



Dear Parents,

Welcome to Rodef Shalom Preschool! We are thrilled to have you and your child as part of our family. Rodef Shalom is a warm, nurturing and loving environment where children thrive and grow.

Our staff is made up of wonderful, experienced professionals who have chosen Early Childhood Education as a profession because of their love and dedication to children. We know you will be pleased with the individual attention, concern and kindness shown to your child. We are always available to answer questions you may have about your child and our program.

In this handbook you will find a description of our program, philosophy, goals policies and information concerning the practical details that go into making each day as happy and successful as possible. We know this information will be helpful before school begins and throughout the entire year. Please read it carefully and set it aside in a safe place for future reference.

We ask that you sign the Policy and Handbook Agreement and bring it to the office. This form will be placed in your child's file.

Please feel free to come in and see me any time you have a question, comment, or concern. My door is always open to you.

Fondly,

Dawn Spector, Director  
Rodef Shalom Preschool

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## **PHILOSOPHY**

Rodef Shalom Preschool was established to meet the needs of young children and their families. In our safe, child-centered, nurturing, Jewish environment, we emphasize the whole child in all areas of development: social, emotional, physical, cognitive and Judaic. Our classes are small in order to ensure optimal learning experiences. Through exploration and play in a developmentally appropriate program, children will have the opportunity to thrive and grow, to have fun and enjoy themselves, while developing a curiosity for and love of learning. Rodef Shalom is committed to providing a high quality early childhood program so that each child may reach his/her fullest potential.

## **PROGRAM GOALS**

One of our primary goals at Rodef Shalom Preschool is to meet the diverse needs of each child by paying close attention to their level of development. We believe the children are unique individuals who learn and develop at their own pace. By immersing them in a relaxed, loving environment, rich in opportunity for discovery, play and exploration, we are able to foster the growth and competence of the whole child.

We use positive methods of classroom management and establish appropriate limits to enable each child to understand and respect others. Our goal is to nurture the children's social development to help them participate constructively in peer relationships and to teach the language of cooperation, negotiation and compromise.

Another important goal of Rodef Shalom Preschool is to guide children toward an awareness of who they are as individuals, as Jews, and as members of the larger community in which they live. Judaic programming is an important part of our curriculum, which helps the children develop an awareness of their heritage and establish the building blocks of Jewish identity. We promote Jewish culture by participating in life experiences such as weekly celebrations of Shabbat, Jewish holidays, brachot/blessings, Tzedakah and values. We are also very committed to respecting and validating the religious and cultural background of each child and family.

Parents are the primary teachers of their children and we at Rodef Shalom are here to forge a partnership with parents to enhance and expand the foundations that they have laid in their homes. We encourage you to participate in classroom activities as volunteers, room parents and drivers for field trips. Your help with special events and fundraising would be greatly appreciated. Your ideas and suggestions are valued and carefully considered. We want to build a caring community of learners and explorers with you and your children.

## **ADMISSION POLICIES**

Admission to Rodef Shalom Preschool is open to anyone in the community regardless of race, sex, national origin, color or religion. Members of Rodef Shalom and currently enrolled children are given priority when registration begins, in January. Open enrollment begins approximately two weeks later. Admission is based on a first come, first served basis. A wait list will be initiated for any age level program once it reaches capacity.

Admission for children with special needs will be at the discretion of the Director after meeting with the parents and child to ascertain that the program can meet the needs of the child. Parents must make full disclosure of the nature and degree of the child's special needs. It is understood our staff has no specialized training. Parents are asked to continue outside support.

To enroll your child, return the completed application form along with the registration fee to the Preschool. Enrollments are accepted in the order in which they are received. Every effort is made to ensure the best placement for your child.

Once your application has been received, you will be sent the required health, authorization and developmental forms. These forms must be returned prior to your child's first day of school.

## **TUITION AND FEES**

A non-refundable, non-applicable to tuition, annual registration fee is due with the application. Tuition rates for specific programs are quoted on the application form. A 10% sibling discount will be applied to the lower tuition when a sibling is enrolled, and a 5% discount for families paying full year tuition in advance.

