



# Becker School

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## PARENT HANDBOOK

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2018-2019

1500 SUNSET BLVD

HOUSTON ADAR LLC  
TEXAS

77005

713.535.6400

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## Congregation Emanu El      Senior Staff

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Oren J. Hayon, *Senior Rabbi*

Pamela B. Silk, *Associate Rabbi*

Joshua Fixler, *Assistant Rabbi*

Roy A. Walter, *Rabbi Emeritus*

Rollin Simmons, *Cantor*

David Lamden, *Executive Director*

Paula Katz, *Early Childhood Director*

Stefani Carlson, *Director of Congregational Learning*

## Becker School Administration

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Paula Katz, *Director*

[becdir@emanuelhouston.org](mailto:becdir@emanuelhouston.org)

Pam Jenkins, *Assistant Director*

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Judy Lazor, *Assistant Director*

[judyl@emanuelhouston.org](mailto:judyl@emanuelhouston.org)

Leslie Strug, *Parenting Coordinator*

[leslies@emanuehouston.org](mailto:leslies@emanuehouston.org)

Evon Zions, *Supply & Kitchen Manager*

[evonz@emanuelhouston.org](mailto:evonz@emanuelhouston.org)

Marlene Finkelstein, *School Receptionist*

[marlenef@emanuelhouston.org](mailto:marlenef@emanuelhouston.org)

## **Becker Educational Administrative Team**

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**Paula Katz, Director:** For questions or concerns about the philosophy of the school, school policies, a concern about your child's development, referral information or financial concerns, please contact Paula.

**Judy Lazor, Assistant Director:** For questions regarding admissions, your tuition statement, additions or changes to your child's schedule, FLEX account reimbursements and PTO reimbursements, please contact Judy.

**Pam Jenkins, Assistant Director:** For questions regarding curriculum, licensing and/or accreditation information, please contact Pam.

**Barbara Weiner: Young Toddler and Twos Coordinator:** For questions regarding transitioning to school and curriculum, please contact Barbara.

**Marlene Finkelstein, Receptionist:** For questions about your child's schedule, to drop in for After Lunch Bunch, Stay and Play or Rise and Shine, to change pick up arrangements for your child or medication for your child, please contact Marlene.

**Evon Zions, Supply and Kitchen Manager:** For questions regarding the use of the kitchen or supplies needed for an event, and for set up arrangements for an event, please contact Evon.

**Leslie Strug, Parenting Coordinator:** For questions regarding parenting programs, Baby Break, or to submit an article or information to the school newsletter, please contact Leslie.

# **PROGRAMS**

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## **Young Toddlers**

Teacher-Child ratio 2:8  
15 months by September 1  
(Must be walking independently)

9:00 a.m. – 12:00 p.m.  
9:00 a.m. – 2:30 p.m.

Monday – Friday,  
Monday/Wednesday/Friday  
or Tuesday/Thursday

## **Threes**

Teacher-Child ratio 2:15  
3 years by September 1

9:00 a.m. – 12:30 p.m.  
9:00 a.m. – 2:30 p.m.

Monday – Friday or  
Monday/Wednesday/Friday

## **Twos**

Teacher-Child ratio 2:12  
2 years by September 1

9:00 a.m. – 12:30 p.m.  
9:00 a.m. – 2:30 p.m.

Monday – Friday,  
Monday/Wednesday/Friday  
or Tuesday/Thursday

## **Pre-K**

Teacher-Child ratio 2:16  
4 years by September 1

9:00 a.m. – 12:30 p.m.  
9:00 a.m. – 2:30 p.m.

Monday – Friday

## **Bridge Class**

Subject to Availability

5 years by September 1

9:00 a.m. – 2:30 p.m.

Monday – Friday

## **Extended Care Available**

8:00-5:30

## MISSION

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Becker Early Childhood Center provides a diverse environment rich with Jewish tradition and culture where children can grow and learn through experience and play. We encourage young children to grow socially, emotionally, intellectually, creatively, and physically as we build a nurturing and safe community for the entire family.

## PHILOSOPHY

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To nurture children to grow intellectually, spiritually, socially, emotionally, and physically through a developmentally appropriate curriculum and environment that respects each child. We encourage respect of others and the physical environment through the positive values of Judaism. We believe that young children learn through play and need the opportunity to investigate their interests in a meaningful way. Children's growth and development is enhanced by the respectful individualized relationships developed between the teachers and children, and teachers and parents.

## CURRICULUM

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The curriculum evolves as it prepares children to meet the challenges of the twenty-first century. Our curriculum is play-based, emergent and guided by an understanding of Jewish values. The goals of the curriculum are to:

- Provide all learning in a developmentally appropriate manner.
- Develop an understanding of Jewish values and traditions within a synagogue setting.
- Emphasize social and emotional development.
- Promote development of positive self-worth, self-esteem and independence.
- Integrate curricular objectives, as set forth in Texas Standards and various developmental guidelines, in the areas of Literacy/Language, Motor skills, Math and Science into units of study that are based upon child and teacher interests.
- Respect, involve and integrate the values, beliefs, experiences and language of our families.
- Facilitate and encourage a love of learning.
- Allow for adaptations and modifications to ensure access to the curriculum by all children.

## LICENSING AND ACCREDITATION

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Becker is licensed by the Texas Department of Health and Human Services, and is accredited through the National Association for the Education of Young Children's Academy of Early Learning Programs and AdvancEd, Southern Association of Colleges and Schools. The director, assistant directors and teachers meet all requirements and standards set by the child care licensing branch of Texas Department of Family and Protective Services, NAEYC, and AdvancEd.

A copy of the most recent "Minimum Standards for Child Care Centers" is available at the front desk or may be accessed at [www.dfps.state.tx.us](http://www.dfps.state.tx.us) (chapter 746 Child Care Centers).

## REGISTRATION

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Priority registration begins the last week in January for children currently enrolled at Becker, Congregation Emanu El members and siblings of currently enrolled children. Enrollment is complete when the **non-refundable**

**registration fee**, the Registration Form, and the Enrollment Agreement are received by the school. The fee holds the child's space for the upcoming school year.

Registration for children on the waiting list begins the second week of February. Families are notified when there is a space available.

## **Tuition and Payment**

The Director, with the Board of Trustees of Congregation Emanu El, set the tuition and fees for the school each year. To be sure you qualify for our member tuition rate, please contact the Dues & Membership Services Coordinator. Families with three or more children enrolled in the same school year receive a 25% tuition discount for the third child. Tuition is based on a complete nine-month school year and must be paid:

- In full, or
- Nine equal payments commencing July 31 and completed by March 31 or
- Other payment plan as arranged with the Congregation's Dues & Membership Services Coordinator.

**Enrollment may be cancelled without financial penalty, notwithstanding the \$250 non-refundable registration fee, if written notice of cancellation is received prior to and no later than June 1st.** After June 1, families are responsible for the full tuition for the school year. Refund of tuition will only be given under the following circumstances:

- If the family moves out of the Greater Houston area and has given 30 days notice in advance, or
- If both the Director and the parents mutually determine that Becker is not the appropriate placement for the child.

No refunds of tuition will be granted for holidays, vacations, emergency closures or illness.

## **Dis-enrollment**

We reserve the right to dis-enroll any child whose growth and development needs we are unable to adequately support.

## **Registration for Extracurricular Classes and After Lunch Rest and Play**

The school provides opportunities for children to enroll in afternoon activities or nap time from 12:30 to 2:30 each day. Young Toddlers and Twos may enroll in After Lunch Rest and Play until 2:30. Children enrolled in Threes and Pre-K may choose to enroll in extracurricular classes. Enrollment for extracurricular classes is done on a semester basis. To participate in an extracurricular class, children must be enrolled for After Lunch Rest and Play, 12:30 – 2:30. Tuition charges will be added for the day your child is enrolled in an extracurricular class. Payment for the specific class is made to the company/individual providing the class. Activity information and forms are available on our website at [www.emmanuelhouston.org](http://www.emmanuelhouston.org). **Any changes to the afternoon schedule, including additions or dropping of a class, must be completed by September 30 for the fall semester and January 30 for the spring semester.**

# **OPTIONAL PROGRAMS**

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## **Baby Break**

Baby Break is a weekly program for moms, dads, or caregivers and their young children, ages 4 to 24 months. This program, led by our Parenting Coordinator, meets on Wednesdays at 9:00. Music, arts and crafts, snack,

and playtime are provided in our Parenting Center. Baby Break is open to the public. There is no registration or charge for this program.

