Rodef Shalom
EARLY CHILDHOOD EDUCATION CENTER

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 for future reference.*

We ask that you sign the Policy and Handbook Agreement along with annual paperwork, a copy of your recognition and understanding of the handbook will be included 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.

Dawn Spector
Director of Youth Education

450 South Kearney Street, Denver, CO 80224
Telephone: 303-256-1061
Email: Dawn.Spector@rodef-shalom.org
or preschool@rodef-shalom.org

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 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 their 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 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 children's social development to help them participate constructively in peer relationships and to teach the language of cooperation, negotiation and compromise.

Judaic programming is an important part of our curriculum to ensure children develop an awareness of their heritage. We promote Jewish culture by participating in life experiences such as weekly Shabbat celebrations, Jewish holidays, brachot/blessings, Tzedakah and core Jewish values. At the same time, we are committed to respecting and validating the religious and cultural background of each child and family to help guide all children enrolled in Rodef Shalom Preschool toward an awareness of who they are as individuals and as members of the larger community in which they live.

At Rodef Shalom we believe that parents are their children's primary teachers and we strive to partner with parents to enhance and expand the foundations you have established in your homes. We also encourage you to participate in classroom activities as volunteers and as room parents. Your help with special events and fundraising would be greatly appreciated. Your ideas and suggestions are valued and carefully considered as we build an inclusive, caring community of learners and explorers.

ADMISSION POLICIES

Admission to Rodef Shalom Preschool is open to anyone in the community regardless of race, sex, national origin, color or religion. Rodef Shalom members and currently enrolled children are given priority when registration begins in January, and enrollment for the general public and waitlist families begins approximately one week later. Admission is on a first come, first served basis. A wait list will be initiated for any program once it reaches capacity.

Because Rodef Shalom Preschool strives to accommodate the needs of all children, families with children with special needs are welcome to apply for enrollment. Parents must provide full disclosure of the nature and degree of the child's special needs. Each child who has identified special needs and an Individualized Education Plan (IEP) or Individual Family Service Plan (IFSP) is encouraged to provide a copy of the plan to the Director. Sharing the plan ensures that the recommendations found in the plan are followed while the child is in this program. If there are any changes to the information, please make sure that the Director is made aware of the changes. Providing the preschool, doctor and therapists with a signed release will also encourage better communication. In the event the parents or the teachers have a concern regarding any one child's development, the parents and the teachers will meet and discuss all available options that will provide the child with necessary help and interventions. This is a collaborative venture; participation and cooperation of all involved parties is required.

It is important to note, that although Rodef Shalom will work with all children to address a variety of disabilities, our staff does not have specialized degrees or expertise that may be needed to address every

disability or health need. Admission for children with special needs will be at the discretion of the Director after meeting with the parents and child to determine if the program can meet the needs of the child. If it is determined that we are not able to appropriately meet the needs of the child and the family, we will work closely with specialists to refer the family and the child to a more appropriate placement.

To enroll your child, please submit our registration form. Registration forms are accepted in the order in which they are received. Every effort is made to ensure the best placement for your child.

Once your child's enrollment is confirmed, you will be required to pay a nonrefundable registration fee and submit a current Certificate of Immunization (CI) and General Health Appraisal Form (GHAF). **Both the CI and GHAF 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 each registration packet. Tuition rates for specific programs are available for download via the registration packet and from our website. A 10% sibling discount (one per family) will be applied to the lower tuition when a sibling is enrolled, and a 5% discount is available for families paying a full year's tuition in advance. Discounts cannot be combined.

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 illnesses will be discussed on a case by case basis.

Our billing period is from August through April. Parents will receive monthly statements on the first of each month. Each month's balance is due by the 7th of the current month; tuition is considered late on the 15th and will be assessed at $25.00 per week, late fee. Unpaid fees may result in dismissal from the program. Time or schedule changes will be reviewed by the Director and will incur a $30.00 fee for each change.