Tuition is based on a full school year and is divided into nine, equal, monthly payments. Because of vacations and holidays, some months are shorter than others. Refunds, credits or make-up days are not granted for regularly scheduled holidays and vacation periods, absences, illness or family vacations. More serious illness will be discussed on a case by case basis.

You will be billed once a month from September through May for your registered time. Statements will be sent out on the first of each month, and all payments are due by the 15<sup>th</sup> of every month. Tuition is considered late on the 20<sup>th</sup> of the month and will be assessed at \$10.00 per week, late fee. Unpaid fees may result in dismissal from the program. Time or schedule changes will be reviewed by the Director and may incur a \$25.00 change fee.

## **EARLY DROP-OFF AND LATE PICK-UP**

If your child is not signed up for early care, but you drop him/her off before 8:55 am, you will be charged for one hour for every part of an hour that they are in attendance.

If you wish your child to attend early care or stay for late care, this must be approved by 3:00 PM the day before the drop-in.

### **The rates for early care drop-in are as follows:**

\$9:00 per hour (or any part of an hour) before your child's designated time or arrival.

We understand that emergencies happen and we try to be flexible on those matters. However, in consideration of our staff, late fees will be assessed. Parents should notify the office if they are going to be late because of unforeseen problems. We understand that there may be unavoidable delays, we will waive the fee the first two times a parent is late.

### **The rates for late care drop-in are as follows:**

\$9.00 per hour (or any part of an hour) after your child's designated pick up time.

### **Children must be picked up by the time school closes at 6:00 weekdays/4:00pm on Fridays.**

A staff member will supervise any child remaining after closing. If the parents cannot be reached by 6:00 weekdays/4:00pm on Fridays, we will contact the people listed on the emergency card. The staff will not release the child to any unauthorized person and will not take the child home with them. If the child is not picked up or if the parents have not contacted the school by 6:30pm, as a last resort the school will call the Denver Police Department.

**\$1.00 per minute after 6:00pm on weekdays/4:00pm Fridays. This will be billed in the next billing cycle.**

**WE MUST BE NOTIFIED ANYTIME YOU ARE GOING TO BE LATE!!**

## **WITHDRAWAL OF A CHILD**

If it becomes necessary to withdraw your child, written notice must be given two months in advance for the infant room and one month in advance for the older classrooms. Tuition will be charged for one month after the date of notification of withdrawal. If, for any reason, we can no longer provide the services we have promised, we will give a two-week written notice to allow families to make other arrangements.

## **STUDENT DEVELOPMENT POLICY**

We at Rodef Shalom ECEC understand that children develop at different rates and demonstrate individual areas of strength.

Our staff wants to ensure that your child is able to fully and safely participate in and benefit from daily activities at Rodef Shalom. Adopting the philosophy, “kids do well if they can, not kids do well if they want to,” (Ross Greene, PhD), we want to be sure to address any developmental challenges and/or maladaptive behaviors that may be causing distress for your child and keeping him/her from participating effectively and safely in the classroom environment.

If our staff members have concerns, we will use the following team approach:

1. Discuss developmental policy with the parents, monitor areas of development, regard the frequency, intensity, and duration of developmental challenges (this includes, social, emotional, physical and intellectual).
2. Follow-up weekly with parents, in team discussions, to guide our work together as we identify specific strategies, modifications, and support that may be implemented in the classroom as well as any other community resources and/or support that may be necessary to help provide appropriate interventions for your child. This will help us to ensure a safe, effective, and positive classroom experience for all.

If the above efforts are not effective and the child continues to demonstrate disruptive classroom behaviors, Rodef Shalom will work with the parents to further explore possible solutions, using the protocol below:

