supply disposable liner inserts that can be disposed of separately by the staff. Parent must supply a waterproof outer covering that contains the escape of feces and urine. The cloth diaper and outer covering will be changed and sent home as a unit.

Tree Nut and Peanut tree Policy

After much deliberation, research, conversations with area schools and Jewish Community Centers around the country, the ECLC Director and Advisory Board have decided to become a tree nut-free school. Each year we struggle with several classrooms that have children with life-threatening allergies to peanuts and/or tree nuts. Many of these children spend the day in more than one classroom and run the risk of contact with nut residue.

In order to maintain the health safety and welfare of all children, our school is nut-free. We realize that this requires extra thought in the planning of daily lunches, but know that without hesitation you will recognize the importance of keeping all children safe. Our staff will be there to help you with any challenges or new lunch ideas. We appreciate your understanding and cooperation.

Coconut is considered a fruit by most experts; however, there is a small chance that a child with a tree nut allergy might have a reaction to this. In order to minimize risk, we ask that no coconut products or products containing coconut be brought into school without prior authorization by the Director of the ECLC.

Reasonable Accommodations

Our goal is to always look at individual needs of our children. Policies and Procedures are put in place to keep the student body healthy and safe. However, in the event that one of our policies presents a medical challenge for your child please see the Director of the ECLC who will work with you to find a reasonable accommodation for your child.

Lunches and Snacks at School

Parents are required to send lunches in a lunch box with beverage; and a cold pack must be included for food safety. Be sure to label lunch box, all parts of the thermos, any silverware, and containers that you send. We strongly encourage the use of reusable containers.

We do offer parents the opportunity to purchase lunches that are catered into the school several times a week. Forms for lunch sign-up are sent home several times a year and are located at <http://forms.jccpreschool.com>. Since we order exact amounts, lunches must be ordered in advance. Lunch is a pleasant, social, learning time for the children. They are encouraged to taste everything, finish what they can, and share pleasant conversation with their friends and teachers. Leftover foods that will spoil are thrown out. Unopened packages will be sent home. Parents will be notified by the teacher if there is a change in their child's appetite or if there is a particular food that their child is choosing not to eat. If you have special feeding needs for your child, speak to your child's teacher.

Remember to observe the kosher policy of the JCC. A snack center is available in each room and children will have choice to enjoy a snack in the morning and in the afternoon. As we encourage independence, children will be allowed to pick their own snack. If your child has specific food allergies or special needs, parents are encouraged to speak with either the teacher or an administrator and arrangements can be made to store whatever snack you need to send in.

Statement of Confidentiality

Children's records will be confidential. Access to records will be limited to director, team supervisor, and/or teachers in order to plan appropriately for each child's needs. Classroom anecdotal records, conference forms and notes regarding parent conversations will be kept by the lead teacher in a locked cabinet in the classroom.

Individual records will be kept in a locked cabinet either in the classroom or administrative offices. Parents will have access to all records and information; records will not be shared outside of facility without written permission from the parent or guardian. Children's records will be used to screen and assess growth and development. This information will be used for referrals to area specialists and individualized plans for children, and parent/teacher conferences.

It is the policy of the JCC to return any assessment to the source who made the request. If parents wish to see the form, we ask they do so with the proper personnel of the requesting agency.

Communication

Conferences and Communication

The school will provide an opportunity for parents to learn about their child's progress and needs through individual progress reports. Conferences of some capacity will be held throughout the year. Should a question or problem occur, we are always available to meet with you.

Administration will send information via email about the ECLC. It is your responsibility to let the administration or your classroom teacher know if you are not receiving these updates.

All our teachers will use a web-based communication portal. Updates will be provided at the end of each day and sent to the parents' handheld device.

Administrative Communication

School news, program fliers, and updates will be sent via email. Information about all JCC programs is available at our website at www.orlandojcc.org.

It is important that we have everyone's email address, so that we may communicate school events on a regular and timely manner. Please note if you have previously unsubscribed from any JCC email, you will not be able to receive important school emails. If you have unsubscribed, please visit www.orlandojcc.org and click on "Subscribe to E-news" or provide the administration with a new email address.

