

The Andrew Friedland Early Childhood Learning Center at Temple Beth Rishon



585 Russell Avenue • Wyckoff, NJ 07481
201.891.4466

Parent Handbook 2016-2017

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Calendar 2016-2017

Tuesday August 31	Staff Development/Set-Up	
Wednesday September 1	Staff Development/Set-Up	
Tuesday September 6	Visitation Day	
Wednesday September 7	First Day of School	
Thursday September 15	Back to School Night	*7:00
Monday October 3	No School-Rosh Hashanah	
Tuesday October 4	No School-Rosh Hashanah	
Tuesday October 11	Erev Yom Kippur	*12:30 Dismissal
Wednesday October 12	No School- Yom Kippur	
Monday October 17	No School- Sukkot	
Monday October 24	No School-Simchat Torah	
Tuesday November 1	P/T Conferences 12:30-2:45	*12:30 Dismissal
Wednesday November 2	P/T Conferences 12:30-2:45	*12:30 Dismissal
Thursday November 10	No School- Teacher In-Service	
Friday November 11	No School-NJEA Convention	
Wednesday November 23	Early Dismissal	*12:30 Dismissal
Thursday November 24	No School- Thanksgiving	
Friday November 25	No School- Thanksgiving	
Friday December 2	4's & Kindergarten Enrich. Shabbat Service	*5:45
Sunday December 18	Preschool School Candle Lighting	*10:45
	& Chanukah Fun Day	*11:00
Friday December 23	School-wide Chanukah Party	*11:15
Friday December 23	Early Dismissal	*12:30 Dismissal
Monday December 26-		
Monday January 2	Winter Break-No School	
Tuesday January 3	School Resumes	

Monday January 16	No School/Staff In-Service	
Friday February 3	Special Man Breakfast	*8:15
Monday February 20-	No School- Presidents' Week	
Friday February 24	No School- Presidents' Week	
Tuesday March 7	P/T Conferences 12:30-2:45	*12:30 Dismissal
Wednesday March 8	P/T Conferences 12:30-2:45	*12:30 Dismissal
Friday March 10	Purim Parade	*9:15am
Sunday March 12	TBR Purim Carnival	*11:00
Friday March 31	2's & 3's Shabbat Service	*5:45
Monday April 10-		
Monday April 17	No School-Passover Break	
Tuesday April 18	School resumes	
Saturday April 22	Spring Gala honoring Rabbi Emert	*7:00pm
Friday April 28	Special Person Breakfast	*11:00am
Wednesday May 24	Art Show	*6:00pm
Monday May 29	No School Memorial Day	
Wednesday May 31 `	No School- Shavout	
Wednesday June 7	Early Dismissal	*12:30 Dismissal
Thursday June 8	Last Day of School	*12:30 Dismissal
Friday June 9	Graduation	*10:30
Monday June 12-		
Friday June 16	Celebration Week	
Monday June 26	First Day of Camp Little Feet	
Friday August 18	Last Day of Camp Little Feet	

Preschool Special Events

Visitation Day- September 6

Children and parents receive a scheduled time to come to school and meet their teachers, see their classroom and begin to acclimate to school in a small group.

Back to School Night- Thursday September 15 at 7:00pm

Parents are invited, without their children, to hear from the director, meet the teachers, learn about the curriculum, and volunteer for different committees.

Parent Teacher Conferences- November 1 & 2, and March 7 & 8

Parents are able to sign up for one conference in the fall and one in the spring. Teachers will post sign-up sheets on their doors, or on-line with the available times. Babysitting is available for your child during his or her conference time only. We dismiss at 12:30 on conference days.

Shabbat Service- 4's and Shabbat Club- Friday December 2 at 5:45pm

2's and 3's- Friday March 31 at 5:45pm

You are invited to watch your child participate in a special service with their classmates. Children are dropped in their classrooms with their teachers at 5:35. Parents and any other guests you wish to include will report to the Sanctuary to wait for the children to enter. Service is followed by a delicious Shabbat dinner.

Chanukah Fun Day-Sunday December 18 at 10:45am

All are welcome to this fun-filled party with food, crafts, laser tag, video game truck!

School Chanukah Party-Friday December 23 at 11:15am

Parents are invited to come share latkes, sufganyot, singing, dancing, and many dreidel games!

Special Man Breakfast- Friday February 3 at 8:15am

Each student is invited to bring a "special man" (Dad, Grandpa, Uncle, Friend, etc) to enjoy an early breakfast and activities run by the PTO.

