

2018-2019 Family Handbook



**TEMPLE SINAI
PRESCHOOL**

Phone: (404) 255-6200
Fax: (404) 252-3198
5645 Dupree Drive, N.W.
Sandy Springs, GA 30327-4303
www.templesinaipreschool.org



Dear Parents,

On behalf of our teachers and staff, I am thrilled to welcome you to Temple Sinai Preschool for the 2018-2019 school year. Preschool is an exciting milestone in your child's life. Your child is embarking on a journey that will lead them on many roads of discovery and learning, and we are so proud and honored to be a part of that journey.

Please take the time to read through the Family Handbook as it holds very important information and will explain many of the school's policies and procedures. The purpose of the handbook is to make life at TSPS happier, safer, and more productive for your child, and to provide you with the practical information that you will need throughout the upcoming year. Our goal is to have things run as smoothly as possible for everyone.

We urge you to read it, share it with any caregivers and let us know if anything is unclear. If you have any questions regarding the information contained in the Family Handbook, please speak with me as soon as possible. **You are required to sign and return the Parental Agreement to Temple Sinai Preschool on or before the first day of school.**

We thank you in advance for your cooperation, and hope that you will refer to the Family Handbook throughout the year.

We have an open door policy here at Temple Sinai preschool, and we encourage you to call, email or just stop by. We are always here to listen to your ideas and suggestions as well as to answer any questions you may have.

Warmly,

Jamah Maman

Director of Preschool and Young Family Learning & Engagement

jmaman@templesinaiatlanta.org



School Information

Application for enrollment

Priority applications for the following school year will be available at the beginning of January and will be open to current TSPS students and their families. Applications will be available to the community in mid-January. An application fee of \$150 per child along with the completed online enrollment forms are due at the time of submission. The \$150 application fee is **non-refundable and non-transferable**. Your child's enrollment is not complete until payment and all forms are received.

Tuition

Once enrollment is confirmed, you will be billed with your selected payment options. This tuition amount will include any applicable discounts. Members of Temple Sinai receive a discounted member rate for tuition. We also 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.

Class Placement

In order to guarantee the individual attention our children need and to maintain the quality of the Preschool, class sizes are limited. Class size limits will be strictly observed. Preschool administrators will place children in the class that best serves the child's developmental needs. Staff will use the child's date of birth as of September 1, 2018, gender, formal evaluations, informal observations, teacher recommendations, and parent conferences to determine the most appropriate placement for each child. The final decision will be made by the director and the administrative team. Twins are placed in the same class, unless parents advise the director that they would like the twins to be in separate classes.

Arrival and Dismissal

- Preschool hours are from 9:30am--1:30pm
- Early Morning drop-off is from 8:30am--9:00am Monday-Friday.
- Afterschool Enrichment Programs run from 1:15p--2:45pm Monday-Friday
- Pre-K PLUS hours are from 9:30am-3:00pm Monday-Thursday
9:30am-1:20pm Friday

We ask you to please be mindful of our Preschool teachers and staff and make all necessary arrangements to insure your child or children are picked up on time daily.



Carpool Policies **Please read carefully**

- 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 and could result in a traumatic experience for all involved.
- 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.
- Do NOT pull around the car in front of you unless you are directed to by a teacher or security.
- 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.



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.

Regular Carpool runs from 1:20—1:40

After-School Enrichment Carpool runs from 2:45—3:00

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

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



Open House

At the beginning of each school year, we hold an Open House so you and your child can visit the classroom and meet the teachers. This is a fun day to get your child excited about the upcoming school year.

Teacher Communications

Our school community is built on the great partnership between parents and our teachers and staff. You will be kept well informed about our preschool and classroom activities through various forms of communication (Remini, Remind, notes from teachers, Newsletters, e-mails, etc). Each teacher has their own Temple Sinai Preschool email address so that you may contact them directly with your concerns, questions, and communication needs. We ask that you not talk with any teacher about your child during carpool or at drop-off or pick-up in the classroom. Teachers will be happy to arrange a time to talk with you via telephone or e-mail at a later date.

If you need to pass along a message to your child's teacher, please send in a written note in your child's classroom folder or message bag. Additionally, you may call the preschool office and leave a message or e-mail your child's teacher. If there is an emergency, please call the preschool office. Teachers do not check their e-mails during preschool hours as they are busy tending to their students.

Conferences

For children in the two year old program and older, there are two parent teacher conferences scheduled each year to discuss your child's development and progress. If possible, it is important for both parents to attend. This is a time when parents and teachers share their observations and understanding of each child in order to work together in your child's best interest.

In addition, if the need arises, meetings can be scheduled with teachers or the director. We ask that you make an appointment so that your time will be uninterrupted.

Calendar and Closings

We follow both the Jewish and local academic calendars. School closings include Jewish holidays, Federal holidays, teacher workdays, and parent-teacher conferences. A 2018-2019 school calendar is included as part of this handbook. All scheduled closings for holidays and breaks have been accounted for in the tuition fee.