Rodef Shalom Preschool offers the following payment options: ACH, cash, check or credit card. Please note that credit card payments incur a 3% convenience 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 a.m., you will be charged the full 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, you must request approval from the preschool office no later than 3:00 p.m. the day before the drop-in. There is no early drop off or late pick up without a 24-hour notice since we staff according to the number of children we have officially registered.

The rates for early care drop-in are as follows:
$20.00 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.

The rates for late care drop-in are as follows:
$20.00 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 5:30 weekdays/4:00pm on Fridays.

A staff member will supervise any child remaining after closing. If the parents cannot be reached by 5:30 p.m. weekdays/4:00 p.m. 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 6:00/4:30 p.m., as a last resort the school will call the Denver Police Department.

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

$1.00 per minute after 5:30 p.m. on weekdays/4:00 p.m. Fridays.

ENROLLMENT CANCELLATION

The Preschool Director reserves the right to cancel enrollment when it is determined that further attendance is not in the best interest of the child or the school.

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 a 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 following protocol:

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.

CONNECTING FAMILIES WITH RESOURCES AND SERVICES

Community-based services can provide families and children with needed resources and information. Services may focus on children's developmental needs, for example early intervention screenings, or family needs, such as housing, job, and food assistance. If you need support locating a particular resource or service, we can help you connect with those supports. Please let us know how we can support you. You can contact us any time by speaking personally with your child's teacher or the Director, or you can phone or email us at preschool@rodef-shalom.org.

TRANSITION POLICY

Transitions refer to the process of a child moving from one program or setting to another. For example, the transition from home care to formal care, to a new classroom within a program, or from one program to another. Rodef Shalom recognizes that stability and consistency are important for a child's development and acknowledges that young children accomplish different developmental milestones at different rates. Smooth transitions support children's academic and social success and contribute to the well-being of the child and their family.

At Rodef Shalom we support intentional and thoughtful transition practices for children and their families. Prior to your child's first day, you will have an opportunity to tour the center, meet with your child's peers and teachers, and communicate any anticipated concerns. All of our children who begin in the fall will attend Back to School morning and get a chance to tour his/her new room, meet his new classmates and teachers and do a small project. This allows a child to become comfortable in their new learning environment prior to their first full day.

Changes in classroom or peer group is another time of transition for a child which can be stressful. At Rodef Shalom, we generally transition to the next age at the beginning summer camp. However, when it is anticipated that a child will change classroom due to, for example, moving out of infant classroom, we make every attempt to make the transition as smooth as possible. One way we support a child in this change would be to introduce the child to the new classroom the same way we supported their transition into school. The child can visit and spend time in the new classroom, so the child becomes familiar with the new classroom and feels more comfortable. Parents are invited to visit the new classroom and are encouraged to talk with their child's new and former teacher about any concerns or questions.

Children also transition out of the school for multiple reasons, such as the family moving to a new area or because a child will be going to kindergarten. This type of transition can also be stressful for a child and for families. To support the child's transition to a new program, we offer exit conferences between families and program teachers, share assessment data so families can make it available to the child's new teacher, and communication between programs if authorized.

For a child who will be going to kindergarten at the end of the school year, families will receive information about kindergarten enrollment at the beginning of the school year, including resources on how to navigate the DPS school of choice, Jewish Day Schools or other local options. Additionally, we offer important resources and suggestions on helping prepare a child for Kindergarten. Parents-teacher conferences happen two times a year and this is an important time to discuss a child's progress and kinder-readiness.

TRANSLATION POLICY

At Rodef Shalom Preschool, we are dedicated to providing our families with quality care. In some circumstances, communication creates a barrier between family and Rodef Shalom staff which can impact the quality of services we provide. Rodef Shalom will make every reasonable effort to communicate with English as a second language families in their home language. If there is a language barrier that limits communication with a family, we will utilize a translator from Trans-Perfect Translation Services, or another service available in our resources. We will use their service to schedule an over the phone appointment to assist families. We will ensure that written forms of communication are translated either through a language translation service or by using Google translation services.