Purim Parade- Friday March 10 at 9:15am

Parents are invited to watch as the children march around the school in costume, sing songs, tell stories and enjoy hamantashen together on this joyous holiday. Bring your cameras for some truly adorable shots!!

Purim Carnival- Sunday March 12 at 11:00am

All are welcome to one of the most exciting events of the year! Tons of food, fun, crafts, activities and games to enjoy! Costumes are encouraged, but not required.

Yom H 'atz Maut/Special Person Lunch-

Each child is invited to bring in a special person (grandparent, parent, aunt, uncle, etc) to share in a celebration of Israel complete with crafts, projects, singing, dancing and noshing on Israeli treats.

Art Show- Wednesday May 24 at 6pm

This wonderful evening is an opportunity for your child to return to school in the evening and show off their original creations. Parents, Grandparents, and siblings are welcome to come and enjoy the exhibits, bid on class-made fundraising projects and socialize with friends.

Graduation- Friday June 9 at 10:30am

All are welcome to come and see this year's Superstars sing, perform and receive their diplomas. Graduates and their families are invited to a PTO sponsored celebration in the Social hall.

Celebration Week- Monday June 12-Friday June 16 from 9:00am-1:30pm

Come back and join us for a special week following graduation. Each day brings something new and special. Previous years have included visits from the Fire Department, Bounce Houses, Ice Cream Trucks, Karate Classes and Outragehiss Pets. This event is not included in tuition and is billed separately. Lunch is included.

Contact Information

Main Number	201-891-4466	585 Russell Ave Wyckoff, NJ 07481
	201-891-0508 (fax)	www.bethrishon.org
Hillary Posner (Director)	201-891-6074 914-715-8274 (cell)	preschool@bethrishon.org hillary.posner@gmail.com
Nancy Wellington (Billing)	201-891-4466	billing@bethrishon.org
Judy White (School Admin.)	201-891-6074	support@bethrishon.org
Kris Len (Temple Admin.)	201-891-4466	templeoffice@bethrishon.org
Rabbi Emert	201-891-4466	kae9999@aol.com
Cantor Mamber	201-891-4466	cantor@bethrishon.org

Statement of Philosophy

We, at the Andrew Friedland Early Childhood Learning Center believe that your child thrives best in a loving, nurturing environment - an environment that is attentive to each child's individual needs and fosters his/her unique strengths and learning styles. We are dedicated to every child's developmental growth, emotional wellbeing, and academic achievement. We believe that before our students learn to be good citizens of the world, they must learn to be a good citizen of the classroom and of the school. This involves learning to share, to empathize, and to be a part of a community.

We believe in a developmentally appropriate and interactive curriculum that is tailored to each child's abilities. We introduce academic and social concepts in multi-faceted ways, so that every child can learn to take risks, solve problems, explore the environment and grow at his/her own rate. We believe that when a child feels safe to take risks, they in turn become a more confident learner. Through hands on interactive experiences, children's love of learning and natural curiosity will be nourished.

We believe that all children learn best in an atmosphere of tolerance and diversity. We strive to enable parents and children to learn to get along with people who are different from them or who have different ideas. From classroom rules to mitzvah projects, we teach that all children are deserving of respect and kindness. With the knowledge they gain here, it is our goal to help each child perform Tikkun Olam, the healing of the world.

About Our Programs:

The Andrew Friedland Early Childhood Learning Center is a fully licensed preschool that provides a variety of programs to meet the needs of young families. In addition to our strong, developmentally appropriate secular academic program, we provide children with the background to see the world through Jewish eyes. We take a child-centered approach and believe that children learn best from engaging in exciting hands-on activities.

Your child will be growing and developing in a state-of-the-art facility. Our curriculum incorporates educationally appropriate technology through the use of Smartboards in every classroom. We also introduce age-appropriate music, art and physical education in every class.

Babies & Bagels_ (Ages 12 months & younger)

This **free** class offers you the opportunity to make new friends while discussing parental issues with our experienced Preschool Director.

Mom & Tot (Walkers Ages 14-23 months by Oct. 1)

This program is designed to begin socializing your child and developing their gross motor skills while accompanied by you or your caregiver. You and your child will play, listen to stories, create arts and crafts, celebrate Shabbat and enjoy music and movement activities.

Mid-Year 2's (Walkers Ages 15-23 months by Jan. 1)

We offer a drop-off school experience for children that are ready to be independent, but have not yet reached age 2 by October 1st of the school year. Your child will make new friends while developing his/her motor and language skills, listening to stories, playing in the housekeeping corner, building, and exploring all art media. This class begins in January.