1. Specific behaviors or concerns will be documented by classroom staff. A parent conference will be requested by the teacher and the Director.
2. The teacher will continue to apply developmentally appropriate behavior management techniques to modify behavior within the classroom to an acceptable level and will communicate with the Director and parents of the child’s progress on a weekly basis.
3. During the entire process, if the child is unable to function in the classroom environment without one-to-one assistance, the parents will be notified.
4. Rodef Shalom is not able to provide extended one-to-one assistance to any child on an on-going basis. If the teacher and the Director agree that keeping the child in the classroom is in the best interest of the child, an additional person, approved by Rodef Shalom and the parents, shall be provided at the parents’ expense to assist their child. Specifics will be discussed with the Director and agreed upon in writing.
5. To better meet the developmental and learning needs of the child, the Director may request that a professional assessment be completed by an independent source within a four week time period. The Director will provide the parents with a list of possible consultants.
6. The consultant of the parents’ choice will provide Rodef Shalom with a written assessment, report, and/or treatment plan for the child within one month of the initial request by the Director. To ensure a more comprehensive evaluation, it is recommended that the consultant observe the child in the classroom setting, as well as discussing teacher observations. The consultant will meet with the teachers and administrative staff to discuss the written assessment and recommendations.
7. It is recommended that in order to provide coordinated, comprehensive care, Rodef Shalom will continue to monitor and record the child’s progress and collaborate with outside specialists and consultants. Rodef Shalom will make every possible effort to work with the child, the family, and appropriate professionals.
8. If the Director deems that the child is still not showing progress, Rodef Shalom may not be the most appropriate place for the child. The Director may then request that the parents remove their child from the program.

## **SCHOOL FILES**

Since the Rodef Shalom Preschool is a licensed childcare facility, state laws require having a completed file within the first weeks of school. Social Services mandates that these files be resubmitted every year, even if no information has changed. A complete file includes:

- Application
- Developmental Questionnaire
- Statement of Authorization: Pick-Up of Child, Medical, Field Trips, Photos
- School Policies and Handbook Agreement
- Emergency Card
- Medical Report Form signed by a Physician or Health Care Specialist
- Immunization Card: Social Services require that the original card provided by the school be filled out and signed by a Physician or Health Care Specialist. Faxed forms will be accepted at 303-399-7623.

## **PROGRAM**

Rodef Shalom Preschool provides services for children from 6 weeks – Pre-K, We will be open from 7:00 am to 6:00 pm Monday through Thursday and 7:00 am to 4:00 pm on Fridays. All children attending must provide a dairy or parveh lunch brought from home daily. Extended day is available from: 7:00am – 9:00am and 12:30pm – 6:00pm/4:00pm on Fridays

**We are pleased to offer you the following programs:**

### **Infant Room**

**AGE:** 6 weeks – 12 months and walking - Teacher/child ratio is 1/3.5  
Small class size, nurturing play-based environment.

Goals include: Build a basic trust in others, communicate with peers, learn to pull themselves up and increase cognitive development by exploring the environment with a variety of materials and activities

### **12 month Program**

**AGE:** 12 months and walking (by October 1 of the school year) - Teacher/child ratio is 1/5.  
Small class size, nurturing play-based environment.

Goals include: Language development, working on gross motor discoveries encouraging stacking, pulling, pushing, throwing, and filling, self-regulation skills

### **Two-Year-Old Program**

**AGE:** Two years (by October 1 of the school year) - Teacher/child ration 1/7.  
Small class size, nurturing play-based environment.

Goals include: Separation, gaining independence, socialization, language development

### **Three-Year-Old Program**

**AGES:** 3 years (by October 1 of the school year) - Teacher/child ratio 1/7.5  
Small class size, nurturing play-based environment.

Goals include: Social and self-help skills, language development, colors, shapes, cutting paper and fabric, gross motor skills and introduction to name recognition and writing.

### **Pre-Kindergarten Program**

**AGES:** 4 years (by October 1) - Teacher/child ratio 1/7.5  
Small class size, nurturing play-based environment.

Goals include: Preparation for kindergarten, letter/sound recognition, mastery of writing name

## DAILY SCHEDULE

Typical Class Schedule:

- Arrival, welcome
- Free Play – Centers are open to explore, children make choices. Art activities, manipulatives, blocks, puzzles, dramatic play, books, cognitive activities.
- Circle Time – Themes explored, skill concepts explored.
- Art Project or Group Activity
- Snack Time
- Outdoor/ Indoor Play
- Lunch
- Concluding/Transition Activities

## ARRIVALS AND DEPARTURES

### DOOR CODES

The only entry into the Preschool is through the Synagogue's administrative entrance at the north end of the building. You must ring the bell or enter your personal code (given at time of enrollment) so that we can electronically let you in. You may then proceed through the double doors into the Preschool wing. Each child will be signed in when your personal code is used to open the North door of the building. Please do not let other families come in with you or share your code. For the safety of each child it is important for the individual code to be used at drop off and pick up.

