



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 and their families. 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 for each child as your recognition and understanding of the handbook. A copy will be included with your child's admissions paperwork.

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.

A handwritten signature in black ink, appearing to read "Dawn Spector".

Dawn Spector  
Director of Early Childhood Education and Programs

Congregation Rodef Shalom  
450 South Kearney Street, Denver, CO 80224  
Telephone: 303-399-0035  
Email: [Dawn.Spector@rodef-shalom.org](mailto:Dawn.Spector@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. When registration begins in January, Rodef Shalom synagogue members are given priority. Next in line are currently enrolled non-member families; enrollment for the general public and waitlist families begins approximately one week later. Admission is on a first come, first served basis. Synagogue membership does not guarantee a space in our preschool. A waitlist 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 administration. 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 administration 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 administration 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 and nontransferable registration fee + 1 month's tuition, 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**

Registration fees are \$150 for the first child and \$50 for each additional child. A 1-month tuition deposit per child is also required. Tuition deposits are divided into nine, equal credits that are applied to monthly tuition charges. Registration fees and tuition deposits are nonrefundable and nontransferable, and must be paid within 72 hours of receiving your placement email, otherwise your child's spot will be released.

Rodef Shalom members receive a 10% tuition discount and must either pay the current fiscal year's membership dues in full or set up automatic payments before the start of the school year. Our member discount is not available to Infant Room families.

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 considered on a case by case basis. Please contact our preschool administration.

Our billing period is from September–May. 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 charges may result in dismissal from the program. Schedule change requests are reviewed and approved by the administration and will incur a \$30.00 fee for each change.

Rodef Shalom Preschool offers the following forms of payment: ACH, cash, check or credit card. Please note that Brightwheel, our childcare management platform, charges the following payer processing fees per transaction: ACH fee is 0.6% – minimum fee is \$0.25 and maximum is \$2.00; Credit/Debit Card fee is 2.95%. Payers are responsible for all processing fees.

## **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 and late care drop-in are as follows:

\$25.00 per hour (or any part of an hour) before your child's designated time of arrival or pick up.

## **WE MUST BE NOTIFIED ANY TIME YOU ARE GOING TO BE LATE!**

Children must be picked up by the time school closes at 5:30 p.m. weekdays/4:00 p.m. on Fridays. 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.

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 as emergency contacts on the child's Brightwheel profile. 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.

Late fees:

- \$2.00 per minute from 5:30–5:45 p.m. on weekdays/4:00–4:15 p.m. Fridays.
- After 5:45 p.m. on weekdays/4:15 p.m. Fridays: \$60 per hour or any portion thereof.

\*\*\* Because many of our staff members are Shabbat observant, please pick up children no later than 4 p.m. on Fridays to ensure staff have time to get home before the start of Shabbat.

## **ENROLLMENT CANCELLATION**

The preschool administration 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. We will not issue tuition refunds. It is 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.

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. Such a decision would be based on whether it is in the best interest of the child. Every effort will be made to correct a problematic situation before a final decision is made. Reasons for termination could include, but are not limited to:

- Abuse of other children, staff, or property
- Disruptive or dangerous behavior toward self, other children, or staff
- The preschool's inability to meet child's needs
- Delinquency in tuition payments

## **EARLY INTERVENTION AND SPECIAL NEEDS**

It is well documented that the beginning years of all children's lives are critical for building the early foundations of learning and wellness needed for success in school and later in life. During these years, children's brains develop rapidly, influenced by the experiences they share with their families, teachers, peers, and in their communities. Like all children, children with disabilities must be exposed to a variety of rich experiences where they can learn in the context of play and everyday interactions and engage with their peers with and without disabilities. In partnership with families, high-quality early childhood programs can facilitate the experiences that foster learning for all children.

Rodef Shalom is committed to partnering with families and children with special needs to support their inclusion within the classroom and program, as well as meet their learning and development goals. Identifying developmental issues that may affect a child's success in school and later in their adult life and supporting the family to obtain early intervention is the key to mediating any issues that may arise for a child. If the parent or teacher of an enrolled child has a concern that their child has a developmental delay or other problem, (physical, developmental, emotional, social, or behavioral), staff will support the parent with contacting the appropriate agency, for example Child Find, for further observation and evaluation. Child Find is part of Colorado's system for identifying children suspected of having a delay in development. If a young child is not meeting typical developmental milestones, or someone is concerned about the child's growth or learning, Child Find teams evaluate how the child plays, learns, speaks, behaves, and moves. The purpose of the evaluation is to determine if there is a significant delay or if there is a need for early intervention or special education services. Evaluations conducted by Child Find teams are at no cost to parents.