All By Myself (Age 2 by Oct. 1)

This class focuses on self-help skills and language immersion. Your child will develop a love of books and build a foundation for early reading in our print-rich environment. During circle-time, imaginations are developed through songs, finger plays, and answering open-ended questions to create stories. The framework for mathematical thinking is also laid through the use of block building, cooking and calendars.

Sociables (Age 3 by Oct. 1)

Your three-year old is a chatterbox and a social butterfly who is eager to learn and absorb as much information as possible. Understanding this, our teachers create a warm, inclusive classroom atmosphere that creates a sense of community and fosters working together cooperatively. Your child's creativity is nurtured and concepts in math and language, including the letters of the alphabet, are developed. Additional curriculum includes learning about the community and exploring our natural environment, season-by-season.

Superstars (Age 4 by Oct. 1)

Each child is challenged at his/her stage of development and motivated to reach for the stars. Classroom activities are geared toward enhancing your child's social, emotional, linguistic and cognitive development. Reading readiness, math skills and science activities are reinforced through interactive experiences as well as by using the latest technology in computers and Smartboards. Our children graduate with the common core curriculum skills needed to succeed in Kindergarten.

Kindergarten Enrichment Shabbat Club (Kindergartners)

This is a time to reconnect with preschool friends, to form a kehillah (community), and to enrich the public school academic experience. Designed to spark curiosity and encourage imagination and creative thinking, this program incorporates cultural arts, science, math and language arts using classroom technology. Your children will explore his/her Jewish heritage and family tree, and celebrate Shabbat and Havdalah. The teachers weave a web of knowledge and understanding as they extend mathematical and literary concepts.

Extra-Curricular Activities

We offer a wide variety of additional programs designed to enhance your child's educational experience. Activity options include: Tennis, Karate, Cooking, Dance, Musical Theater, Math, & Messy Art. These classes extend the school day without the need to drive to another venue.

Extended Hours

The 9:00-2:45 day does not always provide enough coverage for working parents. By providing an early room and a late room, we hope to give you the flexibility of lengthening your child's school day. Your child will be in a safe and

nurturing environment with teachers they know and love. Our early room opens at 8:00 and our late room remains open until 5:30pm. You may sign up for as few or as many days as you need. Emergency use is available for this service at a cost of \$13 per hour for both the early and late rooms. This rate applies to any portion of the hour used. Please let the Director know with as much advance notice as possible, so we may ensure that we are properly staffed.

Camp Little Feet (Ages 2 – 4)

Your child will love our day camp - running under the sprinklers, riding tricycles on our bike path, digging in the sandbox, climbing on our new playground equipment, painting outside, growing fruits and vegetables in our garden, and exploring science and nature. Our expertly planned daily schedule in addition to twice weekly swim lessons at Goldfish Swim School and a weekly tennis clinic from Teddy Tennis, will make your child's summer both magical and memorable. Each camp group is staffed by a certified teacher and held in our beautiful facility. This is the perfect venue for first separation, or to build continuity with our school program.

Arrival Policy

Preschool families may enter through the doors located in the Education wing. Drop off is a time when you can spend a few minutes to help your child get acclimated or to see a quick project your child might want to share. We then encourage you to say a quick goodbye, give your child a hug and kiss and exit the classroom. It is very important to say goodbye to your child before you leave. They will have a better day and so will you. Prolonged goodbyes are difficult for your child and the other children in the class.

Please try to be prompt as the class is eager to begin the day. When your child arrives late it can be difficult for him/her to integrate into the classroom activities. If you are going to be late, please do call the school office so we can let the teacher know.

If you have a note for the teachers, please make sure to hand it directly to them. If there will be any change in your regular pick-up procedure, such as a playdate, or a grandparent picking up, please inform the teachers of the change. This is to ensure the safety of the children.

Remember that drop off is not a good time to have a lengthy discussion with your child's teachers. They need to make sure that the transition from home to school goes smoothly for each child. It is best to just mention changes in pick up, spend a minute or two with your child and then say goodbye. To arrange a longer talk with your child's teacher, please see the "Contacting Teachers" section of this handbook.

In addition to ensure the safety of our children and parents, please adhere to the following policies:

- Please observe a 5mph speed limit in the parking lot.
- Do not park alongside the temple building or block the circular drive.
- Always hold your child's hand in the parking lot.
- Please close the door firmly behind you. We are very security conscious and don't want to enable strangers to enter the building unannounced.
- Please do not leave a child unattended in the car. If you need assistance, please call Judy or Hillary and we will assist you in any way necessary.
- Please remember your key card, as it will expedite the drop off/pick up process. If you don't already have one, please see Judy in the school office.