### FACE-TO-NAME ATTENDANCE POLICY

Throughout the day, and during transitions from one activity to another, teachers will take a face-to-name attendance to account for children at all times.

### SIGN-IN/OUT

Each classroom teacher will also have a sign-in/sign-out sheet by the door of the classroom. Please sign your child in when he/she arrives and sign your child out when you pick up. The two systems will be compared throughout the day to ensure the accuracy and to identify where children are at all times.

Rodef Shalom Preschool will not release any child to anyone that does not have written authorization from the parents. This form should be in the child's file. We must have written authorization for any changes. A written note, signed and dated must be given to the teacher in the morning if your child is to be picked up by anyone who is not on your release form. If something comes up, you must call the preschool office about the change. If the person picking up is unfamiliar to the teacher, we will ask that person for identification. **This is for your child's safety!**

Classes begin at 9:00am. **Please do not arrive before that time as the teachers are busy preparing the classroom and may not be able to greet your child with the attention he/she deserves.** If your child is signed up for early care he/she will remain with the early care teacher until 9:00am when classes begin. All children must be dropped off and picked up by an adult. NEVER LEAVE YOUR CHILD UNATTENDED IN A CLASSROOM OR IN THE BUILDING.

At dismissal time, please pick up your child promptly. We ask that you wait outside the classroom door until the teacher is ready to dismiss the children

### VISITORS

All visitors to the preschool must sign in at the main office. Anyone unfamiliar will be asked for identification and will be announced before being sent back to the preschool. They then must check in at the preschool office.

## **CLOSINGS**

School may be closed for Rosh Hashana, Yom Kippur, Sukkot, Simchat Torah/Shemini Atzeret, Passover (spring break) and Shavuot. Refer to your yearly calendar. We are closed for Labor Day, Thanksgiving break, two weeks for winter break, Martin Luther King Day, Presidents Day and Memorial Day. We do not celebrate Halloween or Valentine's Day.

## **HEALTH & SAFETY**

### **IMMUNIZATIONS:**

A current health appraisal and immunization card for your child must be on file in the preschool office. The forms are provided by the school and must be returned by the first week of school at the latest. Immunization cards may be faxed to 303-399-7623. If these forms are not on file, by law your child may not attend school.

### **MEDICATION:**

Please explore alternative scheduling of dosages with your doctor so that medication can be given at home. If this is impossible, all medication must be brought to the office with written instructions from the parent. Prescription medication must be in the original bottle with the pharmacy label, with the doctor's instructions. We are not permitted to administer over-the-counter-medication without a doctor's permission. Over-the-counter medication will be administered only if we have a current permission slip in your child's file. The office staff will administer the medication and record the information in a folder in our office. You are responsible for dropping off and picking up your medication. (It is helpful to have the pharmacy put prescriptions in two bottles, so that one can stay at school.) No homeopathic medication can be administered at school even with a doctor's prescription

### **ILLNESSES:**

Please keep your child home if there is any indication of illness, including fever, vomiting, diarrhea, sore throat, earache, pink eye or infection, headaches, undiagnosed rashes, thick green or yellow nasal discharge. If you are unsure of your child's condition, be safe, not sorry, keep them home.

If your child is sent home or has stayed home due to illness, **he/she may return to school if he has been fever, diarrhea, vomit free for 24 hours without medication.** Also, for an illness requiring medication, such as strep throat or pink eye, children must be on medication for 24 hours before returning to school.

If your child becomes sick at school, he/she will be isolated from the rest of the group. You will be notified immediately and are expected to pick up your child within a maximum of 30 minutes. If you cannot be found, we will call the people on your emergency list. **Make sure the office has your most current phone/cell/pager numbers.**

Please inform the school if your child has a communicable disease (strep, chicken pox, etc.) We will notify all parents if any child at the school has a communicable disease.