Rodef Shalom is an environment that strives to accommodate the learning and developmental needs and goals of all children. 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 Rodef Shalom which is shared only with the child's teacher and is kept in the child's Brightwheel profile. Sharing the education plan ensures that teachers and staff working with your child are aware of the goals for the child and the strategies used with the child that are both developmentally appropriate and support the child's learning goals. Sharing the plan ensures that the recommendations found in the plan are being followed while the child is in this program. If there are any changes to the information, please make sure that the child's teacher and the Rodef Shalom administration are made aware of those changes. Providing us and the doctor and therapists with a signed release allowing free exchange of information also encourages better communication between all parties and allows the program to better meet the needs of the child.

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. 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 needed to meet the learning and development needs of the child. In some cases, the administrative staff in consultation with the family, the nurse consultant, and/or

other specialists may determine if we are unable to meet the needs of the child and the family. If that happens, we will work closely with specialists to refer the family and the child to a more appropriate placement.

## **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 administration.
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 administration 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 administration 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 administration and agreed upon in writing.
5. To better meet the developmental and learning needs of the child, the administration may request that a professional assessment be completed by an independent source within a four-week time period. The administration 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 administration. 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 administration deems that the child is still not showing progress, Rodef Shalom may not be the most appropriate place for the child. The administration may then request that the parents remove their child from the program.

## **CONNECTING FAMILIES WITH RESOURCES AND SERVICES**

At the beginning of every year and for every new family joining the program, you will receive the “Learning about Your Child and Your Family” questionnaire which we will be asking you to fill out. This document will help your teacher and the director better understand your child and his/her development and learning needs, as well as the needs of your family. If your family your family is experiencing trauma or other challenges and needs the support of a community-based resource or service, we can help you connect with those supports. Services may focus on children's developmental needs, for example early intervention screenings, or family needs, such as housing, job, and food assistance. We can also provide you with information on a variety of topics, including child development, nutrition, parenting and among other topics, discipline. If you need support, you can contact us any time by speaking personally with your child's teacher or the Administration or you can phone or email us. Also, a binder with a list of resources, as well as a variety of pamphlets,



brochures, and other materials, are located in the preschool office and are accessible any time. Additional resources and materials are also available online on our website and you can also request to have resources or materials emailed or mailed to you. Please let us know how we can best support you.

## **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. At Rodef Shalom we recognize 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. Then your child will have a "play Date" in their classroom; during that time your child will be dropped off, the guardian will leave the classroom, and the child will get to experience the day's activities independently (for one to two hours). 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. When it is anticipated that a child will change classroom due to, for example, aging out of a classroom, we make every attempt to make the transition as smooth as possible for both the child and the parent. 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. Any child that is changing classes will have a transition time sufficient for a successful integration into the child's new class. Parents are consulted about the timing of the transition and 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. We will also be asking the family to complete the "All about Me" form so the new teacher can learn about your family and your child to better meet the child and your needs.

Regardless of whether it is the first time you are leaving your child in a new classroom or have left multiple times, saying goodbye may not be easy. Nevertheless, there are some things that can make the transition go smoother. Before you arrive at the school, it is a good idea to make sure your child understands that you will be leaving the child in the classroom with their friends and teachers for a while but will always return. The calmer and more assured you are about sending your child to school, the more confident your child will be. When it's time to go, remind your child you will be back soon, then say a quick goodbye. As tempting as it may be, leaving without saying goodbye can make kids feel abandoned, so it is not a good idea to "sneak" out. A consistent and predictable farewell routine can make leaving easier. Your farewell routine could include waving from outside the classroom window, making a funny goodbye face or performing a special handshake before parting. Providing your child with a transitional object, such as a family picture, a special doll, or a favorite blanket, can also help comfort a child. Keep in mind that most kids do well after their parents leave. However, if you hear your child begin to cry, it's best to not return to the classroom as returning can justify a child's anxiety and increase their concerns. We assure you that the child's teacher will be there to help the child start a great new day in school.

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. We will also support a child by providing a "memory" book that the child can look at and share with friends and teachers at the new school. We also have informational documents that we can provide you to help your child with the transition.