Dismissal Policy

All children will be dismissed by their teachers directly from the classroom. Teachers will check out each child as they leave with their respective adult. Please make every effort to be on time for dismissal. It means a great deal to our children to see their parent or caregiver when the door is opened at the end of the day. It helps add stability to the transition from school to home. If you know that you will be late, we would appreciate your calling the school so that we can give the teacher and your child a heads up. If you are more than 15 minutes late, you will be charged \$13 per hour for the late room. This fee is charged for each portion of an hour used.

During dismissal the safety of each child is of primary importance. Teachers cannot divert their attention and have a conference with parents at this time. Please refer to the "Contacting Teachers" section of this handbook for scheduling time with teachers. They will be delighted to speak with you at an appropriate time.

Please make sure the school has a list of all people who regularly pick up your child. This list should include your caregiver, grandparents, aunts, uncles, friends, or anyone else that comes frequently. If anyone else is going to pick up your child, be sure to inform your child's teacher in writing. Our teachers are instructed not to release your child to anyone unless they have your permission. Feel free to call the director if you need to make a last minute change or if you change caregivers and want to make changes to your pick up list.

If your child has a playdate, we require the permission of both sets of parents. If a note has not been written, we will call the parents of both children to make sure the plan has been approved.

State Law on the Policy on the Release of Children

Each child may be released only to the child's parent(s) or person(s) authorized by the parent(s) to take the child from the center and to assume responsibility for the child in an emergency if the parent(s) cannot be reached.

If a non-custodial parent has been denied access, or granted limited access to a child by a court order, the center shall secure documentation to that effect, maintain a copy on file, and comply with the terms of the court order.

If the parent(s) or person(s) authorized by the parent(s) fails to pick up the child at the time of the center's daily closing, the center shall ensure that:

The child is supervised at all times.

Staff members attempt to contact the parent(s) or person(s) authorized by the parent(s); and

An hour or more after closing time, and provided that other arrangements for releasing the child to his/her parent(s) or person(s) authorized by the parent(s) and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the 24 hour State Central Registry Hotline @ 1-877-NJ-ABUSE to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) is able to pick up the child.

If a person appears to be physically and/or emotionally impaired to the extent that, in the judgement of the Director, the child would be placed at risk of harm if released to such an individual, the center will ensure that:

The child will not be released to such an impaired individual;

Staff members attempt to contact the child's other parent or an alternative person authorized by the parent(s); and

If the center is unable to make alternative arrangements, a staff member shall call the 24 hour State Central Registry Hotline @ 1-877-NJ-ABUSE to seek assistance in caring for the child.

Separation Process

Children separate from their parents and adjust to school in many different ways. One child runs into the classroom and never looks back. Another may take several weeks to feel comfortable in a school setting. Some children make a fine transition in the beginning, only to have separation difficulties in January after winter break. All of these responses are perfectly normal. And none of them prove that a child is better adjusted or ahead of his/her peers. The teachers are well prepared to help your child make the transition to classroom life; they are patient and non-judgmental about each child's individual adjustment pattern. We hope that you will be able to accept your child's process and recognize that you too are going through a process of separation. If you need support, please contact the director for some strategies and tools to help you and your child through this time.

Helpful hints about saying goodbye

- Once you decide to leave, do not hesitate; say goodbye quickly and tell your child that you will see him/her later.
- Always say goodbye to your child-never sneak out.
- Do not ask your child permission to leave- a clear "I'm leaving now" is most helpful to your child.
- Prior to, and at the start of school, speak positively to your child about school.
- Giving your child a transitional object, like a photo of you or a "lovey" can be helpful.
- Smile and relax.

It helps to remember that children always know who their parents are. The best of schools and the most wonderful teachers will never replace a loving home in the heart of a child. But children are able to love both home and school. Teachers and parents working together ensures this outcome.

Health/Absences

Childhood illnesses are very contagious to the other children and the adults in the classroom. Please keep your child home if he/she has any of the following:

- A cold (green mucus) with a noticeable drop in your child's energy level.
- A fever (Your child needs to stay home until he/she is fever free for 24 hours.)
- Vomiting at any time in the past 24 hours.
- A stomachache and little to no appetite.
- Diarrhea at any time in the past 24 hours.
- Pink eye (characterized by redness and pus in one or both eyes) Children must remain home for 24 hours after the first dose of medication.
- Any throat infection such as Strep. Children may return 24 hours after the first dose of antibiotics.
- Lice

If your child is diagnosed with a contagious condition (such as Strep, Chicken Pox, Pink Eye, or Fifth's Disease) please inform the school so we can contain the illness as much as possible

If the director feels your child is not well enough to be in school she will ask you to take your child home. In addition, children sometimes begin to feel sick as the day progresses. If your child becomes ill during the day, you will be called and asked to come pick up your child.

