

2021- 2022 TSPS Family Handbook



**TEMPLE SINAI
PRESCHOOL**

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In accordance with the updated CDC guidelines, in consultation with Temple Sinai's Physician Advisory Panel, the Covid Task Force has updated the health and safety policies. You will receive these updated policies in a separate handout.

School Information

Temple Sinai Preschool

Temple Sinai Preschool operates year round, Monday through Friday. As a licensed facility, we offer programming from 8:00 - 5:00 PM. We serve children ages 8 weeks to 5 years.

Temple Sinai Preschool is closed on federal holidays, major Jewish holidays, and on certain days for professional development and school breaks. A comprehensive calendar of school closures can be found at the end of this handbook. As a general rule, Temple Sinai Preschool follows the Fulton County Public School calendar and closures.

Application and Admission

Enrollment at Temple Sinai Preschool is based on an application process. Priority is first given to returning students and siblings of current students.

For the school year, a registration fee of \$150 per child is due at the time of submission of your online enrollment. The \$150 application fee is **non-refundable and non-transferable**. Your child's enrollment is not complete until payment and all forms are received. Most required information will be completed online with the exception of both a student info sheet that you will receive in your individual class welcome packets and your child's immunization records, which each need to be turned in to the preschool office.

You will receive a confirmation email of your enrollment at Temple Sinai upon admission and a follow up email before school starts with your class assignment and other information.

Temple Sinai Preschool offers rolling admission to our program as long as spots are available. Class assignments are based on your child's age as of September 1st of each academic year. We welcome you to let us know teacher and friend preferences at the time of enrollment and will do our best to accommodate, but cannot guarantee placement preferences.

While Temple Sinai Preschool is a Jewish preschool, we are committed to being an open and inclusive learning center and welcome students and families regardless of religion, race, sex, gender identity, and ability.

Curriculum

The curriculum in each age group is focused on the development of each whole child. Through our belief in "Academics Through Play", we foster a strong foundation for social, emotional, academic, physical and spiritual growth. These skills form the basis for success in early



elementary school and beyond. We are focused on this development by way of learning through play in a warm and welcoming, creative Jewish environment.

Tuition

Once enrollment is confirmed, you will be billed with your selected payment options. This tuition amount will include any applicable discounts. We offer discounts for families with more than one child enrolled at Temple Sinai Preschool. The sibling/twin discount is 10% off the second child's tuition rate and applies to any additional siblings thereafter. You will not be able to register for summer camp or the following school year until your current balance is paid in full. Tuition is **non-refundable** and **non-transferable**. Tuition is only refundable should your family relocate out of state. Please provide a written notice at least one month before your move date. Tuition will not be refunded due to days missed for illness, vacation, etc.

All TSPS families will be required to set up scheduled payments by card or bank draft through our online portal.

Extended Day Programming and Fees

At this time, we will not be offering drop in or enrichment options until it is safe to mix groups. If you are interested in extending your hours at TSPS, you may choose to enroll in our Plus Day or Full Day options.

Hours of Operation

Our hours of operation are 8:00 AM - 5:00 PM.

We have three programs available: Half Day (9:30 - 1:30), Plus Day (9:30 - 3:30), and Full Day (8:00 - 5:00).

Our carpool hours for these programs are:

Full Day Drop Off: 8:00 - 8:30
Plus and Half Day Drop Off: 9:00 - 9:30

Half Day Pick Up: 1:30 - 2:00
Plus Day Pick Up: 3:00 - 3:30
Full Day Pick Up: 4:30 - 5:00

Late Pick-Up Policy

If your child is picked up late more than 3 times after their designated time, a late fee will be charged to your account. A late form will be filled out and signed by both the child's parent and the Temple Sinai staff member on duty at the time of each late pick-up.



Late fees will be charged as follows: (after the third late pick-up)

- 1st late pick-up Warning
- 2nd late pick-up Warning
- 3rd late pick-up Warning
- 4th late pick-up \$10.00 charge
- 5th late pick-up \$20.00 charge
- 6th late pick-up \$30.00 charge

Each additional late pick-up will increase in increments of \$10.00

Measures taken in case of delayed pick-up:

Parents/guardians should notify Temple Sinai Preschool by telephone: (404) 255-6200 if they know they will be late for pick-up. ***This will not excuse the late pick-up policy.***

If no one arrives to pick up the child by dismissal, a Temple Sinai Preschool staff member will call the parent/guardian at home, work and any cell phone numbers on file. (Please be sure to keep all information up-to-date.)