If you have not received any communication from the director by the second week of school, please make your classroom teacher aware so we can be sure we have the correct email. Please notify the office of any email changes as they occur.

Curriculum

The JCC's ECLC strives to give each child a balanced early childhood education. Our curriculum is developmentally based and designed to meet the child's four domains of development: social and emotional, cognitive, physical and language.

Our school is proud to incorporate the “Joys of Judaica” curriculum into our program. This fully integrated course of studies includes Bible Stories, holiday celebrations, mitzvot, Hebrew language and Israel projects. The children will develop a strong sense of identity and pride in begin Jewish along with a strong emphasis on values that serve every faith. A totally hands-on approach through art, cooking, dance, special events and Kabbalat Shabbat brings our program to life in a developmentally appropriate manner.

Centralized Registration

In an effort to streamline the JCC’s registration process, we have a central registration system. It is located in the main lobby and will be the point of contact for all program registration fees and programs that require an RSVP. Individual departments will not accept forms or fees for programs or classes offered in the various departments.

Hours of Operation

The Early Childhood Learning Center is open Monday-Friday, 7:00am-6:00pm

Fees

Late Fees

Programs end at designated times during the day. In the event that a parent is late more than 5 minutes, the parent will be charged a \$10 fee plus an additional \$1 per minute that you are late (for example, \$11 for 6 minutes, \$15 for 10 minutes).

Fees and JCC Membership

Family membership in the JCC is included with all preschool registrants. Every family must select one of the pre-approved payment plans for their tuition (payment in full for the school year or electronic funds transfer). Families must be up to date with payments for children to remain in school. For specific details of agreement, please refer to the ECLC application. **All registration fees are non-refundable, and a 30-day written notice is required when withdrawing from the preschool and JCC membership. Failure to provide a 30-day written notice will result in a full monthly payment.**

Grievance Procedure

Customer service is very important to the staff at the JCC. Your family is the reason we come to work every day. If you are having any kind of problem, a question or need our help don’t hesitate to call the ECLC office at (407) 645-0923 and ask for any of the following administrators:

- Billing and Account Information - Ext. 230
- Infant & Toddler Team Supervisor –Ext. 275
- K3 Team Supervisor –Ext. 248
- K2 Supervisor/ECLC Assistant Director - Ext. 270
- Shayna’s Village Director - Ext. 271
- ECLC Director - Ext. 264

If you have spoken with your classroom teacher and do not feel fully satisfied with the solution, the next step would be to contact your team supervisor. If you still are dissatisfied, you may make an appointment with Melissa

Youngblood. If you wish to bring your point further, you may contact either the ECLC Parent Advisory Committee or the JCC CEO, Keith Dvorchik, at 407-621-4042. When approached with curiosity and not judgement, all issues may be discussed and hopefully resolved.

Health Policies-CDC Requirements

Children must have a health form and shot record on file prior to beginning school. A missing or expired health and shot record will result in a school suspension. A child should not be sent to school if he or she is not feeling well. Please notify us if your child has been exposed to a contagious disease. We will keep your name confidential, but it is very important that we let parents know what signs and symptoms to watch for. Occasionally there is an illness that is dangerous to pregnant women, and we can only be helpful if we are notified. Parents will be notified by email if the health issue warrants a school health advisory. If the health concern is specific to a classroom, per CDC, the classroom teacher will notify families.

Illness:

Children, especially those who are new to a childcare setting, are expected to be sick 8-12 times a year. In subsequent years of childcare and school attendance, the number of illnesses should decrease as exposure to infectious agents (i.e., bacteria and viruses) leads to rapid development of the immune system. Though, sickness is common in childcare, there are conditions that require exclusion from childcare/school.

A child should remain home, and may otherwise be sent home, if the illness:

1. Results in a need for one-on-one care that is greater than staff members can provide without compromising the health and safety of other children
2. Prevents the child from comfortably participating in activities due to irritability, persistent crying, difficulty breathing, and/or a spreading rash
3. Results in a fever of 100° (temporal) or 99° (axillary) with a behavior change
4. Results in excessive diarrhea or vomiting (2 or more times within a 24-hour period)
5. As required by the CDC based on diagnosis and recommended exclusionary period

It is the Parent Action Committee's directive that we strictly enforce these policies.