Health Requirements

Please be aware that every child is required by the state to submit proof of a complete medical examination detailing the proper state-required vaccinations before entering school in September. NJ State law also requires you to submit proof of a yearly flu shot. You must also complete the medical form found in your enrollment packet.

Health/Absences (cont.)

CPR/First Aid

All of our teachers are trained and hold up to date certification in CPR. The Director has current /valid certification in CPR for the Professional Rescuer, Responding to Emergency, First Aid, AED, and Epi-Pen Administration.

Lice

Lice are very commonplace among children in preschools, camps, elementary schools, and anyplace where there are large groups of children. We take every precaution at school to prevent the spread of lice. If your child complains of an itchy scalp, please investigate further. If you are unsure of how to treat it at home, there are many services that will assist you.

Head to Head Lice Center	LiceXchange	Leah Shteingart
172 East 4 th St	507 Lafayette Ave	810 East Lawn Drive
NY, NY	Hawthorne, NJ	Teaneck, NJ
973-949-4390	917-657-0249	201-410-1719

In addition:

- Please notify the school immediately so we can begin the clean-up process in the classrooms.
- Check all members of your family, including the adults.
- Wash all clothing, sheets, and towels in very hot water.
- Spray pillows, sofas, and all other upholstered items in your home with an anti-lice spray such as R3.
- Tie all stuffed animals and toys that cannot be washed in an airtight plastic bag for 2 weeks.

Lunch in School

In order that all of our children feel comfortable, regardless of dietary observance, children must bring non-meat, non-poultry meals only. Due to a large increase in childhood allergies, no peanuts or tree nuts are permitted in school. This includes peanut butter, which is not actually a nut, but is responsible for many allergic reactions.

For both religious as well as health considerations, children are discouraged from sharing their lunches. We will be sharing food at snack time, Shabbat, and foods we cook in the classroom so the children can have the lovely experience of communal eating. This will not extend to sharing lunches.

In the interest of good nutrition, please do not send soda, candy or gum to school with children.

It is also a good idea to send a variety of food, but please do not send too much!

The Parent Teacher Organization runs a wonderful school lunch program. This is a great option for busy parents who want to eliminate the hassle of sending a lunch to school each day. It also serves as a great fundraiser for our school. Please see the PTO section of this handbook for contact information in order to register for this program.

If you opt to send in lunch from home, here are some suggestions for a dairy lunch:

- Crackers and Cheese
- Pasta with non-meat sauce
- Bagels
- Cheese Pizza
- Yogurt
- Cottage Cheese
- Fruit/Veggies
- Hummus
- Tuna
- Mac and Cheese
- Soy Nut Butter (If you do send this-just make a note on the container so the teacher know its ok)

Lunch in School (cont.)

- Hard Boiled Eggs/Egg Salad
- Cheese Stick in a hot dog roll (We call it a Cheese Dog!)
- Muffins
- Soy Nuggets
- Fish Sticks

If you are having difficulty finding foods your child is willing to eat, speak with either the Director or your child's teacher and we will help you with ideas and strategies.

Please do not send the following items as have a strong possibility of causing choking:

- Popcorn
- Gummy Bears
- Marshmallows
- Uncut grapes or carrots

Food Allergies

If your child has a food allergy, please notify the Director and the teachers in writing. We have procedures in place to insure the safety of your child under these circumstances. We will also be able to modify any cooking or baking done in the class to accommodate food allergies. We recommend that you provide some "safe" cupcakes or treats that we can keep in our freezer for him/her to enjoy during classroom birthday celebrations.

Clothing

Because children will throw their whole hearts and bodies into their work, they will frequently come home with leftovers of their art projects on their clothing. Although our students are encouraged to wear smocks, they are not forced to do so as smocks will actually prevent some children from wanting to participate in a project. When children are dressed in clothes that they are not permitted to get dirty, it dims their enthusiasm and can make them anxious and upset if they get messy. For those reasons we ask that you dress your children in play clothes for school. Play clothes are defined as those things kids wear that can get messy or dirty without upsetting you.

Labels

It is important to label every item of clothing your child wears to school including his/her lunch box, backpack, and the extra clothes we keep in his/her cubby.