**A healthy environment means fewer absences by both staff and children.  
Having everyone functioning well physically is important!  
Your cooperation is greatly appreciated!**

<b>ILLNESS OR SYMPTOM</b>	<b>EXCLUSION IS NECESSARY</b>
<b>DIARRHEA</b> with illness(vomiting, fever) Stools that are watery and frequency is twice what is usual.	<b>YES</b> – Diarrhea that is not contained in the diaper or by the child’s ability to use the toilet should also be excluded
<b>CHICKEN POX</b>	<b>YES</b> – Until blisters have dried and crusted (usually 6 days)
<b>CONJUNCTIVITIS</b> (pink eye) OR <b>EYE DISCHARGE</b>	<b>YES</b> – until 24 hours after treatment has begun.
<b>COUGHING</b> (severe, uncontrollable coughing or wheezing, rapid or difficulty in breathing)	<b>YES</b> – Medical attention is necessary. <u>Note:</u> Children with asthma may be cared for in childcare/school with a written healthcare plan and authorization for medication/treatment
<b>COXSACKIE VIRUS</b> (Hand, Foot and Mouth disease)	<b>YES</b> – If child has mouth sore and/or is drooling
<b>CROUP</b>	<b>SEEK MEDICAL ADVICE</b> <u>Note:</u> May not need to be excluded unless he/she is not well enough to participate in usual activities.
<b>FEVER</b> (with behavioral changes or illness) Fever is an elevation of body temperature above normal (98.6 degrees)	<b>YES</b> – When fever is accompanied by behavior changes or other symptoms of illness. <u>Note:</u> If a child has a temperature of more than 100.1 degrees the parent/s will be contacted.
<b>FIFTH’S DISEASE</b>	<b>NO</b> – The child is not contagious once the rash appears
<b>HEADLICE OR SCABIES</b>	May return after treatment starts
<b>HEPATITIS A</b> (virus)	<b>YES</b> – Until 1 week after onset of illness or jaundice and when able to participate in day care activities
<b>HERPES</b>	<b>YES</b> – If area is oozing and cannot be covered, e.g., mouth sores
<b>IMPETIGO</b>	<b>YES</b> – Until 24 hours after treatment starts
<b>BODY RASH WITH FEVER</b> (Body rash without fever or behavior changes usually does not required exclusion, seek medical advice)	<b>YES</b> – Seek medical advice. Any rash that spreads quickly, has open, weeping wounds and/or is not healing, should be evaluated
<b>MILD RESPIRATORY OR COLD SYMPTOMS</b>	<b>NO</b> – May attend is able to participate in activities
<b>UPPER RESPIRATORY COMPLICATIONS</b> Symptoms may include Large amounts of yellow-green mucus; Extreme sleepiness; Ear pain; Fever 100.1 or higher	<b>YES</b> – Seek medical advice
<b>RINGWORM</b>	May return after treatment starts. Keep area covered for the first 48 hours of treatment
<b>ROSEOLA</b>	<b>YES</b> – Seek medical advice
<b>RSV</b> (Respiratory Syncytial Virus)	Seek medical advice. Once a child has been infected, spread is rapid. Please notify the school upon diagnosis.
<b>STREP THROAT</b>	<b>YES</b> – until 24 hours after treatment and child does not have fever. Please notify the school upon diagnosis
<b>VACCINE PREVENTABLE DISEASES</b>	<b>YES</b> – Until judged not infectious by the health care provider
<b>VOMITING</b> (2 or more episodes in the past 24 hours)	<b>YES</b> – Until vomiting resolves or health care provider decides it is not contagious
<b>YEAST INFECTIONS</b> (Thrush or candida diaper rash)	<b>NO</b> – May attend if able to participate in day care activities

Developed by The Children’s Hospital School Health Program, Denver CO, 1995. Revised 1999. 3002, 2003

## **ACCIDENTS/INJURY**

Should a student have a minor injury such as a bump, small cut or bruise, staff is only authorized to clean the wound with soap and water and apply a band-aid or apply ice as necessary. An incident report will be filled out for the parents and the child's file. If there is a more serious injury, parents will be notified immediately and an accident report will be filled out

Should a situation arise where the child needs immediate medical attention, staff will contact 911. Our staff has been trained in CPR and First Aid. Universal precautions are used in dealing with bodily functions.