### **Rise and Shine**

Rise and Shine, the before school program (8:00-8:45) provides supervised care for our students prior to the school day. This program operates on all Becker school days.

### **Stay and Play**

Stay and Play, the extended day program, provides supervised care for our students after school hours. Stay and Play operates from 2:30 p.m. to 5:30 p.m. on all Becker regular school days. There will be no afternoon program on the days when the school has an early dismissal.

### **Drop-in Option**

Becker offers parents the option to drop-in for Rise and Shine, After Lunch Rest and Play (12:30 – 2:30) and Stay and Play (2:30-5:30) on an as needed basis. Please verify availability with the receptionist or Judy. There is a fee for each of the drop-in options. Fees are paid at the front desk by cash, check or credit card.

### **Summer Camp**

Becker offers a two-session summer camp program for children entering the Twos, Threes, or Pre-K level and recent graduates. This program is for Becker students only. We do not offer camp for Young Toddlers. Enrollment for the summer may be for one or both session(s) and must be paid in full by the date indicated on the summer contract. Your Becker account must be up to date in order to register for summer camp.

These sessions differ from the usual school curriculum. All classes follow the school-wide theme, include water play, movement activities, and visits from specialists in the arts and sciences. Tuition and fees are in addition to those for the nine month school year.

### **Sugar's Library**

The library is open for families to check out books on Mondays, Wednesdays and Fridays, from 12:00 to 1:00 and on Mondays and Wednesdays, 2:00 – 2:30. Three books per family, including children's and/or parenting books, may be checked out. Books are checked out for a one week time period and must be returned prior to the check-out of additional books.

## **TRANSITIONS**

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Children are placed in classes according to their age by September 1. Children begin the school year in August and stay with their class group for the entire school year. Children and families handle the beginning of school in different ways. Some children transition easily at first and may have more difficulty the second or third week of school. Other children need support from the beginning.

It is helpful to provide your child with support in the following ways:

- If your child has a lovey or uses a pacifier, please send it to school.
- Provide the teachers with pictures of your family for the child to look at during the day.
- During our meet the teacher day, take pictures of the teachers and if possible, one that includes your child. Pictures of other children and your child engaged in playing are also helpful. It is helpful to look and talk about these pictures together. You may want to include pictures from the playground.
- Have friendly conversations with one or both teachers that the child sees.

The pictures help your child become familiar with the environment. Seeing you converse with the teachers sends the message that you like these new people and helps the child feel safe and comfortable.

For the first few days, some parents or a caregiver find it helpful to stay for a short time with the child in the classroom. The teacher will help you say good-bye and leave. We have also found it helpful for our youngest children to gradually lengthen the day. Your child may go home at 11:00 or 11:30 for the first week or two.

It is normal for parents to feel anxious about leaving their child at school for the first time. It is best to create a good-bye routine and stick to it. Linger in the classroom or returning to the room makes it more difficult for your child. Some parents choose to stay at the school or in the neighborhood. You are welcome to go to the library or parenting center so that you are available if the need arises. We will work with you to figure out what is best and encourage you to call the school so we can let you know how your child is doing. We will call you if your child is having difficulty settling and needs more support.

Our goal is for the children to have positive experiences and build on them. Working together we find what works best for you and your child. As you and your child build relationships with the teachers and have numerous positive experiences, the child may cry for a moment or two at drop off and then quickly settles in for the morning. Your child has now adjusted to their new routine.

As the end of the school year approaches, teachers take their classes on a tour of the next level classrooms and/or playground. For the Pre-K and Bridge students, teachers incorporate books and discussions about going to a new school.

## **STUDENT INFORMATION**

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Registration is completed online each January preceding the upcoming school year. A link will be sent to all current students and members that have an application on file. Siblings must have an application on file and will be invited to register as space is available. Background information on each student, allergy information, publicity permission, permission to post allergies, emergency information, cell phones and emails, grandparent information and the names of persons who may pick-up your children are included on this on-line registration form.

**Parents are responsible for notifying Becker and updating their online information immediately with any changes** including but not limited to change of address and phone number, e-mail address, emergency contacts, as well as new allergies or medical conditions. If help is needed with a user name or password, the school can assist you.

In addition, before school begins in the fall, a Physician and Immunization Information Form needs to be completed annually for each child. This form must be signed by your child's doctor along with a current record of your child's immunizations. **NO CHILD WILL BE ADMITTED TO CLASS UNLESS THESE FORMS ARE UP-TO-DATE AND ON FILE WITH THE SCHOOL PRIOR TO THE BEGINNING OF THE SCHOOL YEAR OR ON THE CHILD'S FIRST DAY OF ENROLLMENT.**

Optional forms found on the Becker website include the following:  
Allergy Action Plan (to be completed only if your child has a severe allergy);  
Extra-Curricular Forms (Including lunch sign-up form)  
Shabbat Sack Sign-Up Form

## **ARRIVAL AND DISMISSAL**

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Children arrive between 8:45 a.m. and 9:00 a.m. Children arriving at school prior to 8:45 a.m. attend the Rise & Shine Program for an additional fee. Daily activities begin at 9:00 a.m. Children transition with ease when they arrive on time and can enter the classroom prior to the beginning of scheduled activities.

**All children enrolled in our programs must be brought to and picked up from their classroom by a parent or other designated adult. Please remember to sign your child in and out on the sign-out sheet in your**

**child's classroom each day your child is in attendance. The completion and retention of these documents is required by our licensing agent. Enter time of arrival at morning drop-off; enter time of pick-up and your signature at the end of each day. Your signature is only required when you pick up your child.**

Arrival time is a good opportunity to speak briefly with your child's teachers and inform them of any changes that may have an effect on your child's day (awakening late, sleeplessness, etc.). Sharing such information enables teachers to be responsive to your child's needs. If you need more time to speak with your child's teachers, please let them know and a time can be arranged. Teachers are prohibited from accessing cell phones (including texts and emails) during the hours they are supervising children.

***An adult must accompany children on the elevator, stairs and while in the bathroom area. Never leave your child unattended in the classroom, school building, parking garage or on the playground.***

Should you have a change in pick-up arrangements, please complete a ***Pick Up Arrangement Change Form*** at the front desk. This procedure helps ensure your child is released **ONLY** to the person you specify. Persons designated will be asked to show picture identification. Children will only be released to the person ***designated in writing by the parent or guardian.***

### **Late Pick-Up Policy**

Dismissal time is 11:50 – 12:00, 12:20 – 12:30 or 2:20 – 2:30 p.m. Children in the extended care program must be picked up by 5:30 p.m. Please be courteous and respectful of this schedule. When you are late, it can be disturbing to your child, disruptive to children napping and interfere with teachers' responsibilities.

**Parents are to be at the classroom no later than 5 minutes after dismissal time. Your promptness makes teachers available to transition the children who are remaining in our care. There is a fee of \$25 for late pick-up at 5:30.** Parents may pay at the front desk by cash, check or credit card for late fees which are due the day of late pick-up.

We understand that emergencies arise. Please call and notify the school if you are going to be late. This enables us to prepare your child and let them know that you will arrive soon.

### **Drop-Off & Pick-Up**

- **USE EXTREME CAUTION** in the garage and **DRIVE SLOWLY AND CAREFULLY.**
- The parking garage is a **Cell Phone Free Zone** while driving and walking.
- All children must be escorted in and out of the building by an adult. Hold children's hands while in the garage.
- Enter the parking lot on the east side and exit through the west gates.

If you have a sleeping or ill child in your car, please park close to the school entrance and notify the front desk. Someone will watch your car while you bring or pick up your other child or children, or bring the children to class for you.