Footwear

As we spend a lot of time on the playground and in the large multipurpose room, your child needs to wear rubber soled shoes with ties, Velcro, or buckles. Slip on shoes, like crocs, tend to fall off when the children are climbing or running, leading to injury.

Outerwear

Please dress your child appropriately for the weather. We go out for fresh air in all weather, except rain and extreme cold.

Extra Clothes

Each child will need to have a box of extra clothes to be kept at school. The box should contain clothes, including socks and underwear, that your child actually likes, that fit, and that are seasonally appropriate. Please replace these clothes periodically as the weather changes and as your child grows.

We will also need a sweatshirt in case the weather changes and an extra pair of shoes in case they get wet.

Children at school are not required to be potty trained. If your child is still in diapers, please provide disposable diapers and wipes. If your child is being toilet trained and you want support from the teachers, or the director, please let us know. We do remind children to use the bathroom frequently throughout the day.

School Closings and Emergency Procedures

Snow Closings

On days when weather conditions make the roads unsafe, we will alert you to a cancellation or delayed opening. We generally follow the decision of the Wyckoff school district. In addition to receiving an e-mail from the school, the information will be posted on the nursery school Facebook page. The link is www.facebook.com/tbrpreschool. Snow days have been built into the calendar and will not be made up. Should we have to close school early, we will call the emergency numbers that you have provided to us. Please make sure these numbers are current to insure that someone is available to pick up your child.

Emergency Plan

In the event of an emergency at school, the most important thing to remember is that we will stay with your child until you, or another authorized adult can come to get him/her. We have plenty of resources to take care of the children here, and in the event that we have to leave the building, we have well documented and well-practiced contingency plans. Of course we will make every effort to notify everyone as soon as possible, but our primary concern will be the safety and well-being of the children. Please note, while the specific details of the security systems we have in place must remain confidential, please know that we have systems which are visible and other which are covert. Safety is our primary concern.

Fire Drills

Fire drills will be held once a month as required by the Department of Health and the Board of Licensing. The teachers will be notified in advance if a drill is scheduled. They will inform the children that they are to remain quiet and follow all directions from teachers, staff, and fire officials. If the alarm sounds, children will be lined up and escorted out of the building to the edge of the fence in the playground. Teachers and children will remain quietly while the director accounts for all students and staff. As soon as the drill is completed, teachers will be given the all clear by the Director to escort the children back into the classroom.

Emergency Procedures (Cont.)

Lock Down Procedures

Lock down drills will be held throughout the year. When the call for lockdown is sounded, all children and teachers are to remain in the classroom, away from the windows. The lights are to be turned off, the shades drawn, and all doors should be locked. The children will be seated quietly in a secure area and can enjoy a small snack, hear a short story, whatever the teacher feel is needed to distract the children quietly. Teachers have been instructed not open the door for anyone, including people claiming to be firemen or police officers. Any law enforcement officer will have keys to open any door necessary. We have established an all clear code word, and teachers are told that when they hear the code, they are clear to open the door and resume their normal activities.

Evacuation Procedures

In the event that we need to evacuate the building, we will organize first in the parking lot by the basketball hoop. All teachers will bring their emergency bags and attendance sheet. The Director will be responsible for bringing all parent contact information, snacks and first aid supplies. We will proceed by foot to the Grace Methodist Church located at 555 Russell Avenue. It is not necessary to cross any streets on the way there and they will be prepared to receive us. If in any case, the situation affects the church as well, the Director has access to an alternative location. Frequent attendance of the children will be taken. Once we reach a safe location, a decision will be made if we can return to TBR, or if we are going to call for an early dismissal. In the case of dismissal from a remote location, children will only be released to parents or caregivers who are authorized to do so. This is for the safety of all involved.

Communication

We want to be available so that parents and teachers can have productive, meaningful conversations. We urge you to speak with teachers about anything which may help us work more effectively with your child, and to ask questions or raise concerns that you may have. In order to maximize the quality of these interactions, we ask that you adhere to the following guidelines:

- Arrival and dismissal are times to talk about changes in pick-up, quick reports if your child did not sleep well, is under the weather, or to set up a time to talk later.
- For a longer chat, or for issues that should not be discussed in front of the children or other parents, it is best to arrange a mutually convenient meeting time or telephone call.
- Teachers cannot generally come out of the classroom during school hours. If you wish to speak to a teacher, feel free to call and leave a message with Judy. Unless you indicate the matter is urgent, the teacher will get back to you before the start of the next school day.
- Please keep us informed of any major change in your child's life that may affect them at school. Examples may include: a parent traveling, illness in the family, moving, a new caregiver, death of a pet, etc. Please know that this information will be kept confidential. It simply helps us to be more sensitive to the issues affecting the children in school.