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. We also 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 childcare. In some circumstances, if communication creates a barrier between family and Rodef Shalom Preschool staff, which can impact the quality of

services we provide, we will utilize a translator from Trans-Perfect Translation Services. We will use their service to schedule an over-the-phone appointment to assist families. All costs associated with the translation service are paid by the program. We will also 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 which help a child feel represented and will also support the language development of the young dual-language learner. Examples of what we do include Welcome Signs in Hebrew and Spanish, labels in each classroom in Hebrew and English, circle time routines in Hebrew and English. In addition, we have dolls representing diversity of culture, race, abilities, and language as well as dramatic play food, displays and books that represent diversity.

## **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
- General Health Appraisal Form signed by a Physician or Health Care Specialist
- Immunization Certificate: Social Services requires the certificate to be signed by a Physician or Health Care Specialist

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 have 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 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 MUST be walking (by October 1, 2024); 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, 2024); 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, 2024); 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, 2024); 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

## **STRUCTURED PHYSICAL ACTIVITY**

When we think of structured physical activity, we often associate it with the teachers leading an activity out on the playground. Teacher-led structured physical activity can happen outside in the playground when the teacher invites children to participate in a game such as Duck Duck Goose or Kick the Ball. Such activities can offer important insights into a child's development. However, here at Rodef Shalom we know that teacher-led structured physical activity can play a particularly important role in enhancing the social cohesiveness of a class, helping children learn to regulate their bodies and their emotions, and teaching valuable academic knowledge and skills.

Teachers, families, and administrators well know that transitioning between activities and locations can sometimes be incredibly challenging for toddlers and preschool aged children. Being asked to stop one activity and start another is a common trigger for challenging behavior in all children, especially when they are being asked to transition from a fun activity like playing with blocks to something like cleaning up. Transitions are often viewed as an in-between time between activities, rather than a time when valuable learning can occur. All transitions can be a learning opportunity if the time is used intentionally and thoughtfully. Research has shown that when teacher-led structured physical activity is used as a transition activity, it becomes a valuable strategy to help prevent negative behaviors and encourage positive behaviors, while at the same time learning important skills such as self-regulation, mindfulness, and among others, pro-social behaviors.

Opportunities to implement a transition strategy can happen many times during the day—when a child arrives in the morning to school, when moving from one activity to another, when moving from one location to another, before nap, when waiting, and the list goes on. For example, when teachers and children come in from playing outside and go to the carpet and do a calming yoga activity, children are getting their brains and bodies ready for a learning activity such as the teacher reading a book. When Free play ends and invites the child who has finished cleaning up to go to the carpet and choose a fun Music and Movement song, it is acting as a draw for other children, an incentive for them to finish cleaning up quickly, and helps keep the children who have completed the activity engaged and learning. Academic learning can also take place when the transition activity involves counting, for example, while toddlers are jumping and singing to 5 Little Monkeys Jumping on a Bed or vocabulary acquisition when squishing through the thick oozy mud and tiptoeing through the narrow gloomy cave in the Bear Hunt Music and Movement song. For these reasons, we, at Rodef Shalom, place such a high value on teacher-led structured physical activity. We recognize and acknowledge the beneficial impact it can have on children's development and learning and therefore encourage teachers to use it multiple times throughout the day.



## **ARRIVALS AND DEPARTURES**

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. 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/drop off are responsible for checking their children in/out at the kiosk or by using the QR code that is posted at the front door and multiple areas throughout the preschool hallway. Rodef Shalom Preschool will not release any child to anyone that does not have authorization from the parents. Individuals approved for pick up are part of your child's school files and we must have parent(s) authorization for any changes. A written note signed and dated must be given to the teacher in the morning or Cate can be emailed at [cate.sawyer@rodef-shalom.org](mailto:cate.sawyer@rodef-shalom.org) with the authorization, name and contact information of person picking up 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 a photo 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. If a child has not been picked up by the end of the day, the administration will call all numbers on the child's Emergency list. After that time, if no one has picked up your child and we have not heard from anyone, we will call 911, and your child will be picked up by police, at which time Social Services will take over.

## **VISITORS**

All visitors to the preschool must check in at the main office. Anyone unfamiliar will be asked for photo 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 Hashanah, 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, Memorial Day, Juneteenth, and Fourth of July. 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.