# **WEATHER & EMERGENCIES**

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## **School Closings**

Severe weather may cause an emergency closing of the school. If HISD cancels school due to a weather emergency, we will do the same.

During an emergency school closing, you will be notified by our email system, Constant Contact, and the emergency phone calling system, One Call Now. Please be sure to provide us the best emails as well as two phone numbers where we can leave messages.

Your understanding and cooperation are appreciated during emergency conditions.

## **Emergency Drills**

Children and staff engage in routine evacuation and sheltering practice drills. Fire drills are held monthly. Severe weather drills occur quarterly. An Emergency Evacuation Plan is available at the front desk for your review.

## **Outdoor Play and Environmental Health and Safety**

Children play outside daily unless one of the following conditions is present:

- Severe weather alert
- Heavy rain, thunder or lightening
- Ozone alert
- Environmental pollution alert

Teachers are informed of severe weather, ozone and/or environmental pollution alerts from the director or an assistant director. Environmental alerts are obtained from the Texas Commission on Environmental Quality's alert service.

Typically, ozone alerts do not occur until after 2:00 PM in our area. If a level red or purple ozone alert is present, teachers are immediately notified to come indoors. If a level orange alert is present, teachers monitor the physical activity of children who have asthma, respiratory disease or allergies while outdoors. If your child has chronic respiratory issues, please advise the teacher if activities should be modified in the event of an alert.

### **LEVEL ORANGE**

The highest levels of ozone during the previous hour are considered unhealthy for sensitive groups.

- Active children and adults as well as people with respiratory disease, such as asthma, should limit prolonged outdoor exertion.

### **LEVEL RED**

The highest levels of ozone during the previous hour are considered unhealthy.

- Everyone, especially children, should limit prolonged outdoor exertion.
- People with respiratory disease, such as asthma, should avoid prolonged outdoor exertion.

### **LEVEL PURPLE**

The highest levels of ozone during the previous hour are considered very unhealthy.

- Everyone, especially children, should limit outdoor exertion.
- People with respiratory disease, such as asthma, should avoid all outdoor exertion and limit exposure by staying inside.

## Outdoor Safety: Weather and Insects

Parents are encouraged to apply sunscreen or insect repellent to their child prior to coming to school. Sunscreen with an SPF of 15 or higher is defined as skin protection. Teachers can apply sunscreen and or insect repellent at other times during the day with written permission of the parent. Parents may send insect repellent containing no less than 10% DEET but no more than 30% DEET to school. An Authorization for Applying Sunscreen/Insect Repellent form is available at the front desk. Aerosols are prohibited in school. Parents may send a pump spray.

## HEALTH POLICIES

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### Smoke-Free Environment

The campus of Congregation Emanu El and Becker School is a smoke-free environment.

### Immunizations and Medical Form

**Every child must have a current immunization record and medical form signed by the doctor and parent/guardian on file in our office before he or she may participate in any program. (See list at the back of this handbook, Appendix 1.)**

*A physician must have examined each child within six months prior to the beginning of the school year. The examining doctor must sign the form. If your child is under-immunized because of a medical condition (documented by a licensed health professional) or a family belief, please provide documentation or a waiver supporting this decision.*

The medical form provides space to include information about individuals that the school can contact in the event that we are unable to reach the parent/guardian regarding a sick child or in an emergency. Please list people that you know can be reached, and let them know that they have your permission to handle an emergency or to pick up your child if they are contacted.

### Allergies

At times we have children with severe, life threatening allergies. Some of these allergies include: milk, dairy products, nuts, nut products, eggs, soy and wheat. **Please notify the office, complete an Allergy Action Plan, and notify your child's teachers of any allergies that your child has, as well as the severity of the allergy.** It is essential that the teachers know if there are any foods that your child cannot have. The Allergy Action Plan form is available on our website or at the front desk. In addition, please give us permission to post your child's name and allergy by acknowledging consent with your electronic signature.

### Nut Sensitive School

Due to the dramatic increase in nut allergies over the last decade, as well as the sudden, unanticipated onset of symptoms, **Becker does not serve or allow food containing nuts or nut products on campus.** We are a nut sensitive school, which means we take every precaution possible to eliminate nut products on campus. We appreciate your cooperation in helping us implement this policy. Please keep this in mind when sending lunch with your child and when sending snack for the entire class. Read labels carefully.

### Illness and Injury

The health and safety of your child is our primary consideration. **PLEASE DO NOT BRING YOUR CHILD TO SCHOOL IF HE OR SHE IS NOT FEELING WELL ENOUGH TO PARTICIPATE IN REGULAR ACTIVITIES.** If your child has a temperature above normal, a rash, discharge from the eyes or ears, a fresh cold, sore throat, cough, or gastrointestinal distress; please keep your child home.

The following is an excerpt from the Department of Human Resources Minimum Standards.

What type of illness would prohibit a child from being admitted for care?

*Subchapter R, Health Practices  
Division 3, Illness and Injury  
April 2017*

*Unless you are licensed to provide get-well care, you must not admit an ill child for care if one or more of the following exists:*

1. *The illness prevents the child from participating comfortably in child-care center activities including outdoor play;*
2. *The illness results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children in care;*
3. *The child has one of the following, unless medical evaluation by a health-care professional indicates that you can include the child in the child-care center's activities:*
  - (A) *Oral temperature of 101 degrees or greater, accompanied by behavior changes or other signs of symptoms of illness; or*
  - (B) *Tympanic (ear) temperature of 100 degrees or greater, accompanied by behavior or other signs or symptoms of illness; or*
  - (C) *Axillary\* (armpit) temperature of 100 degrees or greater, accompanied by behavior or other signs or symptoms of illness; or*
  - (D) *Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes or other signs that the child may be severely ill; or*
4. *A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.*

*\*Axillary may be forehead temperature.*

For the protection of all, **children with colds** (runny noses and coughs) **are to be kept at home for two or three days**, the time during which they are the most contagious. **A child must be free of fever without medication, vomiting, or diarrhea for a 24-hour period before returning to school.** A note from the child's doctor may be requested when a child returns to school after a contagious illness, or if he or she has a frequent runny nose.

If a child becomes ill while at school, he or she will be isolated from the rest of the group and parents will be notified IMMEDIATELY. If we are unable to reach either parent, the emergency numbers listed on the child's information form will be called. It is essential that parents (or those authorized by parents) pick up the sick child without delay.

### **Disease Control Measures**

Becker follows the recommendations of Texas Health and Human Services to minimize the spread of communicable diseases by teaching and following:

- handwashing procedures
- diapering protocols
- respiratory hygiene and cough etiquette
- sanitizing of environmental surfaces and personal items
- practice of universal precautions
- immunizations

The following conditions include but are not limited to common childhood illnesses that require exclusion from school attendance, per guidelines adopted by the Texas Department of Health. If you are not sure if your child should stay home from school, please contact us.

- Conjunctivitis
- Fifth disease
- Gastroenteritis
- Giardiasis
- Head lice
- Ringworm
- Streptococcal sore throat
- Scarlet fever

The school administrator shall exclude from attendance any child having or suspected of having a communicable disease designated by the Commissioner of Health as cause for exclusion until one of the criteria listed below is fulfilled.

Any child excluded for reason of communicable disease may be readmitted as determined by the health authority, by:

- (1) submitting a certificate of the attending physician, advanced practice nurse, or physician assistant attesting that the child does not currently have signs or symptoms of a communicable disease or to the disease's non-communicability in a school setting;
- (2) submitting a permit for readmission issued by a local health authority; or
- (3) meeting readmission criteria as established by the commissioner.

**We will immediately notify the parents of any under immunized child who exhibits symptoms of a vaccine preventable disease to pick up their child from school. The child may return to school with a release from a doctor stating the child is no longer contagious. Classroom parents, and parents of any other under-immunized child will be notified of an occurrence of a contagious disease following normal notification procedures.**

**Please notify the school immediately if your child has developed, or comes in contact with, any communicable illness.** State law requires the school to notify parents within 48 hours when there is a case of a communicable disease or illness in the class.