Visiting the Classroom

We very much want to have parents feel welcome in our school. We have several formal opportunities for you to spend time in your child's classroom around Shabbat, holiday celebrations, Special Man's Breakfast, Special Person's Luncheon, etc. We also want you to know that we would welcome your involvement at other times as well.

If you have any special skills that you would like to share with either your child's class or the school at large, we would love to know about it. Do you play an instrument, draw, act, or sing? Do you have a job that children would find interesting-author, doctor, firefighter, builder, etc.? Even if you have no special skill, your child would love to have you come read a story, bake, or lead a special art project. It means a lot to the children to see their parent invested in their school.

Communication (cont.)

Parent Teacher Conferences

Parent Teacher Conferences take place twice a year, in the late fall and in the spring. The teachers will discuss your child's adjustment to school, his/her development, strengths, and any areas which may need extra attention. In the spring, the teachers will also discuss what progress took place since the start of the school year.

We encourage you to bring up any questions you have about your child, our program, etc. Writing them down before you arrive will ensure that all of them are answered.

Babysitting will be provided during your conference if you require it.

Newsletters

You will receive a newsletter and a folder each Friday. The folders will contain samples of your child's work, a note from the teacher, and important notices about upcoming events at the school or at the Temple. Please make sure to empty these folders each week.

Discipline Policy

We use positive discipline techniques to promote behaviors that build self-control, self-esteem, benefit the child's development and change or eliminate behaviors that are harmful or distressing to the child or to others.

Positive discipline is different from punishment. Punishment tells the child what he should not do; positive discipline tells the child what she should do. Punishment teaches fear; positive discipline teaches self-esteem.

Our Early Childhood Center uses the following techniques to promote Positive Discipline:

We have clear consistent rules explained to the children and understood by the adults.

We have a well-planned schedule.

We attempt to satisfy each child's need for exploration, stimulation, quiet and active activities, rest and affection.

Each child is valued and respected.

We provide the structure and support children need to resolve their differences.

We share ownership and responsibility with the children. "Our room, our toys."

We redirect to a new activity to change the focus of the child's behavior.

We provide individual attention to help the child deal with a particular situation.

We remove the child to a quiet area to redirect behavior in private.

We provide alternative activities and acceptable ways to release feelings.

Children are given two acceptable options.

We never say, "Bad boy" we may say, "We do not do that here", or "Be nice to your friend."

We catch the child being good and reinforce and respond to positive behaviors.

We acknowledge and praise to let the child know we approve of what he is doing.

We use encouragement rather than competition, comparison or criticism.

We overlook small annoyances.

We give hugs and nurture every child every day.

We appreciate the child's point of view.

Discipline Policy (con't)

When a child cannot behave in a safe manner in school and the actions become behavior pattern, the child's parents are contacted. The teacher, parents and sometimes the director will meet and discuss a plan with strategies to help the child. If the behavior becomes a chronic problem, dangerous to the child involved or to others, outside intervention may be suggested to the parents. If the behavior continues or worsens, temporary suspension of registration may be determined by the director. During that time a program will be established that will help the child develop the self-control necessary to return to school.

Expulsion Policy

Unfortunately, there are sometimes reasons we have to expel a child from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced. The following are reasons we may have to expel or suspend your child from this center:

Immediate causes for expulsion:

- The child is at risk of causing serious injury to other children or himself/herself.
- Parent threatens physical or intimidating actions toward staff members.
- Parent exhibits verbal abuse to staff in front of enrolled children.

Parental actions for a child's expulsion:

- Failure to pay/habitual lateness in payments.
- Failure to complete required forms including the child's immunization records.
- Habitual tardiness when picking up your child.
- Verbal abuse to staff.
- Other (explain).

Schedule of Expulsion:

- If after all remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/guardian may work in the child's behavior or to come to an agreement with the center.
- The parent/guardian will be informed regarding the length of the expulsion period.
- The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the center.
- The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternate childcare (approximately one to two weeks notice depending on risk to other children's welfare or safety). Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the center.

Expulsion Policy (cont.)

Child's actions for expulsion:

- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/ angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.
- Excessive biting.
- Other (explain)

A child will not be expelled if a parent:

- Made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements.
- Reported abuse or neglect occurring at the center.
- Questioned the center regarding policies and procedures.
- Without giving the parent sufficient time to make other child care arrangements.