Additionally, if there is a predominant language in a classroom, in addition to English, it is the policy of this program that we will provide a teacher or aide in the classroom who is bilingual in that language. Research has shown that bilingual teachers and staff can help build strong relationships and communication between families and a program, and can support the development of the young learner. To that end, we will also ensure that there are materials in the classroom that support the languages of the children, such as labels, music, and books.

SCHOOL FILES

Since 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. You will be asked to fill out new forms each year in order to keep your file current. A complete file includes:

- Application
- Developmental Questionnaire
- Statement of Authorization: Pick-Up of Child, Medical, Field Trips, Photos
- School Policies and Handbook Agreement
- Emergency Contacts
- 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.
    - We require children to be fully immunized. We do not accept personal or religious exemptions.

PROGRAM

Rodef Shalom Preschool provides services for children from 8 weeks – Pre-K, we are open from 7:30 a.m. to 5:30 p.m. Monday through Thursday and 7:30 a.m. to 4:00 p.m. on Fridays. All children attending must provide a dairy or parveh lunch brought from home daily. Extended day is available from: 7:30 a.m. – 9:00 a.m. and 3:00 p.m. – 5:30 p.m./4:00 p.m. on Fridays.

We are pleased to offer you the following programs:

Infant Room

AGE: 8 weeks – 18 months and walking - Teacher/child ratio is1/3.5
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 MUST be walking*** (by October 1, 2022) - 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
The requirement to be walking upon entrance into this classroom is due to licensing and fire safety.

Two-Year-Old Program

AGE: Two years (by October 1, 2022) - Teacher/child ratio 1/7.
Small class size, nurturing play-based environment.
Goals include: Separation, gaining independence, socialization, language development

Three-Year-Old Program

AGE: 3 years (by October 1, 2022) - 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

AGE: 4 years (by October 1, 2022) - 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 (yoga, music, soccer, etc.)
- Snack Time
- Outdoor/ Indoor Play
- Lunch
- Concluding/Transition Activities

ARRIVALS AND DEPARTURES

DOOR KEYS
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 so that we can let you in or scan your electronic key given at time of enrollment. For the safety of each child it is important that you do not share your electronic key with anyone outside of your family. You may then proceed through the double doors into the preschool wing.

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
Parents or individuals approved for pick up are responsible for checking their children in/out at the kiosk. Rodef Shalom Preschool will not release any child to anyone that does not have written authorization from the parents. Individuals approved for pick up are part of your child's school files and 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 9:00 a.m. **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. Please see after care policies.

VISITORS
All visitors to the preschool must check 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 out 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 your child's healthcare provider and must be returned by the first week of school at the latest. 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 and prescribing doctor. 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/she has been fever free for 48 hours without medication; diarrhea and 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 45 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/ work 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!

The table on the following page was developed by The Children's Hospital School Health Program, Denver CO, 1995. Revised 1999. 3002, 2003. Please refer to it as needed.

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

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 contact information.

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 Street, Denver CO 80203. Phone number is 303-866-5958. Denver Human Services Child Abuse Hotline is 720-944-3000.

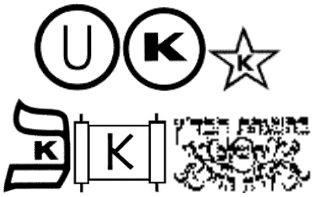
MEALS & SNACKS

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: K

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.

If your kashrut needs are different from those of our written policy, please speak with the office so that we can assure your beliefs are respected within the school.

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, certified kosher King Soopers baked goods 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.

Daily reports are provided through the Brightwheel system. This will provide you with detailed specific information regarding naptime, meals, diapering/toilet training, and activities.

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

For the most part, we rely on closure decisions made by Denver Public Schools. For unscheduled closures, an alert will be sent via Brightwheel. Please make sure you have the Brightwheel App downloaded and that notifications are on in your settings. Should severe weather occurring during the school day necessitate an earlier closing, parents will be notified via Brightwheel as well. Please check your Brightwheel notifications before calling the preschool.