## **Medication**

**“Medications shall be administered to a child only on the written, dated, and signed request of a parent. The original label must be on the container with the physician’s name, child’s name, and instructions. All non-prescription medication shall be labeled with the child’s name and dated.”**

*-Department of Human Resources Minimum Standards*

Parents are encouraged to schedule the administration of a student’s medication in such a manner that medication brought to school will be kept to a minimum. (For example, the physician may be able to prescribe the medication before/after school and at bedtime.) The first dosage of medication is to be given by parent or guardian at home.

Medicine (prescription or non-prescription) may be administered by the registrar or assistant director upon request of a parent. The request must be on a Medication Form which is available at the front desk. This form must be filled in completely, signed, and submitted with the medication to the receptionist. The registrar or assistant director will verify that the right child receives the right medication in the right dose at the right time by the right

method, using the five rights checklist. This checklist will be signed and dated each time medicine is administered. Parents or a designated adult must pick up the medicine from the receptionist.

It is the responsibility of the parent to verify that all medication brought to Becker School is not expired and does not include ingredients that have been recalled. Any medication left at the school after the school year ends will be disposed of properly.

All medication (prescription or non-prescription) must be in its original container and properly labeled. A properly labeled prescription medication is one with a pharmacy label stating the student's name, the name of the medication, and the date the prescription was filled. Non-prescription medication must be in its original container and labeled with the student's name. This includes items such as Benadryl, insect repellent, sunscreen, diaper rash cream, etc.

**Students may not carry or administer any medication to themselves. This includes inhalers, cough drops, vitamins, etc. No medications are to be kept in the classroom or child's backpack.**

### **Minor Injury**

In the event of a minor mishap such as a bump, scrape, or bite the responding teacher will complete an Incident Report form. The form describes the accident and the actions that were taken. The form is signed by the teacher, the director or assistant director, and the parent or guardian. (If someone other than the parent/guardian picks up the child from school, the form will be sent home in a sealed envelope, to be signed and returned the following day.) Parents receive the original form and a copy is retained in the child's file. Teachers are required to call the parent or guardian if there is injury to the head or face.

### **Major Injury**

In the event of an injury or ailment that requires immediate attention by a health care professional, 911 will be called. Parents/or guardians will be notified immediately. A staff member will administer on-site first aid and remain with your child until you arrive. Any accident or illness that results in the summoning of emergency medical personnel or requires a medical procedure will be reported to the State Licensing agent.

### **Children's Product Safety**

Licensing standards require that we certify that there are no unsafe children's products in use or accessible to children in the child-care center at any time. Our staff regularly checks the items used by children at the facility to ensure the safety of the children, including reviewing the Consumer Product Safety Commission's (CPSC) lists of recalled children's items. You can access a listing of unsafe children's products through the CPSC Internet website ([www.cpsc.gov](http://www.cpsc.gov)) or through the DFPS Internet website ([www.dfps.state.tx.us](http://www.dfps.state.tx.us)).

### **Napping**

Texas Department of Family and Protective Services requires that any child who is in care for five or more consecutive hours be provided a supervised nap or rest period following the midday meal.

## **SECURITY**

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We implement a number of measures to ensure the safety of everyone at Becker.

- Exterior building doors are monitored and locked at all times
- Security officers are on site whenever the school and temple are open. Security officers regularly patrol the building and grounds. *Security officers provide escort whenever programming extends outside of school gates.*

- Strategically placed cameras with monitoring locations
- Identification badges for teachers and parents/guardians/caregivers to enter the school
- Identification car stickers for teachers and parents/guardians/caregivers for parking
- Regular review of our security systems and emergency plan to ensure it meets our current needs.

## **Workplace Security Policy**

Both the Congregation and the School are committed to maintaining a safe and secure workplace. Employees, parents and visitors are strictly prohibited from bringing any type of weapon, including knives, firearms, etc. onto the property. In addition, all visitors and contractors are required to check in with the receptionists.

## **Gang-Free Zone**

Congregation Emanu El Becker School, as well as the surrounding 1000 feet perimeter of the property, is a gang-free zone. According to sections 71.028 and 71.029 of the Texas Penal Code, gang-related criminal activity or engaging in organized criminal activity within 1000 feet of the school is a violation of the law and is therefore subject to increased penalty under state law. Offenses that are determined to be organized criminal activity or gang-related will be enhanced to the next highest category of offense.

## **SCREENINGS**

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Hearing, vision, speech, and language screenings are conducted once per school year by an outside team of trained professionals, on children that are three, four and five years old by September 1. The results are shared with the parents and teachers, and recommendations for further screening will be made if the need is indicated. The director will contact the parents and provide appropriate resources when a referral is recommended.

Teachers are able to conduct a developmental screening using the Ages and Stages Questionnaire as a baseline of information based on developmental concerns raised by parents and/or teachers. This screening can take place at any time during the school year. The director and teachers will share the screening results with the parents.

In collaboration with HISD, we are conducting literacy screenings of Pre-K and Bridge children in the fall utilizing the Early Learning Quick Assessment tool.

If you would like more details on the screening or referral process, please contact the director.

## **FOOD**

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**PLEASE LABEL LUNCH BOX, THERMOS, CONTAINERS and FOOD.**

**If your child has a food allergy, please note this on the Child Information Form, complete an Allergy Action Plan and notify your child's teacher.**

Please send a well-balanced, nutritious lunch and a water bottle with your child. Please see Appendix 2 for the Texas Department of Family and Protective Services recommendation of daily food needs for children. **As a Jewish school we do not allow shellfish or pork products. We observe dietary restrictions during Passover.** It is helpful if your child's food is portioned and pre-cut. We encourage the children's independence in feeding themselves. Uneaten portions of lunch will be returned in the lunch box, if possible and desired, so that you will be aware of your child's dislikes or changing appetite. All food is served at the same time. It is suggested that

desserts or sweets be served at home. We are unable to refrigerate lunches. We suggest parents use a frozen cold pack, as this meets food safety guidelines.

**Due to severe allergies, Becker is a nut sensitive school.** We take every possible precaution to eliminate nut products, including nut butters, on campus. Please keep this in mind when sending food for your child or the class. Read labels carefully. If there is an allergy in your child’s class, please respect the classroom needs when sending your child’s lunch and by checking with the teacher when you bring a snack to share. SunButter, made from sunflower seeds, is a safe alternative to nut butters. Soy butter, such as Wow Butter and Soynut Butter are also acceptable. If you are sending your child with an alternate butter, please notify your child’s teacher that you are using this alternative product. Notification in writing as well as telling the teachers is best.

Carbonated drinks are not permitted at any time. In the interest of safety, please do not send your child’s lunch in glass containers. The following foods are known choking hazards for children. If your child is younger than four years old, please do not send the following:

- hot dogs – whole or sliced into rounds (sliced in halves or fourths is acceptable)
- whole grapes – grapes cut in half are acceptable
- popcorn
- raw peas
- large hard pretzels
- chunks of raw carrots
- meat larger than can be swallowed whole

Catered lunches are an option for students for an additional charge. At the beginning of each semester, parents will be advised of selections available. If you choose to order catered lunches, payment is made to Congregation Emanu El on a semester basis. There are no refunds for lunches ordered for the semester. Lunches are not provided on early dismissal days.

Becker School is not responsible for the nutritional value of your child’s lunch or for meeting your child’s daily food needs.

### Snacks

Nutritious morning snacks will be provided for each child. Becker will provide two of the following snack items each day.