## **EMERGENCIES**

Rodef Shalom Preschool practices monthly fire drills so that the children are familiar with the sound of the alarm and with the procedures for emergency exiting. Staff is required to carry a clipboard with the sign in/out sheet and emergency cards.

In the event of a tornado or tornado warning, all children will be taken to the social hall. They will be positioned against a structural wall, away from glass windows and doors.

In the unlikely event that a child should "escape" from the preschool, both the parents and the local police department will be notified immediately.

## **DISCIPLINE**

We strive to maintain a discipline policy that is consistent and appropriate with the age and understanding of preschool aged children. We therefore encourage self-expression and the use of words when children are working through any difficulties that they might have. Our goal is to help children learn impulse control as they develop a positive self-image. Clear and consistent rules are developed in partnership with the children and are clearly defined at the beginning of the school year.

Staff will use positive techniques of guidance, including redirection, anticipation of and elimination of potential problems, positive reinforcement, and encouragement rather than competition, comparison or criticism. Our school prohibits corporal punishment or other humiliating disciplinary techniques.

## **DIAPERING & TOILET TRAINING**

The preschool expects all three year olds to be working on toilet training when they enter school in the fall. We will change diapers but expect your full cooperation in training. We will work together with families to assist in the potty-training process. We do however; understand that accidents happen.

## **REPORTING CHILD ABUSE OR NEGLECT**

State law requires that any staff member who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect, or who has observed the child being subjected to circumstances or conditions which could reasonably result in abuse or neglect, shall immediately report these concerns to the county Department of Human Services or local law enforcement agency.

Rodef Shalom Preschool requires any staff member who suspects abuse or neglect to follow the procedures below:

1. Make a full verbal and documented report formally and immediately to the director.
2. Make sure, in consultation with the director, that a formal report is filed immediately with the appropriate county department of social services or local law enforcement agency.

## **COMPLAINTS**

Any concerns should first be discussed with the teacher and the director. To file a complaint concerning suspected licensing violations, contact:

Division of Child Care, Colorado Department of Human Services. 1575 Sherman St., Denver CO 80203.  
303-866-5958

Denver Human Services Child Abuse Hotline 720-944-3000

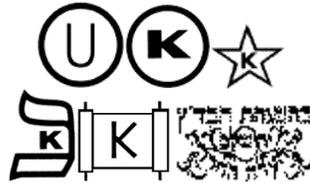
## MEALS & SNACKS

### FOOD POLICY

We are an allergy aware school. **No nuts** are allowed for any **shared** snacks. We will determine the needs of every classroom on a case by case basis. If we feel it is the best interest of a classroom to adjust the allergy/food policy we will notify families immediately.

All foods brought into Rodef Shalom ECEC for shared classroom consumption **must** be strictly kosher. **No** homemade food is allowed for sharing, classroom snacks, and/or birthday celebrations. All packaged food must have a kosher certification on the package.

The following Kosher symbols can be found on packages of food and are considered acceptable at Rodef Shalom ECEC.



The following symbols are some of the more commonly seen signs that are **NOT** acceptable;



**All lunches must be dairy or parveh. No meat, chicken, shellfish, or pork products are allowed at any time.**

If you are unsure about something being Kosher or nut free please speak with the office before bringing it to your child's classroom. We are always available to help.

### SNACKS

Rodef Shalom Preschool is a kosher facility. This means that we must insure that "food that is served to others is kosher." When you are providing snack for your child's class, you must refer to the Kashrut symbols, above, that will be in your "beginning of the year" packet. Any food that is brought to school that does not have the appropriate Kosher symbols, will be sent home unopened. All families will be expected to provide snack for their child's class several times during the year. The teacher will post the snack schedule.

### LUNCH

Dairy lunches need to be provided from home. A sturdy lunchbox with your child's name should be sent everyday that your child attends preschool. You will also need to provide a drink. Below are ideas for a dairy lunch.