### **Nap/Rest Time**

Colorado early childhood licensing mandates that all children are required to have a rest time of thirty minutes daily. Children who fall asleep are allowed to sleep and those who do not are given quiet activities on their mats during that 30-minute time. Children not sleeping are allowed to get up after the 30 minutes and engage in quiet activities. Please note that while we are sensitive to the individual sleeping needs of children, we are not staffed during rest time to take individual children out of the room.

## **Infant Room**

The infant supervisor will send each family a list of “infant school supplies” in advance of starting school. This will also explain our infant sleep policy and other specifics related to our infant room. Please note that we are not able to use cloth diapers or glass bottles for health and safety reasons.

## **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. Over the counter medication must be in its original container and packaging labeled with the child's name. 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 full 24 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.

Children who are fully vaccinated for COVID-19 can attend school if they have a direct at home exposure as long as they are not exhibiting any symptoms. Unvaccinated children must stay home for 5 days, be symptom free, and test on day 6 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.

## **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.

The following table 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.
COVID-19	YES/NO – Children who are fully vaccinated for COVID-19 can attend school if they have a direct at home exposure as long as they are not exhibiting any symptoms. Unvaccinated children must stay home for 5 days, be symptom free, and test on day 6 before returning to school.
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 yellowgreen 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.

## **EMERGENCIES**

### **Fire Drills**

There will be monthly fire drills during the school year. When the fire alarm sounds, it is a signal to leave the building. The class will immediately follow the teacher to the door and out of the building.

Teachers are to line children up, take a head count, turn off lights, close doors, and go out assigned exits. Always bring your attendance with you. Head count should be retaken when regrouped outside.

If classes are on the playground or in their classrooms when the alarm rings, take the children out the gate on the north side of the playground to the sidewalk in front of the Mizel building.

### **Tornado Warnings**

In the event of a tornado warning, teachers will take their children into the Tumbling Room and seat them up against the wall. Always bring your attendance with you.

Teachers will wait for an all-clear announcement before returning to the classroom.

### **Natural Disasters**

In the event of a natural disaster, teachers will gather children together in an orderly fashion and proceed south toward George Washington High School.

### **Secure Perimeter & Lockdown**

Rodef Shalom has developed a detailed plan for a lockdown and an active shooter. In the event of a serious emergency, parents will be notified through Brightwheel, email, and in the event children are evacuated to George Washington High School, parents will reunite with children there.

### **Location of Children**

Children will be in their classrooms unless specifically scheduled to be elsewhere. All teachers are responsible to carry walkie talkies provided by the school so that they and their children can be located at any time. All of our children's classrooms and their schedule information are in the preschool office. All teachers also have access to your child's information if your child attends our Early Care Program, or Aftercare.

## **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.

### **Biting**

Many pre-verbal children go through a period of biting. They can bite for several reasons:

- They find the impulse to bite is a natural defense
- The immediate effect of the bite is gratifying to the biter and they may be inspired to continue

We recognize that biting, while it may not be acceptable, is normal and natural for toddlers and not unnatural for two year olds and young children in general. It frequently occurs in groups of children who have not yet developed strong oral language. We ask you to put trust that each biting incident will be handled in a developmentally-appropriate and

professional manner. Our policies concerning biting are:

- Staff will carefully monitor children
- When a biting incident occurs, staff will first comfort the child that has been bitten
- Staff will then respond with a clear message to the biter that biting is unacceptable, while recognizing the biter's feelings and suggest alternatives to biting behavior as appropriate for the age of the children
- Lastly, parents of both children involved in the incident will be notified

## **DIAPERING & TOILET TRAINING**

Parents of infants and toddlers who are not toilet trained must provide disposable diapers and wipes. We are unable to use cloth diapers in our facilities. Teachers will work with all children who appear to show readiness and whose parents communicate to teachers that they are working on potty training at home. We understand that accidents happen and are more than willing to work with families. However, a child with multiple accidents in a short amount of time will be put into a diaper/pull up to ease the stress that often occurs for young children with multiple accidents at school.

## **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:

- Make a full verbal and documented report formally and immediately to the administration.
- Make sure, in consultation with the administration, 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 administration. 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

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

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

## **BABYSITTING**

While Rodef Shalom Preschool does allow our staff/teachers to provide babysitting for enrolled families, we ask that any discussions regarding babysitting be held outside of our preschool facility and hours. Please note that the preschool does not assume any liability for babysitting arrangements made between parents/ families and staff/teachers, including drop off and pick up. Additionally, Rodef Shalom Preschool does not condone staff/teachers agreeing to provide babysitting during or in place of their scheduled work hours.