#### Monday -

Graham Crackers or Animal Cookies	Applesauce or Yogurt
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#### Tuesday -

Crackers or Cereal	Cheese
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#### Wednesday –

Pretzel Crips or Veggie Sticks	Fresh Fruit or Go-Gurt
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#### Thursday -

Goldfish or Cereal	Cheese
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#### Friday –

Challah	Grape Juice
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Children also enjoy hosting snack. A monthly sign-up sheet for snacks is posted outside of each classroom so that families may volunteer to send snacks on Monday-Thursday. Children are served challah and juice for Shabbat. Please contribute healthy snacks (low in sugar, without artificial sweeteners or coloring) and check with the teacher to verify that no child in the class has an allergy to the snack you are planning to provide. Suggested

snacks include fresh fruit cut in appropriate bite sizes, fresh vegetables, cheese, cream cheese and yogurt. Please save treats such as cookies and cupcakes for special occasions. Water is available for children throughout the day and is always offered at snack and lunch time. **\*Remember, all snacks must be nut free.**

## **Birthdays**

Celebrating a birthday at school is an exciting experience! You are always welcome to bring a special treat for your child's birthday. Please consider a low sugar option for your child's birthday snack, such as fruit kabobs with yogurt dip, frozen bananas on a stick, frozen yogurt, mini bagels with cream cheese, etc. **Sugary birthday treats, such as mini-cupcakes and cookies, will be served at lunchtime.** Please make arrangements with your child's teacher in advance if you'd like to bring a birthday treat for your child. Alternatively, this special day can be celebrated by a parent or family member reading a favorite book. Invitations to home birthday parties will be distributed only when the entire class is invited. **Please do not send party favors or balloons to school.**

## **SHABBAT**

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Our Kabbalat Shabbat on Friday morning is a highlight of each week, both in the classroom and at a group assembly. Threes, Pre-K and Bridge classes meet in the Chapel at 9:30 a.m. Young Toddlers and Twos classes meet in the Chapel at 10:00 a.m. Tuesday/Thursday children and their parent or caregiver are welcome to join us in the Chapel. Parents are always welcome to join us for our Shabbat.

Tzedakah (the giving of charity) is an important part of our Shabbat tradition. Every child is encouraged to bring a few pennies, or specific items, to help others. Each Friday morning, giving and sharing with others less fortunate is discussed and we collect tzedakah. Four times a year we collect items, such as toys or books to donate to a specific group in need. These drives help the children gain an understanding of giving and sharing, and the importance of tzedakah.

## **SPECIAL NOTICE**

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### **Holidays**

There are holidays during the year that the Becker School does not observe. Although they have been secularized in our culture, we **do not** celebrate Halloween or Valentine's Day. We do not dress up in costumes on Halloween or pass out cards or candy on Valentine's Day. As always, we appreciate your cooperation in helping us maintain the Jewish character of our school in regard to these holidays. We do celebrate all of the Jewish holidays, which provide the children other times to dress up (on Purim in March), exchange cards, and give and receive candy.

### **Animals**

For health and safety reasons, please keep your pets at home. If there will be any animals at school for educational visits and/or on-site field trips, all families will be notified in writing.

### **Social Media**

Please do not photograph children and post images on any internet website such as Facebook, Instagram or Snapchat without parental consent.

Children cannot be photographed while in extracurricular activities.

# CLOTHING

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Part of each day, weather permitting, is spent outdoors. Please dress your child in appropriate play clothes that are comfortable and easy for young hands to fasten, and take on and off. Many activities are messy; fancy or special clothes are best left for other times. **Sneakers or other close-toed shoes with backs and a buckle strap closure around the ankle are preferred; sandals with buckle strap closures at the top of the foot and ankle are acceptable.** Flip-flops, backless shoes, and ballet slippers (except during dance classes) are not permitted.

- Each child must have one (1) complete change of labeled clothing (including socks and shoes) that is kept in his or her cubby. (If your child is toilet learning, several changes of clothing are recommended.)
- Children must have a sweater or jacket during the winter months, an extra may be kept in their cubby.

***PLEASE LABEL ALL CLOTHING INCLUDING SHOES WITH YOUR CHILD'S NAME.***

# TOILETING AND DIAPERING

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Parents are responsible for furnishing a supply of diapers and wipes for any child that has not completed toilet learning. Each child's supplies are kept separate, and parents are notified when it is time to replenish them. In an effort to be as sanitary as possible, teachers wear latex gloves when diapering, and changing paper is used to cover the changing table. Diapers are disposed of in a diaper pail. There is no place where soiled cloth diapers can be hygienically kept until dismissal time. For this reason, disposable diapers are required. **All children entering Pre-K must be using the toilet independently.**

## Toilet Learning

It is important that a child's family communicates with the teachers when they feel ready to begin toilet learning. Since this is a complex process, there are many issues both family members and teachers should consider before moving forward with toilet learning. Working together and having open, frequent communication will ensure the child's success.

It is our philosophy that:

- Initiating toilet learning should always be based on the child's developmental level instead of age.
- Initiating toilet learning before the child is developmentally ready creates stress and anxiety for the child and family and increases the length of time it takes for the child to gain toilet independence.

We ask you to consider the following readiness signs...The child:

- Communicates need to eliminate
- Follows simple directions
- Remains dry for at least two hours at a time during the day
- Is dry after naps
- Has regular, predictable bowel movements
- Walks to and from restroom; pulls own pants down/up
- Seems uncomfortable with soiled or wet diapers
- Seems interested in the toilet
- Has asked to wear underwear

If most of these signs are present, your child is probably ready to begin. Otherwise, it is best to wait a little longer.

We recognize that sanitation and safety are important in the process of toilet learning and to accommodate those already independent. Becker follows these procedures regarding safety and sanitation:

- Child size toilets are used in all restrooms.
- Potty chairs are not used. The American Academy of Pediatrics discourages the use of potty chairs and seats in early childhood programs as sanitary handling is difficult.
- The toilets and restrooms are cleaned with a sanitizing solution at least once daily and whenever the seat or area is visibly dirty.
- Wet or soiled clothing is placed in a plastic bag, sealed tightly and sent home. Teachers are instructed not to rinse soiled clothing due to an increase in contamination of hands and other surfaces. Each child should have at least one complete set of extra clothes at school.
- Children are encouraged to wipe from front to back.
- Teachers and children properly wash hands after toileting, helping with toileting, cleaning the area and handling contaminated items.

The following summarizes the philosophy of the program regarding toilet learning:

- A calm, easygoing approach works best.
- Toilet learning involves many steps (discussing, undressing, going, wiping, dressing, flushing, handwashing); we reinforce the child's success at each step.
- It is important to help children recognize when they are urinating or having a bowel movement; they must be aware of what they are doing before they can begin to control it.
- Children should be shown how to use the toilet by watching other children who are independent.
- It is important for parents to dress children in easy to remove clothing to help children be successful in undressing/dressing themselves.
- Forcing a child to sit on the toilet against their will or for long periods of time can set up a power struggle, and negative feelings toward toilet learning may result.
- Children are never punished for accidents as occasional accidents are normal. When cleaning and changing a child, we use a positive demeanor and assure the child that they will be successful.
- Supervising children during toilet learning and toileting is important to the process, as is giving positive feedback.

Adapted from: *Good Going! Successful Potty Training for Children in Child Care* by Gretchen Kinnell. 2004. St. Paul, MN: Red Leaf Press.

## **FIELD TRIPS FOR 3s, Pre-K, and Bridge**

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Field trips are an important part of your child's education. During the school year, the older children will go on one or more field trips. The staff will make every effort to schedule field trips during school hours; however, some field trips may require your child to come earlier, or stay later.

Advance notice of field trips will be sent home with permission slips. No child may participate unless the teacher has the signed permission slip prior to the departure. Children must wear their Becker shirt for all field trips.

Siblings are not permitted to go on field trips. Your voluntary participation as a driver/chaperone will be appreciated by everyone, especially your own child. A field trip will be canceled if there is not enough adult participation. Please remember that as a field trip chaperone, your full attention is needed to supervise the children. Stay with the class group; when driving go directly to the location and return to the school afterwards. Please use your phone for emergencies only when you are with the children, both when you are driving and during the field trip experience.

**TEXAS CHILD CAR SEAT LAWS MUST BE OBSERVED. *Any child younger than eight years old must be secured in a federally-approved restraint seat, unless the child is at least four feet and nine inches in height. ALL CHILDREN MUST BE BUCKLED IN A CAR SEAT.***

Drivers must provide the school with a copy of their valid driver's license and insurance. Adults accompanying students on a field trip may not smoke at any time during the activity. Caregivers or other adults may only drive and supervise the child of the family for whom they work.