Minor bruises, scratches and scrapes are treated as such. Should something occur that we believe requires the attention of a physician, you will be notified immediately. A parent or guardian must sign accident forms.

If a child develops any of the conditions requiring Parents will be given written notification of illness and school restrictions and must be signed by a parent or guardian. In order for a child to return to school in less than 24 hours after being sent home they must have a note from a physician stating that they are non-contagious and may return to group care.

A parent will be called, and an email will be sent, if he/she is behaving atypical and/or is unusually listless, pale, irritable, or has a low-grade fever. If we feel we are unable to keep your child comfortable, we will ask you to pick them up.

Prescription Medication

For prescription medication to be dispensed by the school, it must be in the original prescription bottle. The name of the doctor, child and directions must be written on the label. To administer over the counter medicine to children under the age of two, we must have a written note or fax from your doctor. Parents must come into the office to fill out a medication authorization card stating the time and amount of dosage and the name of the medication to be given to the child. Medication may only be left at school through the authorization date on the medicine card.

Medication to relieve pain or reduce fever will not be administered, except in rare circumstances, since children with fever or in pain should not be in class. It is against the law to send any medication in child's lunch bag or box (since it could get into the hands of the wrong child). All prescriptions must be brought to the ECLC office.

In the event of a contagious illness, please notify the school office. Pregnant women should be aware that their children might be exposed to chicken pox, C.M.V., Fifth Disease and other childhood illnesses. Please seek the advice of your obstetrician.

During certain periods of time, the school might require children with diarrhea to be tested for giardia. Children diagnosed with giardia will need three negative stool samples to return to class.

For children under the age of 2, medications including both prescription and nonprescription, may be administered only when in the original container and supported by a physician's note when it's a non-prescription medication. In addition, a medication card must also be completed, signed by a parent and updated every two weeks.

Medication Delivered by a Device (ex. Epi-Pen, Inhaler, Nebulizer)

In order for medications to be delivered to children by a device the following procedures will be followed:

- Parents or a health care professional provide written instructions on indications for use that includes signs and symptoms that the medication is needed.
- Parents or a health care professional demonstrate use of the device and any special care after use to all staff who will be administering the medication.
- Documentation of the demonstration for use and care is made on the medication form including date and staff in attendance.
- Medication is given only by staff members who have been trained to use the device.
- Training on use and care of the device is provided annually or as needed with staff or device changes.
- A list of staff members trained to administer medication using the device is listed on the medicine card.
- Medication is in the original bottle with name of doctor, child and directions on the label.

Immunization Policy

For the health, safety and welfare of both staff and students, the Richard S. Adler Early Childhood Learning Center follows all State of Florida vaccination requirements for students entering our school. Documentation of compliance with these requirements shall be provided to the school for all students upon entry into the school. The school will monitor on-going vaccination compliance for children 2 months to 2 years. This follows the standards and policies of the American Academy of Pediatrics, the Centers for Disease Control and the American Council on Immunization and Prevention. There are no religious exemptions to this policy. Medical exemptions will be reviewed by the director with medical consultation as necessary.

Toilet Training

It is the policy of the JCC to work closely with parents during the potty-training stage. This can be either a very simple or emotionally charged period, depending on how it is handled. Please notify the classroom teacher when you begin potty training. As long as your method is developmentally appropriate, we will work closely with you to ensure continuity of plan. Teachers will work with parents to set up a routine (much like the one you use at home) to complete your child's potty skills. Be sure to send in extra clothing during this learning time. For sanitary reasons, children may need to revisit diapers and/or pull-ups if recurring accidents occur. Remember, your child's age when he or she is fully independent on the potty is simply another developmental milestone in the growing years - relax and enjoy them.

Sometimes, due to an absorbing activity, an upset bowel system, or when a child just does not want to give in to his body demands, a child may soil him or herself. On the first day of school, please be sure that we have a Ziploc bag with a complete change of clothing from underwear out. Your child's name should be marked clearly on the Ziploc bag.