## **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.

## **ITEMS FROM HOME**

We discourage personal items, toys etc being brought to school. Any items that do need to be brought for nap (lovies,

blankets, pacifiers etc) or show and tell should be clearly labeled. Irreplaceable treasures should never be brought to school. Also, no toy guns, swords or other toys of violence please.

## **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 brought in a non-porous bag and 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. The majority of these trips are walking or wagon trips. In the event a larger field trip is planned, teachers will notify parents ahead of time and post a permission slip.

## **PARENT COMMUNICATION**

A strong and trusting connection between families and caregivers is an important part of developing a high-quality early care and learning environment and at Rodef Shalom Preschool we place a high value on establishing and maintaining open lines of communication between the program and families. We believe that all children can benefit from open and frequent dialogue between families and caregivers/educators because it helps both families and teachers to be aware of the child's interests, concerns, and developmental needs which can support teachers and families to support the child's growth more effectively. Also, open communication between families and teachers can provide children with a model of positive and healthy communication which will help them in their own social development. In sum, when families communicate with a program openly and effectively, teachers can have a better understanding of what is happening at home, as well as what goals, hopes and dreams families have for their child, and the reverse is true for families. Families can better understand goals. Understanding this information can enhance teacher interactions and instruction. Just as you will be asked to share information about your child with us, we will also be sharing information with you.

While your child is in our care, we have an opportunity to consistently observe and learn about the child's social/emotional, intellectual, and physical development. Program staff make careful observations and notes, as well as provide screenings and assessments of children, which are helpful for identifying strengths and possible areas of challenge that might arise during the early years. Sharing these observations with you is critical to the process of creating supportive interactions and experiences for your child both at home and at school. We share these insights and information during family conferences which take place in the fall and spring. However, we also believe that daily communication between teachers and families is critical. It is the policy of Rodef Shalom Preschool that families of infants and toddlers are provided with a daily written log which tracks meals, rest, diaper/potty, and areas of learning on Brightwheel. For preschool children, a written summary of the child's activities, learning, and interests is provided at the end of every week by email as well as through daily Brightwheel updates. You can also connect with program staff during regular business hours by a Brightwheel message, email or by phoning the preschool office. A separate document containing important numbers individualized for you will be provided by each teacher. You also request a meeting with a teacher and/or Administration at any time.

## **PARENT/TEACHER CONFERENCES**

At Rodef Shalom we believe that frequent and open communication between the program, teaching staff and families is important for the child's development and well-being. We encourage families and teachers to visit and converse with each other briefly during drop off and pick-up. As a program, we also provide a formalized communication route by providing daily reports for infants and toddlers which provide detailed information about a child's day, for example sleep pattern, meal consumption, diapering/toilet training, and other activities. For preschool children, families receive daily updates via Brightwheel and weekly updates via email.

Opportunities for more in-depth and extensive conversation are also vital. Conferences allow a family and teacher to

spend time to discuss children's overall progress and well-being and work together in partnership to support a child's learning and healthy development. Conferences are highly encouraged for all families. To quote a teacher, "Conferences are a time to sit down together with families and talk, hope, and plan strategies that will foster growth. And it allows time to celebrate how truly special the child is!" The conference will include a discussion of the assessment data gathered on your child's development and provide you with the opportunity to add your feedback about what you have observed and noted. You will be asked to sign the assessment data to verify that the information has been discussed, your questions answered, and have had your feedback added if provided. If a teacher has concerns about a child, the parents will be notified, and a separate meeting may be necessary.

Developmental evaluations and parent conferences for all age groups are conducted twice a year. At Rodef Shalom, conferences are held in both the fall and the spring of each school year. At Rodef Shalom, we work hard to make sure that a conference can be scheduled with you at a mutually convenient time, and you have the option of having them in person, virtually through a Zoom Conference, or by phone. Sign-ups are made available for these age groups and parents are asked to specify the type of conference they would like. If parents have additional concerns or questions throughout the year, a conference can be scheduled upon request.