Parents/guardians agree to advise Temple Sinai Preschool immediately of any changes regarding their personal contact information, including addresses and phone numbers for home and work. Parents/guardians also agree to provide immediate notice to Temple Sinai Preschool of any changes in their emergency contacts.

If a parent/guardian can't be reached after 10 minutes, emergency contacts on file will be called.

After 3 paid late pick-ups, a meeting will be scheduled with the Director to discuss a solution.

Temple Sinai Preschool will never hold the child responsible for the situation. Any and all discussions of late pick-up will be with the parent/guardian and never with the child.

Transportation

Temple Sinai Preschool will not provide transportation to/from school. At times, transportation is offered for our oldest students for field trips on school busses. All buses meet safety requirements and seat belt laws.



Carpool Policies

- Please have your carpool number clearly visible (**UPRIGHT**) on the front **RIGHT** side of your dashboard.
- Please **discontinue the use of cell phones** prior to drop-off or pick-up.
- Children must stay in car seats at **ALL** times and are not permitted to hang out windows or sunroofs as this creates a serious hazard.
- Please turn off your engine when stopped in front of the building.
- For morning carpool, please remain in your car and wait until a teacher comes to get your child out of the car.
- For afternoon carpool, the driver is responsible for buckling children into their car seats and putting in any car seats if necessary. **PLEASE stay in the car** until your child is brought to you. All students **must** have a car seat or booster seat appropriate for their height and weight in accordance with GA Code 40 - 8 - 76:

Every driver who transports a child under eight years of age in a passenger automobile, van, or pickup truck, other than a taxicab as defined by Code Section 33-34-5.1 or a public transit vehicle as defined by Code Section 16-5-20, shall, while such motor vehicle is in motion and operated on a public road, street, or highway of this state, provide for the proper restraint of such child in a child passenger restraining system appropriate for such child's height and weight and approved by the United States Department of Transportation under provisions of Federal Motor Vehicle Safety Standard 213 in effect on January 1, 1983.

- Do NOT pull around the car in front of you unless you are directed to by a teacher or security staff.
- There is **NO** parking in the fire lane at **ANY TIME**.
- Posted speed limit is 5 mph.
- There is **NO** parking in reserved spots at any time.
- Please keep the carpool line moving. If you need more time to get situated, please pull into the lower parking lot into a parking space.



Release

It is essential that you call the preschool office and provide written consent when having someone other than you or your carpool members pick up your child. For the child's protection, only authorized individuals with proper identification will be permitted to leave with your child. You can update your authorized pick ups in your ProCare profile at any time or you can contact the preschool office to let us know any changes to authorized pick ups.

Behavior Management

Temple Sinai Preschool believes in and utilizes positive discipline and redirection with its students. Teachers will encourage children to follow the rules of basic classroom behavior through clear expectations, positive reinforcement and by providing a warm classroom environment. If a child behaves in an unacceptable manner that is disruptive or physically or emotionally harmful to themselves or others, the child will be redirected or removed from the activity for a brief period. In the event a child continues to be disruptive or harmful, the teacher will involve the parents or director.

Disciplinary actions used to correct a child's behavior shall not be detrimental to the physical or mental health of any child.

Meals and Snacks

Please send lunches that are easy for the children to handle and mark your child's name on his/her lunch bag, box, and thermos, etc. Be sure to include a nutritious snack (fruit, crackers, etc. - not sweets) for the morning and afternoon. Please note that Temple Sinai Preschool is NOT a peanut-free school. However, we do reserve the right to deem a class **nut aware** depending on a child's needs. Please advise the office and the classroom teachers if your child has specific allergies or dietary needs.

As part of our licensing, the following items may not be served to children less than 3 years of age: peanuts, hot dogs, raw carrots, popcorn, fish with bones, and grapes. Children older than three (3) years of age may be served these foods provided that the foods are cut in such a way as to minimize choking. If these foods are sent with your child and are not age appropriate, Temple Sinai Preschool will not be able to serve that particular food item.

Please keep in mind when sending food that Temple Sinai and Temple Sinai Preschool are kosher-style facilities. As such, we cannot allow items containing pork (ham, bacon, pepperoni, etc.) or shellfish (shrimp, crab, etc.).

Infant Feeding

Parents of infants (children less than 1 year of age) should provide a signed, written feeding plan for their child to be kept in the classroom. This written feeding plan should include the amount of formula, breast milk, or solid food to be given, feeding schedule, etc. This feeding plan should be updated any time there is a change in the schedule or amount of food given.