Issues of Custody

Family conflicts can have a substantial impact on the children involved and school personnel. We cannot allow personal family disputes to adversely affect the children or the operation of the school. We will strive to remain impartial in all family disputes. We will not voluntarily meet with, or assist, a parent's representative involving a dispute between parents. This includes giving out lists of who picked up the child at school or attendance information without a court order. We require that parents agree that one, both or neither will be permitted to pick up the child. If both parents are listed on the pick-up card as parents, we will only remove a parent from the pick-up card upon receipt of a certified copy of a court order or a certified copy of a parenting plan ordering the agency to do so. At no time shall the JCC/ECLC interpret custodial situations or agreements to determine who should have contact with or pick up a minor child. In addition, parents must agree on who will be listed on the child's pick-up card. If the parents cannot agree, we have no choice but to require that the child be removed from the school. We will honor all court orders.

The school cannot be the messenger between parents. Please do not send messages or supplies (other than those needed by the child) to the school to go from one home to another. Please take the time to do this yourself. One copy of notes, memos, etc. will be placed in the child's cubby. If you wish to have duplicate sets made up, please notify the teacher and specify where it is to be sent. The same applies for phone calls. One parent will be notified of upcoming events, conferences, injuries, etc. If both parents wish to be called, let us know.

School Staff

The Center's preschool staff has been carefully selected for their training and experience in early childhood education. Our teachers are talented, well-trained, creative, highly motivated individuals who provide love, instruction, and guidance to the child, as well as support and aid to the parents.

Administrators and specialists include:

- ECLC Director
- ECLC Assistant Director
- Shayna's Village Director
- Team Supervisors
- Front Office Manager
- Administrative Assistant
- Music, Judaic, and Curriculum Specialist

Seating at Special Events

The preschool is proud to offer numerous special events throughout the school year. Doors to the auditorium will be opened 30 minutes prior to the event for seating. To be fair to everyone the saving of seats will not be permitted.

Feel free to join your child any Friday at our Kabbalat Shabbat celebration. Please observe our rules of decorum, as we teach our children proper manners.

- Sing, dance and celebrate, but do not talk with other adults during the program
- Turn off all cell phones before entering the auditorium

Parent Expectations

As part of the mission of the Richard S. Adler Early Childhood Learning Center, it is our goal to provide a stimulating, nurturing environment for our children, our families, and our staff. We believe that to achieve this goal, parents and staff must work together. You can expect a high-quality early childhood experience, a rich Judaic program, willingness for us to be flexible and put individual needs first, plus outstanding customer service. For the school to function best we have listed our most important expectations for our parent body. From this point on, parents, staff and children will be referred to as our preschool community. Your cooperation is needed and appreciated.

Parents as Engaged Partners

Our school believes that two-way communication between parents and the program is essential. Parents know their children best, and are the principal influence in their children's lives. It is important that staff and parents build mutual trust and respect; and that parents feel supported and welcomed, as contributors to the program.

Parent Involvement

Our preschool proudly boasts of a vibrant, active Parent Advisory Committee (PAC). Our committee plans special programs, parent education, fundraising events, and helps guide the direction of our school. PAC members each chair a specific event and organize subcommittees who share the responsibility of making all of these events successful. If you are interested in becoming involved, please contact Melissa Youngblood, ECLC Director, at ext. 264 for more information.

Registration Policies and Procedures

- All registrations will be dated when they are 100% complete (includes application, paperwork, payments, voided checks, valid credit cards). No application will be accepted if not complete.
- Registrations will be taken in the order they are received.
- Currently enrolled families that have not returned their application and fees will be notified of the deadlines.

Clothing for Preschool

Each child should wear simple, comfortable play clothes that can be managed independently while using the bathroom. Clothes with elastic waists are ideal. Do not dress your child in clothing he or she has to keep especially clean. We encourage the child's use of materials, and we would not like clothing to inhibit a child's freedom to investigate and explore. While we will make every reasonable effort to provide smocks, the school will not be responsible for clothing that might get torn or damaged during art or play activities. Also remember that open-toed shoes are dangerous for our active play periods.