## **RELEASE OF STUDENT INFORMATION**

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### **Student Records**

Information contained in student records will only be released to the parents/legal guardian and school personnel, except under the following conditions:

- Student information requested by the court, relating to matters of litigation, may be obtained by issuance of a subpoena to the Director.
- A signed release form from the parents is given to a designated person/agency and to us.
- Parents must be current in their payments before academic records can be sent to another school.

### **Non-Custodial Parent**

Becker Early Childhood Center abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

## **DISCIPLINE and GUIDANCE PROCEDURE**

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Helping children to develop self-regulation and to conduct themselves in an acceptable and positive manner is a major behavioral objective of the school. Certain rules and regulations are a necessity in any group and serve as guidelines to appropriate behavior.

Each teacher develops classroom rules that the students will be learning to follow. Using a positive discipline/guidance approach, children are redirected, given choices and guided in problem solving and conflict resolution by their teachers. These techniques are used in ways that are responsive to the developmental levels and characteristics of the children. Teachers handle most of the discipline within their classrooms. The teachers provide the children with clear expectations and reinforce appropriate behaviors.

When a child exhibits on-going challenging behaviors, parents are informed and consulted regarding their child's behavior by written note, telephone, and/or conferences. The teaching staff along with the Director, parents and specialists will convene to assess the function of the behavior and to develop an appropriate, individualized plan to address the child's behavior. Positive behavior support strategies will be an integral part of the approach. Communication, cooperation and coordination of efforts between parents and teachers is essential. *Corporal punishment, psychological abuse and coercion are prohibited at Becker School.*

- *Research has shown that positive guidance teaches children skills which help them get along in their physical and social environment. The goal is to develop personal standards in self-discipline, not to enforce a set of inflexible rules.*
- *Giving children understandable guidelines and re-directing their behavior helps them to develop internal control of their actions and encourages acceptable behavior. Subchapter L, Discipline and Guidance April 2017*

## Biting

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Biting is a developmentally appropriate behavior for children in the infant through 2 ½ year old classrooms. As children begin to mature, develop expressive language skills, gain self-control and develop problem solving skills biting behaviors typically abate. Children older than 3 years of age, may occasionally be involved in a biting incident. In all incidences of biting, the staff works to identify situations which provoke or elicit this behavior so it can be prevented or redirected. Biting behaviors are consistently discouraged with an age appropriate verbal response. On-going positive guidance will be used to address and redirect the behaviors. If biting behaviors become chronic parents, teachers and administration will meet to develop a strategy to stop this behavior and ensure the safety of all children in the classroom.

While we recognize biting as a normal behavior it is still unsettling when your child is biting others or has been bitten. Parents will be notified by an incident report that a biting incident occurred during the course of the day or by phone if the skin has been broken. The staff is prohibited from discussing with either parent the identity of the other child involved in the incident.

## CONFIDENTIALITY

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Employees will, to the best of their ability, ensure confidentiality and privacy in regard to history, records, and discussions about the students and families served by Becker Early Childhood Center. Confidential information such as student conference forms and medical records are kept in the registrar's files and are not shared with anyone besides the child's teachers, the director, and assistant directors without written permission from a parent (a signed Permission to Release Form). Licensing requires student records to be kept at the center and be available during hours of operation. The records must be kept for at least three months after the child's last day in school.

Psychological and speech evaluations that are shared by parents with the school are kept in locked files in the Director's office. The information from the evaluation is shared with the child's teachers only when requested by the parents. The information from these reports is never shared with anyone outside of the school.

**Employees will not discuss or disclose any information about a student with anyone within or outside of the school unless authorized by the Director, and a release form has been signed by the parent. *No student will be discussed with anyone other than the student's parents.***

## COMMUNICATION

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Ongoing communication between the home and school provides a better understanding of each child's needs, development, and progress, ensuring optimal success for every child. Becker School maintains an open-door policy. You may visit at any time during hours of operation to observe your child, program activities or the premises without prior approval. We encourage you to bring your child to school and come into the classroom when dropping off and picking up your child. This helps develop and maintain a relationship between parents and teachers, which provides for continual communication that is in the best interest of your child.

Contact Information:      Phone: 713-535-6400      Fax: 713-535-6493  
   Email: [becdir@emanuelhouston.org](mailto:becdir@emanuelhouston.org)

We will keep our lines of communication open with you by:

- Inviting you and your child to a *Meet the Teachers* morning before school begins.
- Inviting you to Back to School Night.
- Scheduling Parent-Teacher Conferences during the school year.
- Teachers communicating to entire class and individual parents through Remini.
- Emailing our school newsletter, *Becker Buzz*, and other notices home to keep you abreast of what is happening at school.
- Emailing the Becker Brief on Thursdays with updates and information regarding school activities and events through Constant Contact.
- Sending daily notes (My Day) to parents of students in Young Toddlers and Twos' Classes.
- Offering parent programs that give insight to our programming and your child's development.
- Updating the calendar and other information on our website [www.emanuelhouston.org/welcome\\_to\\_becker](http://www.emanuelhouston.org/welcome_to_becker).
- Sending out a yearly survey through Constant Contact. Results of the survey will be written in a Fall Buzz and communicated at Back To School night.
- Phone calls to inform you of any unusual behavior that occurs with your child.

We hope that you will keep the lines of communication open by:

- Informing us of any unusual events or changes in the home (new baby, illness, trips, visitors, etc.) so that teachers can better understand and support your child.
- Downloading Remini and checking postings.
- Notifying us as soon as your child contracts or is exposed to a communicable disease.
- Notifying us immediately of any changes of address, phone, or emergency contact persons/numbers.
- Becoming actively involved in our Becker Parent Teacher Organization.
- Advising us of any resources for young children or any local special event that would enhance our program.
- Reading written notices sent from school.
- Contacting your teachers or the director if you have any concerns.

On Fridays, your child's teacher will communicate with you through Remini: *Peek at Next Week* or classroom newsletter highlighting the activities for the coming week and providing information regarding programs and activities that might require something brought from home. Please check your email or request a hard copy. If you do not receive a classroom communication, please notify the office.

### **Assessment**

Teachers receive annual professional development on assessment. The age level teams meet to discuss how information derived from ongoing assessment guides the curriculum.

In addition to ongoing observation and assessment, teachers complete a more in-depth assessment twice a year, using a developmental checklist, age level learning standards, goals and objectives. This is in preparation for Parent Teacher Conferences. At that time, information gained from ongoing teacher observation, samples of the children's work, and the developmental checklist are shared with the parents reviewing the child's strengths and weaknesses, areas of interest and needs. Standardized testing is not performed. For more information ask your teachers about the purposes, values and uses of assessment in our program.

### **Parent-Teacher Conferences**

Parent Teacher Conferences occur twice a year, once during the fall semester and the second during the spring semester. Parent conferences are designed to discuss your child's developmental progress. Parents will be provided a written assessment of their child's learning developmental progress at each conference. These

conferences are arranged at convenient times for all parties. They provide opportunities to understand the uniqueness of your child and give you an in-depth view of your child as part of a group. We encourage you to bring your questions, observations, and goals to the conference. This is an essential give-and-take experience benefiting the child, parents, and teachers.

To prepare for conferences, teachers compile their ongoing observations and samples of your child's work, prepare a developmental milestone checklist for each child, and review information you have provided to them about your observations. Information shared as well as the written report is confidential.

Teachers are always available to conference by telephone or in person as needed.

## **CONSULTANTS**

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Becker School collaborates with consultants throughout the year. Consultants may include speech and language therapists, occupational therapists, developmental psychologists, physical therapists, and child psychiatrists. Their role is to collaborate with our staff to enhance teachers' knowledge of normal growth and development and provide support in the areas of classroom management and skills.

The consultants may conduct classroom observations, provide teachers with feedback regarding normal growth and development, and provide support in the areas of classroom guidance and current teaching techniques. Any information obtained during a classroom observation is strictly confidential between the teacher, consultant, Assistant Director and Director.