Diapering

The diaper changing areas shall be sanitized after each use. Proper diaper changing procedures shall be followed as outlined:

- Staff use only commercially available disposable diapers or pull-ups unless the child has a medical reason that does not permit their use (the health provider documents the medical reason). All diapers and wipes should be provided by the family.
- Cloth diapers and clothing that are soiled are immediately placed in a plastic bag (without rinsing or avoidable handling) and sent home that day for laundering. IF the parent gives permission, soiled underwear will be discarded.
- Staff check children for signs that diapers or pull-ups are wet or dirty (a) at least every two hours when children are awake and (b) when children awaken from naps.
- Diapers are changed immediately when wet or soiled.
- Staff change children's diapers or soiled underwear in the designated changing areas and not elsewhere in the facility.
- Each changing area is located at least three feet from other areas that children use and is used exclusively for one designated group of children.
- At all times, caregivers have a hand on the child when the child is being changed on an elevated surface.
- Staff post and follow changing procedures.

Potty Training

The goal of Temple Sinai Preschool is to meet the needs of each child. Teachers will work with each child on an individual basis to assist efforts at home towards toilet-training success.

Religious Celebrations

Temple Sinai Preschool is committed to providing an enriching Jewish environment for its students. As such, students will learn about and celebrate Jewish holidays and attend a weekly preschool wide Shabbat service which families and caregivers are always welcome to attend. Once a year, your student will be the "Shabbat Star". During preschool Shabbat that week, your family is encouraged to attend with your child and will receive a special blessing from the clergy.



Mandated Reporting

In the State of Georgia, any person may report a case of suspected child abuse. By State Law, school administrators, school teachers, school psychologists, school social workers and child service organization personnel are “mandated reporters” and must report suspected child abuse or neglect to the Department of Family and Children Services (DFCS) or local police department immediately.

A report of child abuse should be made when a person has “reasonable cause to” believe that a child under the age of 18 has been abused by a parent or caretaker. “Reasonable cause” means a suspicion founded upon circumstances sufficiently strong to warrant a reasonable person to believe that something is true.

In Georgia, any person who is required by law to report and who knowingly willfully fails to report shall be guilty of a misdemeanor. The State grants immunity for any civil or criminal liability for the making of a report based on the requirement that the report is made in good faith.

Additionally, all Temple Sinai and Temple Sinai Preschool staff are trained in Darkness to Light through Stewards of Children to identify and report child sexual abuse.

Accident and Emergency Procedures

Accidents/Injuries

In the unfortunate event of an accident, we will send home an incident report and will keep copies on file. In the event of a bite, an incident report will be made and sent home to both parties without identifying information.

Medical Emergency Procedures

In the event of a medical emergency, Temple Sinai Preschool will call 911 and

emergency personnel will transport the child to Children’s Healthcare of Atlanta at Scottish Rite Hospital or to an emergency facility deemed necessary by the transport provider. We will use our best efforts to notify parents. If parents cannot be located, we will leave a message, call the people listed on the child’s emergency contact list and ask them to meet us at the hospital. We will remain with the child until an adult (parent or person from emergency contact list) arrives.

Parents are asked to update the preschool office when any contact information changes, such as phone numbers, address, allergies, prescribed medications, medical needs, and emergency contact information.



Safety Drills

Throughout the school year, we conduct fire, severe weather and intruder drills teaching students our safety procedures in a non-frightening manner. During drills, we practice evacuating to a safe location.

Temple Sinai Preschool has comprehensive security and evacuation plans for each type of emergency we practice drills for. These procedures are available for you to look through in the preschool office at any time.

Severe Weather and School Closures

Decisions regarding delays or closing will always be in favor of caution and safety. A decision about delayed opening or closing of Temple Sinai Preschool due to inclement weather will be made as early in the morning as possible, if not the previous evening. Temple Sinai Preschool reserves the right to remain with the published school calendar and not make up time due to cancellations or delays caused by inclement weather or other emergency situations.

Families should tune in to *11Alive*, *WSB 750 AM*, or *Channel 2* for information on school delays or closings due to inclement weather. Parents will be notified via ProCare, the TSPS Facebook Group, email, and any closings will also be posted on the Temple Sinai public Facebook page.

Parents will be contacted in the rare event that children must be picked up during school hours due to early closing.