School Absence

In an effort to advocate for the safety and well-being of all children, we are requiring parents to notify the ECLC office if their child is not attending school. This call should be placed prior to 10 a.m. If the office has not received a phone call by 10 a.m., the office staff will contact you for an update on your child's status.

Safety & Security

The safety and security of our preschool community is paramount. To achieve this goal parents are expected to follow these policies before entering the school:

- Close all entrance doors after entering building. Security begins with each one of us.
- Drive with caution in the parking lots - observe the 5-mph speed limit.
- Park in appropriate spaces, i.e. compact cars only.
- Double parking or standing in fire lanes or against the building is prohibited and a security concern.
- Cell phones are distracting and should be put down when you enter the JCC parking lot.
- Look behind you and to both sides before pulling out of a parking spot.
- Keep all children in car seats and seat belts until the car is at a full stop.
- Follow designated drive patterns.
- It is against the law to leave children in cars unattended.
- When crossing in the front parking lot at drop off time, please cross at designated crosswalks.

Security at the School

To ensure that all of our children and families are in the safest environment possible, we need everyone to practice the following:

ECLC Entrance

To enter the ECLC, you enter the JCC Main Entrance. The double glass doors at the top of the ramp is the entrance to the ECLC.

Remember to:

- Bring photo ID with you into the building at all times
- Provide school with a pickup list for your child; keep it updated
- Be sure to sign your child in and out of the classroom or from the playground when you pickup
- Bring your access card

In order to provide you with urgent information regarding the JCC, such as weather-related closures, we have created an urgent alert text messaging service to communicate with you. The ECLC Office staff will sign each family up for this service. Standard messaging rates will apply, through it is a complimentary service from the JCC.

Campus Evacuation or Alert

Each parent is required to provide us with all updated cell phone numbers. In the event of a campus evacuation, security concern, weather alert, or other important messages you will be sent a text with the appropriate information. You should follow the instructions given.

Playground Use

- Playground supervision is required at all times when parents use the playground with their children.
- Please follow all posted playground rules
- Children should be visible to parents at all times
- The courtyard playgrounds are not to be used during nap times (1:00 PM - 3:00 PM)

Courtesy and Respect

One of the most important values that we try to teach our children is to treat all persons the way they wish to be treated, and to always behave in a respectful, courteous manner. Children learn from example. It is expected that all members of the preschool community abide by the following guidelines, so that we serve as proper role models for our children:

1. Speak in a respectful manner to staff, parents and children
2. Please follow the appropriate grievance procedure should you have a concern or issue to be addressed (as listed in parent manual on page 13); we want to be helpful.
3. When discussing sensitive topics, speak privately with the person it concerns. This includes not talking about your children in their presence or discussing other children.
4. Calling parent meetings to discuss school-related issues may only be done by the administration. Please give us the opportunity to try to be helpful. Administrators or ECLC Chairpersons must be notified of all authorized committee meetings.
5. Cell phones must be on vibrate or mute at Kabbalat Shabbat and other school-wide programs. Please accept emergency only calls during meetings or conferences and take them outside.
6. Please refrain from talking during performances, Kabbalat Shabbat and when we have speakers, and take disruptive or crying babies from the room.
7. Follow photography instructions for each program.
8. It is inappropriate to discipline children other than your own at school. Please share your concerns with staff.
9. While parents are welcome to visit the program at any time, please:
 - Enter quietly if the class is in the middle of an activity
 - Follow the teacher's advice as to how long you should remain in the room
 - Please do not play with your child in a classroom that does not have a teacher present
10. A positive and constructive working relationship between the school and parent is essential to the fulfillment of the school's educational purpose. Thus, the school reserves the right not to extend the privilege of enrollment or re-enrollment to student if the school reasonably concludes that the actions of the parent make such a positive and constructive relationship impossible or otherwise seriously interferes with the school's accomplishment of its educational purpose. Moreover, the school reserves the right to expel a student at any time if, in the judgment of the ECLC Director, conduct of anyone directly associated with student, including but not limited to student's parent, in or out of the school, is not keeping with the school's accepted standards and principles. There will be no refund of current monthly tuition where such

enforced withdrawal occurs and any unpaid balance is payable in full according to the individual agreement. If, for any reason, it is in the best interest of the school, the school also reserves the right to withdraw an offer of enrollment or re-enrollment at any time, and to nullify an executed enrollment agreement.