Emergency Weather Conditions

The safety of our students, families, and staff is our first priority. Should there be inclement weather, closing will be announced on television stations Channel 2 and 11 and on WSB 750AM radio station. TSPS closing will also be posted on the Temple Sinai website, in the Temple Sinai Preschool Facebook group, and on Sinai's recorded voice mail greeting. In addition, a message will be texted using remind.com. Families will receive opt-in information at the beginning of each school year and must register with remind.com annually in order to receive information.



Clothing and Backpacks

Dress your child in comfortable play clothes and shoes. Sneakers provide the most safety when using the outdoor equipment or the stairs. Please, no flip-flops or crocs! All clothing (i.e., hats, coats, etc.) should be clearly marked with your child's name. Please remember that children like to play and have fun at school and some days clothes may get messy!

Please have your child bring a backpack to school that is large enough for their lunchbox, water bottle, artwork, etc. Your child's name or initials should be clearly visible somewhere on the outside of their backpack.

Possessions of children

Other than "special lovies", please do not allow your child to bring personal possessions to school. Objects from home such as pocket-sized toys, dolls, etc. can easily get misplaced, and Temple Sinai Preschool cannot be responsible for lost or broken items. Designated "show and tell" days in some classes are an exception.

Playground

TSPS has a wonderful playground, and we are very proud of this outdoor space. We have two developmentally appropriate playgrounds that create many opportunities for diverse fine and gross motor activities. During school hours, students are under the direct supervision of preschool teachers and staff. After school hours, students are not permitted to play on the playground without a parent or supervising adult present.

Weather permitting; we do go outside to the playground every day. If your child has been sick, they need to return to school only when they are able to go outside. We do not make arrangements to keep them inside while the rest of the class goes outside to play.

Accident Reports

Minor accidents or incidents sometimes occur at school. Parents will be notified of minor scrapes, bumps or bites on an Accident Report Form. This will be sent home with your child. In the event of a biting incident, parents of both the children involved will be notified. The names of the children involved will be kept confidential.



Lunch

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. 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.

Birthdays

We are happy to help your child celebrate their birthday at school. Please check with your child's teacher if you would like to bring refreshments to celebrate your child's birthday in their classroom. Separate birthday rules may apply in a class with allergies. You teacher will set up a date and time that will work for the class. Please do not send birthday party invitations for teachers to hand out at school.

Class Parties

Class parties are held throughout the year for special holiday celebrations. At the time of orientation, we encourage everyone to sign-up to help organize one of these events.

Pre-K and Pre-K PLUS Field Trips

The Pre-K and Pre-K PLUS classes may take field trips during the school year. You will be required to sign a permission slip agreeing to let your child participate in all outside activities. You will be notified prior to each trip and have the right to request that your child not participate.



Medical and Illness Information

A current medical form for your child containing emergency information and immunization history must be on file before the first day of school. Please be sure to include any important information concerning allergies and/or medical conditions.

Please keep this form updated.

Immunizations

Temple Sinai Preschool is committed to providing a safe environment for all children who attend the preschool. We firmly believe that to maintain a safe environment and decrease the transmission of preventable childhood diseases, all children who attend Temple Sinai Preschool should receive all of the recommended vaccines according to the Georgia State Department of Health requirement schedule.

The only exception to this policy is for a valid, documented issue/condition with supporting documentation provided by a Georgia licensed physician exempting a child from doses or further doses of a specific vaccine. No other exceptions to this Policy will be accepted.

Children who have not been appropriately vaccinated will not be allowed to attend any Temple Sinai Preschool Programs until they show proof of required immunizations.

Food Allergies

Food allergies should be noted on your child's registration forms. Please speak directly to your child's teacher about specific foods to be avoided and/or provided. In addition, parents in a class where there are allergies present should consult teachers prior to bringing snacks, food donations, and any treats for class parties. This prevents giving unknown ingredients to children with food allergies. If your child has a life-threatening allergic reaction to anything, you must obtain an Allergy Action form from the office. It needs to be filled out by your child's physician and returned to the Preschool office.

Illness

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.



Guidelines for Keeping Your Sick Child At Home

FEVER: Your child **must** be without fever for **24 hours (99.5 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.

Please advise us of any medications your child may be taking as well as any changes in medication or any allergies.

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



Parental Agreement with Temple Sinai Preschool

Please read, sign, and return no later the first day of school.

I have received a copy of the 2018-2019 Family Handbook and agree to abide by the policies and procedures for Temple Sinai Preschool.

In addition, I acknowledge that it is my responsibility to keep my child's records current to reflect any significant changes as they occur. This includes any changes to telephone numbers, e-mail addresses, emergency contacts, and child's health status.

Parent/Guardian Name

Parent/Guardian Signature

Date

Name of Child/Children