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.

PARENT SIGNATURE(S)

By providing my Brightwheel e-Signature(s) I acknowledge that I have read the Parent Handbook and agree to follow all guidelines for the duration of my child's enrollment at Rodef Shalom ECEC.

FAMILY REOPENING

HANDBOOK ADDENDUM

2022-2023

Created in partnership with the

Colorado Jewish Early Childhood Education Initiative

www.cojece.org

450 South Kearney Street Denver, CO 80224 303 256-1061

Dear Rodef Shalom Families,

As we prepare for the upcoming school year, we are doing such with the utmost care and consideration for the children, families, staff and general community's health and safety. We are providing you with key information below about updated policies and procedures.

All policies previously listed in the parent handbook are still intact unless there is an update below. We are grateful for the input of experts and stakeholders who are advising us on the best course of action. **With the ever-changing environment we are currently living in, and the unknowns of Covid-19, all policies, procedures and schedules are subject to change.** We continue to monitor the rules and regulations and work with incredible professionals who are available to support us from the Office of Early Childhood.

Please know that we will do our best to continue to communicate with you regularly and appreciate your patience while we navigate reopening our school. Thank you for your ongoing support and partnership. We can't wait to see your children again!

As always, if you have any questions, please do not hesitate to contact me.

Warmly,

Dawn Spector
Director of Youth Education

450 South Kearney Street
Denver, CO 80224
Telephone: 303 256-1061
Email: Dawn.Spector@rodef-shalom.org
Or preschool@rodef-shalom.org

EARLY CHILDHOOD EDUCATION FAMILY HANDBOOK POLICY/PROCEDURE ADDENDUM:

WHAT TO EXPECT DURING COVID–19

**All procedures are based on the latest guidelines, recommendations and policy from the state and city of Denver, Colorado.*

*** We will communicate with you any updates, closures or real-time pertinent information via email and Brightwheel.*

SCHEDULE + DROP-OFF/PICK-UP PROCEDURES

Hours of Operation
Our hours will be Monday–Friday from 7:30 a.m.–5:30/4:00 (Fridays) p.m. We hope this schedule will provide care, maximize staff time and minimize transitions for children throughout the day.

Please note the following important dates:
Our 2022-2023 School Calendar will be distributed by April/May 2022.

Drop-off and Pick-up Procedures
We are setting up the following procedures in order to limit the risk of exposure to and minimize the spread of COVID-19. Families, including guardians, siblings, parents, and caretakers will not be allowed in the building to minimize contact and gathering. The building will only be open to teaching staff and essential building staff.

- **Morning** ***(We are no longer doing curbside; please bring your child/ren to the door to be checked in.)***
    - Each morning, staff will be available for the following drop off times:
        - 7:30 a.m.
        - 9:00 a.m.
    - Please do not arrive before your scheduled time.
    - If you arrive after your scheduled time, please message your child/ren's teacher through Brightwheel when you arrive and meet staff at the preschool entrance.
    - **Once a staff member has scanned your child/ren's temperature, you can, one by one, check your child/ren in for the day. Staff will take children to their classrooms.**
    - Please review the procedures and child well-check list in advance as we will require your verbal okay each morning.
    - We are asking all adults to wear masks during drop-off and pick-up.
    - We are also requesting that families check in/out their child(ren) using Brightwheel's Quick Scan option to minimize parent touching of shared items/surfaces.
- **Afternoon** ***(We are no longer doing curbside; please bring your child/ren to the door to be checked in.)***
    - Each afternoon, staff will be available for the following pick-up times:
        - 12:30 p.m.
        - 3:00 p.m.
        - 5:30/4:00 p.m.
    - Please message your child's teacher through Brightwheel if you will not be arriving at your designated time.
    - Each family will receive critical information about your child(ren) during the day through Brightwheel; please check your app frequently.