Because we believe that collaboration and open communication create a positive home-school relationship, we welcome parent participation in this process. Should a parent have a concern about his/her child's behavior at school, the Director may schedule a classroom observation of their child, if requested. Once the observation takes place, a follow-up meeting with the parent(s) will be scheduled. Becker will not conduct individual child observations for assessment purposes without prior consent from the parent.

### **Parenting Programs**

We provide a number of speakers and consultants throughout the year on parenting topics for Becker families. At the end of each year we survey parents to find out what topics are of interest for future programming.

## **VOLUNTEER OPPORTUNITIES/Parent Teacher Organization**

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We invite you to volunteer and become involved in our school community. The Becker Parent Teacher Organization supports our school by providing volunteers for organizing and staffing events, and fundraising. All parents/guardians are members of the PTO. All parents are invited to participate in the meetings and to volunteer. There are many opportunities to volunteer, from bringing snack to driving on a field trip, or being a room parent to helping with one of the many events the organization arranges for the children. Please let the director, PTO chairs or co-presidents know if you are interested in volunteering. More information is provided in the Becker Buzz, Back to School Night and our New Family Coffees.

## **BABYSITTING**

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Becker provides a list of names of teachers and assistants willing to babysit outside of school hours. Teachers and assistants are not permitted to babysit for children that are currently enrolled in their class, including the Stay & Play class. Becker bears no responsibility or liability for Becker employees while they are providing babysitting services outside of school hours.

## TRANSPORTING CHILDREN

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If an employee agrees to provide a student with transportation to/from Becker, the employee must inform the Director, and have the parent/guardian complete the necessary paper work **prior** to providing such services. Employees are prohibited from transporting students to/from Becker without the written permission of the Director and the signed release from the parent/guardian.

## CHILD ABUSE & NEGLECT

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The state of Texas requires anyone who suspects child abuse and/or neglect to report it to the proper authorities. The school staff has been trained to identify the signs and symptoms of abuse and neglect. All suspect indicators must be documented and reported. The school is required by law to cooperate with any investigation of child abuse and neglect. You will be notified if your child is questioned as part of an investigation. The phone number to the child abuse hotline is 1-800-252-5400.

Becker requires all teachers and staff to have a minimum of one hour of annual training in preventing, recognizing and responding to abuse and neglect. Administrators are connected with community organizations such as Escape Family Resource Center, The Motherhood Center, Children's Assessment Center, and DePelchin. These organizations provide support services for families, should they be needed.

Becker administrators, teachers and the rabbis are available to help families as needed.

Teaching young children is a stressful career and teacher health and well-being are critical to fulfilling our commitment to children and families. We support our staff through:

- Required annual training
- Thorough professional development for new staff and substitutes on the topic of positive guidance
- Administrators and clergy have an open-door policy for teachers, should they need to talk or need support
- Qualified staff are available to maintain children's safety and program continuity should a teacher require temporary relief during the day.

## GRIEVANCE PROCEDURES

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It is in the best interest of children, families, teachers, and the school for concerns and complaints to be addressed in a timely and professional manner. For parents who have a concern or complaint about a school-related issue, please follow these procedures:

- **First** discuss your concerns with one or both of your child's **teachers**.
- If the classroom **teacher** cannot resolve the concern independently to the satisfaction of the parent, the **teacher** should bring the matter to the attention of the **director**.
- If a parent brings a concern to the **director** without first consulting the **teacher**, the **director** will ask the parent to confer first with the **teacher**.
- If the **teacher** and the **parent** are unable to arrive at a solution, the **teacher** should ask the parent to schedule a conference with the **director**.
- If the **director** is unable to arrive at a solution satisfactory to the parent, in a timely manner the **director** will bring the matter to the attention of the Senior Rabbi. For convenience and expediency, the director may ask the parent and/or the teacher involved to present the matter to the Senior Rabbi.

## COMMITMENT

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The success of our program and the optimal development of each child are dependent upon a shared commitment between staff and parents. We make every effort to individualize each child's learning experience at Becker. When needed, we work with you and any specialists with whom your child is working to create a plan for your child. Together we can provide an educational experience where home and school cooperate for the best interests of the child. Please contact the director if you ever have a concern or conflict with the class requirements for your child and your family values. We welcome your involvement in your child's early learning experience. There are many ways to become engaged. We invite you to volunteer and become involved in our school community. We welcome your comments and suggestions. Please feel free to call the school to speak to your child's teachers or the Director. One of the teachers or Director will return your call as promptly as possible.

If you would like information regarding minimum standards or the most recent Licensing report, please contact the Director. Our Licensing office may be reached at **713 940-5200** or [www.dfps.state.tx.us](http://www.dfps.state.tx.us).

Working together, we can provide your child with a wonderful early learning experience.

# APPENDIX 1: Immunization Schedule

## 2018-2019 Immunization Requirements for Child-Care Facilities

Age at which child must have vaccines to be in compliance:	Minimum Number of Doses Required of Each Vaccine							
	DTaP	Polio	HepB	Hib	PCV	MMR	Varicella	HepA
0 through 2 months	None	None	None	None	None	None	None	None
By 3 months	1 Dose	1 Dose	1 Dose	1 Dose	1 Dose	None	None	None
By 5 months	2 Doses	2 Doses	2 Doses	2 Doses	2 Doses	None	None	None
By 7 months	3 Doses	2 Doses	2 Doses	2 Doses <sup>1</sup>	3 Doses <sup>2</sup>	None	None	None
By 16 months	3 Doses	2 Doses	2 Doses	3 Doses <sup>1</sup>	4 Doses <sup>2</sup>	1 Dose <sup>3</sup>	1 Dose <sup>3</sup>	None
By 19 months	4 Doses	3 Doses	3 Doses	3 Doses <sup>1</sup>	4 Doses <sup>2</sup>	1 Dose <sup>3</sup>	1 Dose <sup>3</sup>	None
By 25 months	4 Doses	3 Doses	3 Doses	3 Doses <sup>1</sup>	4 Doses <sup>2</sup>	1 Dose <sup>3</sup>	1 Dose <sup>3</sup>	1 Dose <sup>3</sup>
By 43 months	4 Doses	3 Doses	3 Doses	3 Doses <sup>1</sup>	4 Doses <sup>2</sup>	1 Dose <sup>3</sup>	1 Dose <sup>3</sup>	2 Doses <sup>3</sup>

<sup>1</sup> A complete Hib series is two doses plus a booster dose on or after 12 months of age (three doses total). If a child receives the first dose of Hib vaccine at 12 - 14 months of age, only one additional dose is required (two doses total). Any child who has received a single dose of Hib vaccine on or after 15 - 59 months of age is in compliance with these specified vaccine requirements. Children 60 months of age and older are not required to receive Hib vaccine.

<sup>2</sup> If the PCV series is started when a child is seven months of age or older or the child is delinquent in the series, then all four doses may not be required. Please reference the information below to assist with compliance:

- For children seven through 11 months of age, two doses are required.
- For children 12 - 23 months of age: if three doses have been received prior to 12 months of age, then an additional dose is required (total of four doses) on or after 12 months of age. If one or two doses were received prior to 12 months of age, then a total of three doses are required with at least one dose on or after 12 months of age. If zero doses have been received, then two doses are required with both doses on or after 12 months of age.
- Children 24 months through 59 months meet the requirement if they have at least three doses with one dose on or after 12 months of age, or two doses with both doses on or after 12 months of age, or one dose on or after 24 months of age. Otherwise, one additional dose is required. Children 60 months of age and older are not required to receive PCV vaccine.

<sup>3</sup>For MMR, Varicella, and Hepatitis A vaccines, the first dose must be given on or after the first birthday. Vaccine doses administered within 4 days before the first birthday will satisfy the requirement.

Information on exclusions from immunization requirements, provisional enrollment, and acceptable documentation of immunizations may be found in §97.62, §97.66, and §97.68 of the Texas Administrative Code, respectively.