Egg Salad	Hard Boiled Eggs	Deviled Eggs	Tuna Salad
Fish Sticks	Cheese Pizza	Cheese & Crackers	Veggie & Dip
Bean & Cheese Burrito	PB&J	Bagel & Cream Cheese	Yogurt
Mac & Cheese	Veggie Burgers	Pickles	Muffins
Celery & PB	Dry Cereal	Fruit Salad	Veg Soup
Falafel & Pita	Pasta salad	Rice	Blintzes
Meatless Taco	Jell-O Blocks	String Cheese	Corn
Guacamole & Chips	Tofu	Apples & PB	Spaghetti
Tortilla & Cheese			

## **BIRTHDAY CELEBRATIONS**

We encourage the celebration of your child's birthday in class. Cakes, cupcakes, cookies, frozen yogurt or ice cream are welcome, but they must be store bought from a certified kosher bakery or have a kosher symbol on the box. Some suggestions are Entenman products, Dreyers and Breyers ice cream, Eastside Kosher Deli and Bonnie Brae Ice Cream. If you have questions, check with the preschool office.

## **CLOTHING**

We do lots of messy things at school, so send your child in clothes that you won't mind coming home dirty. (Save the best clothes for special occasions). Tennis shoes and socks are the best footwear. Although precautions are taken, accidents do happen when working with paint, paste etc... Because we try to develop self-reliance, try to dress your child as simply as possible.

Please send an extra set of clothing to leave at school in case a change becomes necessary. These clothes need to be labeled, put in a non-plastic bag and left in your child's cubby. Soiled clothes will be sent home for washing; remember to replace them in the cubby.

Please label all outer wear, coats, hats, boots, gloves and jackets. Every child needs some type of backpack, labeled with his/her name in which to carry home artwork, school notes, lunch box etc. **We discourage personal items, toys etc. being brought to school. Save these items for Show & Tell days.**

## **WEATHER**

Weather permitting we try to go outside every day. Make sure your child has all of the appropriate clothing. **In case of extreme heat or cold, children will be kept inside for recess and will be given alternative large motor activities to participate in.**

## **REST TIME**

Every child enrolled in extended care will have a rest time. You will need to supply a blanket and crib sheet that will be left at school. All items need to be labeled. These items need to be taken home each Friday to be laundered and returned on Monday. For children who do not sleep, books and quiet activities will be provided to make rest time more enjoyable.

## **FIELD TRIPS**

Upon registration, parents sign a field trip authorization granting permission for their children to go on field trips away from the premises of the school.

## **PARENT/TEACHER CONFERENCES**

There are two conferences per school year, one in the fall and one in the spring. The fall conference will be an informal discussion concerning your goals, concerns and questions. The spring conference will give the teacher the opportunity to share your child's progress.

You, as parents, should feel free to contact your child's teacher with any questions you may have throughout the year. Also, it is important for parents to share with teachers any significant information that affects your child, such as changes in your household. All information is confidential.

## **PARENT PARTICIPATION**

Your participation in your child's education enriches their entire educational experience. We need volunteers for many occasions. The Room parent or the Administrative Office will contact families when volunteers are needed

## **UNSCHEDULED SCHOOL CLOSURES**

Please listen to KOA 850AM, and channels 4, 7 & 9 for announcements of school closings or late openings. We rely for the most part on closure decisions made by the Denver Public Schools. Please check these sources before calling the preschool.

Should severe weather occur during the school day necessitating an earlier closing, parents will be notified.

## **TZEDAKAH**

In our efforts to promote Jewish culture, each of the classrooms encourages the children to share in Tzedakah. If your child participates, the money should be brought in on Fridays. If the money is brought earlier in the week, the classroom teacher will hold on to it until Friday.

**Please fill out, sign and return to the office, the following page after you finishing reading this handbook.**



**POLICY AND HANDBOOK AGREEMENT**

I, \_\_\_\_\_

Have read and I understand the policies and procedures of the Rodef Shalom Preschool.

I agree to follow these guidelines for the duration of my child's enrollment at the school.

I understand that any changes or updates will be made in writing or presented at official parent meetings.

Signature \_\_\_\_\_

Date \_\_\_\_\_