    - **Please plan to arrive at your scheduled pick-up time.** If you arrive after your scheduled time, please message your child's teacher through Brightwheel and meet staff at the door; ring the doorbell, if needed. Please do not not call the office.
- If you need to pick up or drop off your child outside of their scheduled time, please email the office at preschool@rodef-shalom.org so that we can plan accordingly.

SICK POLICY

- Please take a temperature check at home prior to bringing them to school.
- Keep your child home if they are showing any signs of symptoms or sickness.
- Any child with a temperature of 100.3 or above will be sent home for a minimum of 48 hours.
- Children must be symptom free for 48 hours before returning to school (without the aid of a fever reducing medication).
- If your child has an excessive runny nose, cough, or sneeze, we will ask you to pick up your child and keep them home for 48 hours; in some cases, a note from your child's doctor will be required for your child to return.
- If your child shows symptoms while at school, you will need to pick up your child within 45 minutes.
- If you have multiple children and one child has a fever or symptoms at drop off, please speak with the preschool Director regarding attendance of your other child/ren.
- If you, your spouse or other members of your family have a temperature or are sick, we respectfully request that you keep your child home while waiting for COVID test results and 10 days at home if anyone in the home is COVID positive. A negative COVID test will be required before your child/ren may return to school, regardless of which household member had COVID.

NEW CLASSROOM REGULATION

Mask Policy

- All staff will be wearing masks.
- All children 2 years old and older must wear a mask.
- If your child has a mask that you would like your child to wear, we will do our best for him/her to keep it on. Please provide a bag of disposable and/or washable masks to keep at school in your child's cubby. If you forget your child's mask and cannot immediately return to drop one off, the center can provide a mask for $5/mask.
- Any cloth mask will be acceptable. (Here are some ideas for making a simple sew/no sew mask) or check out the Colorado Mask Project
- Masks are not allowed while eating and children will not sleep with mask covers and nap mats will be placed as far apart as possible.

Classroom Policies

- In an effort to limit exposure and to provide *contact tracing* should the need arise, the Colorado Office of Early Childhood has mandated a few new regulations
    - Class structure
        - Children must remain in the same group throughout the day.
        - Groups may not use the same space at the same time, such as the playground.

- Spaces that will be used by more than one group during the day will be sanitized and disinfected between use.
- Physical distancing (6 feet) for children and adults within the classroom as best as possible.

Materials in the Classroom

- We will follow strict sanitizing procedures at the end of each day and take extra precaution with any materials that have come into contact with children's saliva, mucus or any other bodily fluid.

Hand Washing Policy

- Our hand washing policies follow the strict guidelines and rules proposed by the Colorado Office of Early Childhood.
- We will continue to follow those guidelines with increased frequency of washing and pay special attention to situations and times that we may need to implement even more frequent handwashing.
- Hand sanitizer is not allowed for children under 3 years of age.

Food Policies

We will only allow food within individual classrooms and will physically distance the students while they eat. There will not be any family style service and all teachers will distribute food to students. All water bottles brought from home must be taken home everyday and cleaned by families. Please send prepackaged snacks in their originally sealed packaging.

What to Bring

We will be limiting what students can bring from home.

- Students should bring their lunch and water bottle. Lunch containers and water bottles need to be taken home and washed everyday.
- If your child is staying for nap-time, please bring a sheet/blanket. Nap items only have to go home weekly for laundering.
- Pacifiers are fine, but they must be kept in a Ziploc bag when not being used.
- Lovies or nap time snuggly items are allowed. They can only be taken out at nap time.
- The only items that can remain in cubbies are clean changes of clothing and nap items. All other items will be sent home daily; bathing suits and towels must go home on the day used.

Therapy Services

- All therapists entering the building must be vaccinated.
- We will do our best to continue to provide any special services your child received before the COVID-19 outbreak. Therapists are allowed and encouraged as they are part of the necessary workforce to support special needs.
- Our staff will comply with as much of the social distancing practices as feasible; OT/PT may have to physically touch your child and a speech therapist may need to take off their mask, but we will encourage best practice and take precautions to limit interactions. We will follow any guidelines put forth by the individual therapist.
- We will be in touch with your child's therapist and will do the best we can with providing services.