Proactive actions that can be taken in order to prevent expulsion

- Staff will try and redirect child from negative behavior.
- Staff will reassess classroom environment appropriate of activities, supervision.
- Staff will always use positive methods and language while disciplining children.
- Staff will praise appropriate behaviors.
- Staff will consistently apply consequences for rules.
- Child will be given verbal warnings.
- Child will be given time to regain control.
- Child's disruptive behavior will be documented and maintained in confidentiality.
- Parent/guardian will be notified verbally.
- Parent/guardian will be given written copies of the disruptive behaviors that might lead to expulsion.
- The director, classroom staff and parent/guardian will have a conference(s) to discuss how to promote positive behaviors.
- The parent will be given literature or other resources regarding methods of improving behavior.
- Recommendation of evaluation by professional consultation on premises.
- Recommendation of evaluation by local district child study team.

Information to Parents

Under provisions of the Manual of Requirements for Child Care Centers (N.J.A.C. 10:122), every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters. The center must comply with this requirement by reproducing and distributing to parents this written statement, prepared by the Bureau of Licensing in the Division of Youth and Family Services (DYFS). In keeping with this requirement, the center must secure every parent's signature attesting to his/her receipt of the information.

* * * * *

Our center is required by the State Child Care Center Licensing law to be licensed by the Bureau of Licensing in the New Jersey Division of Youth and Family Services. A copy of our current license must be posted in a prominent location at our center. Look for it when you're in the center.

To be licensed, our center must comply with the Manual of Requirements for Child Care Centers (official licensing regulations). The regulations cover such areas as: physical environment / life-safety; staff qualifications, supervision, and staff /child ratios; program activities and equipment; health, food and nutrition; rest and sleep requirements; parent / community participation; administrative and record keeping requirements and others.

Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may secure a copy of the Manual of Requirements by sending a check or money order for \$5.00 made payable to the "Treasurer, State of New Jersey", and mailing it to: Bureau of Licensing, Division of Youth and Family Services, Licensing Publication Fees, P.O. Box 18500, Newark, New Jersey 07191.

We encourage Parents to discuss with us any questions or concerns about the policies and program of the center or the meaning, application or alleged violations of the Manual of Requirements for Child Care Centers. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing standards, you are entitled to report them to the Bureau of Licensing at: (609)

292-1021 or (609) 292-9220. Of course, we would appreciate your bringing these concerns to our attention, too.

Our center must have a policy concerning the release of children to parents or people authorized by parent(s) to be responsible for the child. Please discuss with us your plans for your child's departure from the center.

Our center must have a policy about dispensing medicine and the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy.

Parents are entitled to review the center's copy of the Bureau of Licensing's Inspection / Violation Reports on the center, which are issued after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the Bureau's Complaint Investigation Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review.

Our center must cooperate with all DYFS inspections / investigations. DYFS staff may interview both staff members and children.

Our center must post its written statement of philosophy on child discipline in a prominent location and make a copy of it available to parents upon request. We encourage you to review it and to discuss with us any questions you may have about it.

Our center must post a diagram of those rooms and areas approved by the Bureau of the children's use. Please talk to us if you have any questions about the center's space.

Our center must offer parents of enrolled children ample opportunity to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of the center should discuss their interest with the center director, who can advise them of what opportunities are available.

Parents of enrolled children may visit our center at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our Parents.

Our center must inform parents in advance of every field trip, outing, or special event away from the center, and must obtain prior written consent from parents before taking a child on each such trip.

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect or exploitation by any adult whether working at the center or not, is required by State law to report the concern immediately to the **Division of Youth and Family Services' Office of Child Abuse Control, Toll-Free at: 1 (800) 792-8610**, or to any DYFS District Office. Such reports may be made anonymously.

Parents may secure information about child abuse and neglect by contacting: Community Education Office, Division of Youth and Family Services, P.O. Box 717, Trenton, New Jersey 08625-0717.

Preschool Parent-Teacher Organization (PTO)

When you join our preschool, you are also joining a community of wonderful families. Our PTO members work tirelessly to bring families together and to support the preschool through its fundraising efforts. It also hosts a multitude of events including Couple's and Ladies Nights Out, Pajama Party, Special Man Breakfast, Art Show and so much more. They also support the preschool's teaching of Tzedakah through the Chanukah Toy Drive, Backpack Drive, and more. All of these programs help our children to thrive and grow.

For any questions about our programs or to get involved, please contact:

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917-969-1521

jordanabcohen@gmail.com

Michelle Joffe

518-859-3132

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