## **QUALITY IMPROVEMENT**

Continuous quality improvement is a process which ensures that an organization and its partners are systematic and intentional about improving services and practices and increasing positive outcomes for families and their children. This process is valued and used here at Rodef Shalom. To support the process of continuous quality improvement, we have created a Quality Improvement Plan (QIP) that is reviewed annually by the Executive Director and Preschool administration with input by staff and families and is updated periodically throughout the year. To support the identification of areas of quality improvement, the setting of goals, and the creation of detailed action plans for quality improvement, we annually send out family and staff surveys to obtain staff and family feedback on how well we are doing. Families, staff, and stakeholders will receive notification of the results of the family survey and our plan for addressing any issues raised after the family survey has been received, reviewed, and a quality improvement plan has been fully developed. As part of the continuous quality improvement process, we, also, conduct self-assessments at least annually in various areas, including Business Practices, Family Engagement and Playground Quality, as well as periodic reviews in the areas of Inclusive Teaching and Learning, Health Promotion, Culturally Responsive Practices, Reducing Bias, Trauma Informed Programming, and Classroom Evaluations.

If you wish to view the complete Quality Improvement Plan, a hard copy is available for viewing. It is located in a hard copy binder in the Preschool office and can be requested at any time. Upon request, we can also provide a printed copy of the Plan or we can email you a PDF of the Plan.

## **FAMILY PARTNERSHIP**

Here at Rodef Shalom, we believe that families are equal partners and active participants in goals and decisions about their child's well-being, development and learning. To that end, we encourage families to actively take part in making decisions concerning their children's education. In day to day two-way communication, in teacher/family meetings, we encourage teachers and families to jointly set goals for children's education and learning both at home and at school. We also believe that families have the knowledge and skills to represent a "parent voice" to support children's learning and development in partnership with the program and that any family member—a parent, grandparent, kinship care provider, foster parent or anyone in a parenting role—has the potential to become a Family Leader. To ensure that the "parent voice" is heard, we have created a parent advisory group who meets regularly to provide the "parent voice" in important decisions regarding such things as curriculum choices, quality improvement planning, fund raising activities, events for all families to get to know each other and work together to support their children, and among other activities, parent educational events. If you are interested in joining the group, please communicate your interest to the Administration or the classroom teacher. If you do not want to join but would like to contribute an idea or serve as a short-term volunteer, please do not hesitate to communicate with us. Your voice is important to us!

## **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.

## EQUITY AND DIVERSITY

While diversity may include different faiths, gender roles, socioeconomic status, and ethnicity, it is not limited to just these areas. Diversity also includes the different physical, cognitive, and social abilities that one possesses. Rodef Shalom values and welcomes the diversity of the community, families, and children we serve and offers classrooms that are equitable and inclusive of all children and families. We strive to create a developmentally appropriate classroom environment that not only reflects each child's unique abilities but also encompasses their home culture and experiences as well.

One of the most important things that we do to help ensure that our program reflects the diversity of our community and is responsive to their needs, as well as the needs of the children we serve, is we conduct annual self-assessments in various areas, including Family Engagement, Inclusive Teaching and Learning, Culturally Responsive Practices, Reducing Bias, and Trauma Informed Programming. Other ways we work to ensure that Rodef Shalom remains sensitive to the diversity of our families and children is we ask families to complete the "Learning about Your Child and Your Family" questionnaire, which will give us insights into your family's traditions and needs. If you or your family is experiencing trauma or other adversity or challenges and needs the support of a community-based resource or service, we can help you connect with those supports.

Our teachers have also received training on trauma informed practices, as well as training about equity and anti-bias teaching practices. The diversity of our community and society is also reflected in the teaching that occurs in the classrooms and in the materials, for example, the books, music, and props, that are found in the classrooms. We warmly invite families, staff, and members of our community to share their traditions and customs with the program and the children in the classroom. These stories and experiences will be valued and respected as part of the children's learning experience.

## PANDEMIC PROTOCOLS

The following policies and procedures will be implemented at the discretion of our ECEC administrators along with guidance from medical professionals.

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 continue to advise 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 communicate with you any updates, closures or real-time pertinent information via email and Brightwheel and appreciate your patience as we continue to navigate the evolving Covid-19 situation.

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

### Closure Policy

Closures related to Covid-19 or variants during the 2024-2025 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 or variant 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.

## **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 YOU MAY GIVE UP IMPORTANT LEGAL RIGHTS.**

### **PARENT SIGNATURES**

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.