FINANCIAL

Tuition

Our billing period is August-April. Tuition is based on a full school year and is divided into nine, equal, monthly payments. Parents will receive monthly invoices. Each month's balance is due by the date listed on the invoice. Tuition is considered late on the 15th and will be assessed at $25.00 per week, late fee. Unpaid fees may result in dismissal from the program.

Rodef Shalom Preschool offers the following payment options: ACH, cash, check or credit card. Please email us at preschool@rodef-shalom.org if you will be paying by credit card as payments incur a 3% convenience fee.

Please contact us if you are experiencing any financial hardship and we will work with you to develop a tuition financial plan.

Closure Policy

Closures related to COVID-19 during the 2022-2023 school year:
If public health authorities mandate closure of the school for thirty (30) calendar days or less at any time throughout the year for COVID-19 related issues, the preschool will do their best to provide virtual education opportunities.

We are unable to issue any refunds for school closures. If this happens, staff will do our best to notify you of any school closures as soon as possible to allow for you to make alternate arrangements for your family.

Withdrawal policy

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. We will not be issuing tuition refunds. It will be essential for us to have these policies in place in order to be able to continue to operate our school and pay teachers and staff.

Travel

During this time, if your family/child participates in any travel within or outside the United States, we ask that you exercise caution as much as possible. While we highly advise not traveling outside of the United States at this time, all travel plans should be discussed with the ECEC director on a case by case basis. We will not issue refunds for days missed due to travel.

Please see Coronavirus and Travel in the United States for additional information.

WAIVER

Our school is asking families and staff to sign a waiver stating they are at the school of their own free will and understand the potential risk involved with being at the preschool. Please sign the following and return with original signature(s) to the preschool.

HEALTH RISK ACKNOWLEDGEMENT WAIVER

On March 10, 2020, Colorado Governor Jared Polis declared a disaster emergency for Colorado relating to the COVID-19 outbreak, on March 11, 2020, the World Health Organization declared the COVID-19 outbreak a global pandemic and on March 13, 2020, President Donald Trump declared the COVID-19 outbreak a national health emergency. Given the severity of the COVID-19 pandemic, and in anticipation of my child's return to the care of Congregation Rodef Shalom Early Childhood Education Center, a child care provider ("**Facility**"), I hereby make the following waiver, release and other representations and covenants set forth herein, on behalf of my child, and in favor of Facility.

Acceptance of Risk; Release; Indemnification. The safety and security of the children in its care remains a top priority of Facility. Although the risk of exposure to COVID-19 across Colorado is reported to be steadily decreasing, I understand that there is still significant risk associated with my child's return to care at Facility, including but not limited to, increased social contact and interaction with Facility employees and other children. To help reduce the spread of COVID-19 and to protect Facility employees and other children, Facility encourages all children and parents to adhere to all safety and health guidelines for the prevention of COVID-19, including those issued by the Colorado Department of Public Health and Environment, the Occupational Safety and Health Administration and the Centers for Disease Control and Prevention. All persons should engage in frequent hand washing using soap and water for at least twenty seconds (or, if soap is not available, use an alcohol-based hand sanitizer), sanitize surfaces and objects frequently used, wear personal protective equipment such as face masks and gloves, and follow any and all other preventive measures recommended by applicable authorities. Notwithstanding the foregoing, I understand that the above guidelines do not completely eliminate my child's risk of exposure to COVID-19 and, should my child experience any COVID-19 related symptoms (such as fever, cough, body aches, or shortness of breath), I am advised to keep my child home, not to bring my child to the Facility, and follow the advice of my healthcare provider, clinic, or hospital. In such case, I will immediately alert Facility of such symptoms.