11. Social media is a wonderful way to stay connected and informed. Please write respectfully about our school and the JCC. Grievances should be addressed by following our procedures.
12. Common JCC gathering areas such as lobbies, garden areas and grounds should be used respectfully with children supervised at all times.

Open Door Policy

Parents are welcome visitors in the program at all times (for example, to observe, eat lunch with a child, or volunteer to help in the classroom). As visitors in our classrooms, please be respectful of what is happening and keep your conversations with staff at a minimum. Be aware of your child's needs and ability to separate from you. Please note that for the benefit of the child, this policy does not apply to every enrichment class. Please check in advance for each enrichment class.

Temporary Situations

Please notify the school if you plan to be out of town, if either parent is hospitalized, or of any other emergency or unusual situations. This information should include who will be responsible for the children, who we should contact in an emergency, carpool changes, etc. This information also enables us to effectively help your child since home disruptions may affect his or her behavior at school.

Privacy

The privacy of our preschool community is a critical cornerstone of our values. To respect this all parents should refrain from gossiping. Should you have a concern, please let us know, and we will try to be helpful.

Supplies Provided by Parents

Lunches for our infants and toddlers will be placed in a refrigerator and heated up as necessary. If your child is in our K2, K3 Fours, or K4 program please include a small ice pack in the lunch box and place hot items in a small thermos.

Infant supply list

- 2 crib sheets, "port-a-crib" size (if unavailable, regular crib size can be substituted)
- 4-6 receiving blankets
- 10-12 cloth diapers
- Diapers
- Wipes
- 2-3 full changes of clothes, including socks
- Food supply sent in daily- separate bottles for every feeding- Label each bottle with first and last name
- Spare bottle
- Spare formula/milk
- Pacifier plus spare, if used
- "Lovey" or "blankey", if used

Toddler supply list

- Bedroll or a sheet & blanket
- Adequate supply of sippy cups each day (at least 3 per day- we cannot refill. Label each cup with first and last name)
- Daily food supply
- At least one full change of clothes
- Diapers
- Wipes
- Pacifiers, if used
- “Lovey” or “blankey”, if used

Preschool supply list (K2, K3, K4)

- Bedroll or a sheet & blanket
- A stuffed animal or toy that your child likes to cuddle with during rest time
- Backpack or cloth bag for loose sleep items (bedroll will hang in cubby)
- Complete change of clothes labeled in a Ziploc bag
- Extra diapers and wipes, if used

Please label all items. Rest time items should be taken home at the end of each week and laundered. Be sure to bring them back on Monday!

Summer Camp

Full time students in our school are automatically enrolled to enjoy our Camp J Junior at the end of each school year. Camp J Junior is staffed by the teaching staff of our Richard S. Adler Early Childhood Learning Center, and in most cases retain the same teacher they had during the school year. Students enrolled during the year in part-time programs will need to enroll separately for Camp J Junior, and will most likely be in a new class for the summer.

Receipt of Parent Handbook, 2021-2022 School Year

We believe that you, as the parents, are the most significant people in your child's life. To ensure the success and readiness of each child, parents and school faculty need to work closely together to guide and teach our children.

This document has been designed and approved by the ECLC administration and the ECLC Parent Action Committee. We believe that the guidelines contained in this Parent Handbook will ensure the smooth, safe operation of our school. A school administrator will address parents who repeatedly behave in a manner that endangers our membership, promotes discord, or inhibits the functioning of the school. This will be followed up by a letter and, if necessary, the parent will be asked to withdraw their child from the program. We will do everything possible to ensure that your child has a wonderful preschool experience, but we truly need your cooperation and support.

Your signature below indicates that you have read and agree to the policies and procedures found within the Parent Handbook.

All parents must sign and return this form.

Parent Name _____

Parent Signature _____

Parent Name _____

Parent Signature _____

Child(ren)'s Name(s) _____

Date _____

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