Illness Policies

Children must be kept home when they have the symptoms of a contagious illness. This policy protects the recovering child, whose resistance to new infection is low, as well as his/her classmates and teachers.

Children who are mildly ill, under the weather, or not up to participating in all school activities should remain at home.

If your child requires medication upon returning to school, please stop by the Temple Sinai Preschool office to complete a Medication Authorization Form.

We would appreciate it if you would contact the preschool office if your child will be absent.

Parents will be notified by email and through ProCare if any communicable disease has been introduced to their child's classroom.

If your child becomes ill during the school day, the parent(s) will be contacted by phone to make a plan to pick up child as quickly as possible. Sick children will be sent to the office to wait with the preschool director or administration for early pickup.

Guidelines for Keeping Your Child Home



If your child has been diagnosed as having a communicable disease such as: hand foot and mouth, croup, chicken pox, etc. please notify the school immediately so that we are aware of the situation and can send the necessary communications. **Do not send out a notice yourself.** This will come from your child's teacher or the office.

Please expect that your child will get sick when he/she first begins preschool. If a child becomes ill during the day, one or both parents will be notified. In the event that parents cannot be contacted, those listed on your child's emergency contact list will be called. Pick-up arrangements and pick-up of the child must be made immediately. For this reason, emergency numbers must be current and up to date.

RESPIRATORY SYMPTOMS: If your child is showing any of the following symptoms: cough, shortness of breath, difficulty breathing or any COVID-19 symptoms, please remain at home until they improve or have been cleared by your child's doctor.

FEVER: Your child **must** be without fever for **48 hours (100.3 or less)**. Keep in mind that fevers are lower in the AM and spike in the PM.

VOMITING and DIARRHEA: Your child **must** be without vomiting and diarrhea for **24 hours**.

RUNNY NOSES: Clear runny noses are acceptable **WITHOUT OTHER SYMPTOMS**. Yellow, green or pus-like runny noses **MAY** be related to an infection. In this case, we will need a note from your child's doctor, if he/she is to attend preschool.

STREP THROAT: Your child must be on antibiotics and have no fever for a full 24 hours after the first dose of medication. It is the same with

EAR INFECTIONS AND EARLY BRONCHITIS—A full 24 hours or more.

RASHES: **Must** be cleared by a physician before attending school.

CHICKEN POX: Your child may return to school 6 days after the rash first appears, or when all lesions are crusted over. It takes approximately one week for mild cases.

HEAD LICE: Your child may return to school after we have received a letter of treatment and after all individual eggs have been removed.

CONJUNCTIVITIS (PINK EYE): Your child may return to school when discharge from the eyes has stopped. For bacterial conjunctivitis, this is usually **24 hours after the start of the drops**. Consult a physician for viral infections.



Should your child have a cold, cough, fever, or nausea, please keep them home. If you are unsure of whether to keep your child at home, you should keep them at home. This is for your child's protection as well as others. Many contagious and more serious ailments begin with these symptoms.

We are unable to allow for make-up days if your child misses school due to illness.

Administering Medication

If your student requires medication, please fill out a medical authorization form at the preschool office indicating dosage amount and times (and prescription, if applicable). All forms and medication must be submitted to the preschool office. We will make sure your child's medication is properly stored in a locked cabinet in their classroom with the appropriate instructions for administration.

Temple Sinai Preschool will contact parents via phone if there are noticeable adverse reactions to medication at any time.

Parent Involvement at Temple Sinai

While our COVID-19 policies are still in place, we are currently only able to allow parents or visitors into the building for drop offs, pick ups, or individual therapists. We will let you know and look forward to when it is safe to allow parents and visitors into our classrooms again.

Class Visits

Parents are welcome to access Temple Sinai Preschool at any time during school hours to observe or check in on your child. While it's not necessary, we appreciate it if you can coordinate with your student's teachers so that it is not disruptive to their class schedule. When visiting during the day, please check in at the preschool office.

Birthdays

We are happy to help you celebrate your child's birthday in class! Please reach out to your student's teachers to schedule a time that works for both you and the class and to double check allergies to keep in mind if/when planning class-wide treats.

PTO

Temple Sinai Preschool is lucky to have a very involved PTO. Please ask the preschool office for contact information for the current year's leadership information and meeting times.



I have read the 2021 Temple Sinai Preschool Family Handbook and have understood and agree to follow the outlined policies.

Primary Parent/Guardian: _____

Secondary Parent/Guardian: _____

Student's Name: _____

Date: _____