Regardless of any steps taken by Facility to reduce the risks associated with the COVID-19 pandemic, I am fully aware that there are a number of risks associated with my child's care at Facility during the COVID-19 pandemic, including without limitation, being exposed to and contracting COVID-19 from other individuals, surfaces and/or airborne particles. I understand that my child's contracting of COVID-19 could result in serious medical symptoms requiring medical treatment in a hospital or even death. On behalf of myself and my child, and our heirs, successors, and assigns, I knowingly and freely, assume all such risks, both known and unknown, relating to my child's care at Facility arising from or relating to COVID-19, including all illnesses, injuries, damages or death arising therefrom, and I hereby forever release, waive, relinquish, and discharge Facility, along with Facility's shareholders, officers, directors, members, managers, officials, partners, trustees, agents, contractors, employees, affiliates, or other representatives, and their successors and assigns (collectively, the "**Facility Representatives**"), from any and all claims, demands, liabilities, rights, damages, expenses, and causes of action of whatever kind or nature, and other losses of any kind, whether known or unknown, foreseen or unforeseen, (collectively, "**Damages**") arising from or relating to COVID-19 as a result of my child's care at Facility, and including but not limited to claims based on the alleged negligence of any Facility Representative or any other

person. I further promise not to sue Facility or any Facility Representative for any illness, injury, death or other Damages arising out of or related to COVID-19 and agree to indemnify and hold them harmless from any and all Damages resulting therefrom as a result of my child's care at Facility.

If any provision of this Waiver and Release of Liability is declared invalid, the remaining provisions remain enforceable. I may seek advice from legal counsel before signing this Waiver and Release of Liability. By signing this Waiver and Release of Liability, I acknowledge that either I have sought the advice of legal counsel or wish to waive the opportunity to seek the advice of counsel before signing.

READ CAREFULLY -- BY PROVIDING YOUR BRIGHTWHEEL E-SIGNATURE FOR THIS DOCUMENT YOU MAY GIVE UP IMPORTANT LEGAL RIGHTS.

By providing my Brightwheel e-Signature(s) I acknowledge that I have read the Family Reopening Handbook Addendum and agree to follow all guidelines for the duration of my child's enrollment at Rodef Shalom ECEC.

DAILY WELLNESS CHECK

Families will be asked to acknowledge daily that families have completed a wellness check outlined below before children are welcomed into the center.

Although a COVID-19 vaccine for children under 5 has not been approved at this time, Rodef Shalom Preschool follows Denver County regulations that require all our teachers be fully vaccinated. Proper sanitation practices, avoiding contact with infected persons, and self-quarantine at the on-set of symptoms are the most effective ways to prevent contraction and spread within the community.

The information abides by all school confidentiality policies. To help us monitor health in our program, please check off any of the symptoms below that your child has exhibited in the past 48 hours. The below symptoms are not only for COVID-19, but other viral, bacterial fungal infections. *List compiled from www.colorado.gov/cdphe*

- Diarrhea
- Abdominal pain
- Fever over 100
- Rash
- Sore Throat
- Stiffness in neck
- Vomiting
- Difficulty breathing
- Body aches
- Fatigue
- Cough
- Shortness of breath
- Nasal Congestion
- Running Nose
- Rapid heartbeat
- Headache

Our school will seek immediate medical attention if we notice your child exhibiting any other the following warning signs of a case of COVID-19; *List compiled from* CDC.gov/coronavirus/2019-cvov

- Difficulty breathing or shortness of breath
- Fever
- Persistent pain or pressure in chest
- Disorientation, lethargy, or inability to arouse
- Bluish lips or face

By providing my Brightwheel e-Signature, I hereby state I have no knowledge of my child exhibiting any of the symptoms listed above within the past 48 hours. I also acknowledge that if school staff, or any other parents from Local County Public Health, Colorado Department of Public Health and Environment, or any entity involved in the facilitation of this program notice my child displaying any of the above symptoms, I or another emergency contact will be available to retrieve my child from care within 45 minutes of being contacted.