### Vaccines:

- **DTaP:** Diphtheria, tetanus, and acellular pertussis (whooping cough); record may show DT or DTP
- **Polio:** IPV - inactivated polio vaccine; OPV – oral polio vaccine
- **HepB:** Hepatitis B vaccine
- **Hib:** Haemophilus influenzae type b vaccine
- **PCV:** Pneumococcal conjugate vaccine
- **MMR:** Measles, mumps, and rubella vaccines combined
- **Varicella:** Chickenpox vaccine. May be written VAR on record
- **HepA:** Hepatitis A vaccine

## Requisitos mínimos de vacunas en el estado de Texas de 2018 - 2019 para las guarderías y centros de pre-kinder

Esta gráfica resume los requisitos para vacunas incorporados al Código Administrativo de Texas (TAC), título 25, Servicios de salud, secciones 97.61 a 97.72. Esta gráfica no tiene como propósito sustituir las consultas al TAC, el cual contempla otras disposiciones y detalles. El Código de Recursos Humanos, capítulo 42, confiere al Departamento Estatal de Servicios de Salud (DSHS) la autoridad para establecer los requisitos de inmunización.

Los niños deberán mostrar comprobantes de vacunación aceptables antes de inscribirse, asistir o ser transferidos a una guardería o una escuela primaria o secundaria pública o privada de Texas

Edad a la que el niño debe recibir las vacunas para cumplir con los requisitos:	Número mínimo de dosis requeridas de cada vacuna							
	DTaP	Polio	HepB	Hib	PCV	MMR	Varicella	HepA
De 0 a 2 meses								
Antes de los 3 meses	1 dosis	1 dosis	1 dosis	1 dosis	1 dosis			
Antes de los 5 meses	2 dosis	2 dosis	2 dosis	2 dosis	2 dosis			
Antes de los 7 meses	3 dosis	2 dosis	2 dosis	2 dosis <sup>1</sup>	3 dosis <sup>2</sup>			
Antes de los 16 meses	3 dosis	2 dosis	2 dosis	3 dosis <sup>1</sup>	4 dosis <sup>2</sup>	1 dosis <sup>3</sup>	1 dosis <sup>3</sup>	
Antes de los 19 meses	4 dosis	3 dosis	3 dosis	3 dosis <sup>1</sup>	4 dosis <sup>2</sup>	1 dosis <sup>3</sup>	1 dosis <sup>3</sup>	
Antes de los 25 meses	4 dosis	3 dosis	3 dosis	3 dosis <sup>1</sup>	4 dosis <sup>2</sup>	1 dosis <sup>3</sup>	1 dosis <sup>3</sup>	1 dosis <sup>3</sup>
Antes de los 43 meses, pero antes de la entrada a kinder	4 dosis	3 dosis	3 dosis	3 dosis <sup>1</sup>	4 dosis <sup>2</sup>	1 dosis <sup>3</sup>	1 dosis <sup>3</sup>	2 dosis <sup>3</sup>

<sup>1</sup> Una serie completa de la vacuna Hib consta de dos dosis más una dosis de refuerzo a los 12 meses de edad o después (tres dosis en total). Si un niño recibe la primera dosis de la vacuna Hib entre los 12 y los 14 meses de edad, se requiere solo una dosis adicional (dos dosis en total). Si un niño ha recibido una sola dosis de la vacuna Hib entre o después de los 15 y los 59 meses de edad, cumple con los requisitos de esta vacuna específica. Los niños de 60 meses de edad o mayores no requieren recibir la vacuna Hib.

<sup>2</sup> Si la serie de vacunas PCV se empieza a administrar cuando el niño tiene siete meses de edad o más, o si el niño está atrasado con alguna dosis de la serie, entonces puede que no sean necesarias las cuatro dosis. Por favor refiérase a la información siguiente para ayudarse a cumplir con los requisitos:

- Para los niños de siete a 11 meses de edad, se requieren dos dosis.
- Para los niños de 12 a 23 meses de edad: si han recibido tres dosis antes de los 12 meses de edad, entonces requieren una dosis adicional (para un total de cuatro dosis) a los 12 meses de edad o después. Si recibieron una o dos dosis antes de los 12 meses de edad, entonces requieren un total de tres dosis, y al menos una de las dosis deberán recibirla a los 12 meses de edad o después. Si no han recibido ninguna dosis, entonces requieren dos dosis y ambas deberán recibirlas a los 12 meses de edad o después.
- Los niños de entre 24 meses y 59 meses de edad cumplen con los requisitos si recibieron al menos tres dosis, y una de las cuales la recibieron a los 12 meses de edad o después; o dos dosis, ambas recibidas a los 12 meses de edad o después; o una dosis recibida a los 24 meses de edad o después. De lo contrario, es necesaria una dosis adicional. Los niños de 60 meses de edad o mayores no necesitan recibir la vacuna PCV.

<sup>3</sup> Para la vacuna MMR y las vacunas contra la varicela y contra la hepatitis A, la primera dosis debe administrarse en o después del primer cumpleaños. Las dosis de vacunas administradas dentro de los 4 días anteriores al primer cumpleaños satisfacen los requisitos.

La información sobre las exclusiones de los requisitos de inmunización, la inscripción provisional y la documentación aceptable de las inmunizaciones puede encontrarse en las secciones 97.62, 97.66 y 97.68, respectivamente, del Código Administrativo de Texas.

### Las vacunas:

DTaP: Difteria, tétanos y tosferina acelular (pertussis); en el registro pueden aparecer como DT o DTP

Polio: IPV - vacuna inactivada contra la poliomiélitis (polio); OPV - vacuna oral contra la poliomiélitis

HepB: Vacuna contra la hepatitis B

Hib: Vacuna contra *Haemophilus influenzae* tipo b

PCV o PCV13: Vacuna antineumocócica conjugada

MMR: Vacuna combinada contra el sarampión, las paperas y la rubéola

Varicella: Vacuna contra la varicela. En el registro puede aparecer escrita como VAR.

HepA: Vacuna contra la hepatitis A



TEXAS  
Health and Human  
Services

Texas Department of State  
Health Services

## APPENDIX 2: TDFPS Daily Food Needs

### §746.3305 How do I know what a child's daily food needs are?

Minimum Standards for Child Care Centers  
Subchapter Q, Nutrition and Food Service  
December 2010

The daily food needs for children **12 months through two years** are included in the following chart:

Food Groups	Number of Servings To Meet 1/3 Daily Needs	Number of Servings to Meet ½ Daily Needs	Serving Size
Milk	1 and 1/3	2	4 oz. Milk or ½ oz. Cheese or 4 oz. Yogurt
Meat/Meat Alternative	1	1 ½	½ to oz. Cooked lean meat or ½-1 Egg or ¼ c. cooked beans
Vegetables & Fruit	1 and 1/3 +	2+	2-3 Tb. Cooked vegetables or 2-3 Tb. Canned fruit or ¼ Small fresh fruit or ¼ c. Juice
Whole Grains	1 and 1/3 +	2+	½ Slice Bread or ¼ c. Cooked Cereal or ¼ c. Pasta or Rice or 1 or 2 Crackers

The daily food needs for children **three years through five years** are included in the following chart:

Food Groups	Number of Servings To Meet 1/3 Daily Needs	Number of Servings to Meet ½ Daily Needs	Serving Size
Milk	2/3 of One Serving	1	¾ c. 1% Milk or 1½ oz. Cheese or ¾ c. Yogurt
Meat/Meat Alternative	2/3 of One Serving	1	1½ to oz. Cooked lean meat or ¾ Egg or ¼ c. cooked beans
Vegetables	1	1 and ½	½ c. Raw or cooked vegetables or ½ c. Ray leafy vegetable
Fruit	2/3 of One Serving	1	½ c. Canned or chopped fruit or 1 piece fruit or melon wedge or ½ c. Juice
Whole Grains	2	3	½ Slice Bread or ¼ c. Cooked Cereal or ½ c. Ready to eat cereal or ¼ c. Cooked Pasta or Rice or 3-5 Crackers