



Becker School

PARENT HANDBOOK

2023-2024

1500 SUNSET BLVD

HOUSTON

TEXAS

77005

713.535.6400

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Congregation Emanu El Senior Staff

Oren J. Hayon, *Senior Rabbi*

Pamela B. Silk, *Associate Rabbi*

Joshua Fixler, *Assistant Rabbi*

Roy A. Walter, *Rabbi Emeritus*

Rollin Simmons, *Cantor*

fredi Bleeker Franks, *Interim Operations Manager*

Stefani Carlson, *Director of Lifelong Learning*

Anna Shabtay, *Director of Congregational Advancement*

Becker School Administration

Erika Roberts, *Interim Principal*

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Judy Lazor, *Admissions Coordinator*

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Elizabeth Townsend, *Education Assistant*

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Brianna Francis, *Parent and Teacher Engagement Coordinator*

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Brooke Lewis, *Child Development Coordinator*

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Sarah Kronman, *Receptionist*

sarahk@emanuelhouston.org

Becker Administrative Team

Stefani Carlson, Director of Lifelong Learning: For questions about the educational philosophy, policies, and operations of Congregation Emanu El, or about Becker leadership.

Erika Roberts, Interim Principal: For questions or concerns about the philosophy of the school, school policies, schedules, licensing and/or accreditation information, curriculum, or referral information please contact Erika.

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

Elizabeth Townsend, Education Assistant: For general programming questions, please contact Elizabeth.

Brianna Francis, Parent and Teacher Engagement Coordinator: For questions regarding parent programming, and community engagement please contact Brianna.

Brooke Lewis, Child Development Coordinator: For questions or concerns regarding child development, classroom environment, learning support, or therapist referral/scheduling please contact Brooke.

Sarah Kronman, Receptionist: For general Becker questions, please contact Sarah.

PROGRAMS

Young Toddlers

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

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

Monday – Friday,
Monday/Wednesday/Friday

Twos

Teacher-Child ratio 2:10
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

Threes

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

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

Monday – Friday

Pre-K

Teacher-Child ratio 2:14
4 years by September 1

9:00 a.m. – 2:30 p.m.

Monday – Friday

Kindergarten

Subject to Availability
5 years by September 1

9:00 a.m. – 2:30 p.m.

Monday – Friday

Extended Care

7:45-8:40 a.m. Early Care
2:30-5:30 a.m. Extended Day

*See calendar for months and days of operation

MISSION

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

The Becker School nurtures 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

The curriculum evolves as it prepares children to meet the challenges of the twenty-first century. Our curriculum is Reggio Emilia-inspired, 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

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 Cognia. The principal, administration team and teachers meet all requirements and standards set by the childcare licensing branch of Texas Department of Family and Protective Services, NAEYC, and Cognia.

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 (chapter 746 Child Care Centers).

Becker is affiliated with NAREA (North American Reggio Alliance) and Houston Reggio Alliance.

Enrollment

Priority enrollment 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 enrollment fee**, the on-line Enrollment Form, and the Enrollment Agreement are received by the school. The fee holds the child's space for the upcoming school year.

Enrollment 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 Principal, with the Board of Trustees of Congregation Emanu El, sets the tuition and fees for the school each year. To be sure you qualify for our member tuition rate, please contact the Director of Congregational Advancement. 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 eight-month school year and must be paid:

- In full, or
- Eight equal payments commencing in August and completed by March 31 or
- Other payment plan as arranged with the Congregation's Executive Director.

Enrollment may be cancelled without financial penalty, notwithstanding the \$250.00 non-refundable registration fee, if written notice of cancellation is received prior to and no later than June 1, 2022.

If a student is withdrawn at any time after June 1, 2022 and before the first day of school, one month of tuition shall be due and payable. If a student is withdrawn at any time between the first day of school and December 1, three months of tuition shall be due and payable. If a student is withdrawn at any time after December 1, full payment of the remaining tuition shall be due and payable. The only exception to this policy falls under the following circumstances:

- A. **Student's family moves outside of the Greater Houston area.**
- B. **Student is withdrawn from Becker at Becker's request.**

In each of these circumstances, Becker will pro-rate the year's tuition to the end of the month in which the student withdraws. In the event of a withdrawal because the student's family moves outside the Greater Houston area, notice of such withdrawal must be given at least thirty (30) days in advance. If such notice is not given, the date of withdrawal for calculating pro rata tuition shall be thirty (30) days after actual receipt of such notice.

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

All payments made by credit card will be assessed a 3% processing fee.

Disenrollment

While our goal is to always refrain from the use of suspension, expulsion and any other exclusionary measures, Becker School reserves the right to insist upon the immediate withdrawal of any student whose presence is considered to be detrimental to either the student's or Becker's best interest.

If a student's challenging behavior interferes with their ability to learn or their classmate's ability to learn, Becker will first refer to the following guidelines to aid in providing positive behavioral support.

- A. Assess the function of the child's behavior. Most behavior, good or bad, is motivated by a need to get something (attention, desired activities/objects, or internal stimulation) or to avoid something (difficult work, embarrassment, discomfort, etc.)
 - 1. Clearly identify the targeted behavior that has not responded to standard teaching strategies that teachers or parents have used before; it is important to be as specific as possible and provide clear examples.
 - 2. Document exactly what happened before the challenging behavior, including the setting, with whom, and during what activity.
 - 3. Determine what happens immediately after the challenging behavior, including teacher's reaction, child's reactions, classmates' reaction.
- B. Consult with parents and others (teachers, therapists, etc) who know the child. A collective effort is most helpful in providing the appropriate support for the child.
 - 1. Review the bigger picture as to what may be influencing the child's behavior (Things such as medical/health problems including vision, hearing, medication, or allergies; environmental triggers such as heat, noise, crowds, hunger, fatigue, sleep issues; family and social issues may also need to be considered; review teaching style)
 - 2. Determine the child's interests, strengths, and skills.
 - 3. Come up with a "best guess" as to the reasons for the challenging behavior.
- C. Implement positive behavior support strategies.
 - 1. Determine specific behavior goals for the child.
 - 2. Identify desired behaviors to replace the challenging behaviors.
 - 3. Develop teaching strategies to address replacement behaviors.
 - 4. Provide positive behavior support as an ongoing process.
 - 5. Monitor and review the positive behavior support strategies and ensure that the strategies are consistent with family and cultural values.

When challenging behavior continues in spite of positive interventions, there may be a need to discuss possible referrals to community resources (pediatrician, therapist, etc). If all other possible interventions have been exhausted, Becker School reserves the right to disenroll any child whose best interests are not able to be adequately supported by the school. Administration will offer assistance in finding an alternative placement.

Becker School will always comply with federal and state civil rights laws.

OPTIONAL PROGRAMS

Early Care

Early Care, the before school program (7:45-8:40 a.m.) provides supervised care for our students prior to the school day. This program operates on all Becker school days.

Extended Care

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

Summer Camp

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

Summer camp differs 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.

TRANSITIONS

Children are placed in age levels 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. It is helpful to look and talk about these pictures together.
- Have friendly conversations with one or both teachers that the child sees.

The pictures help your child become familiar with the adults with whom your child will be spending their school day. Seeing you converse with the teachers sends the message that you like these new people and helps the child feel safe and comfortable.

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. As you get closer to school, talk to your child about what they should expect when you get to school. We encourage you to call the school or message your teachers 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 will find what works best for you and your child. As 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. 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.

As the end of the school year approaches, teachers take their classes on a tour of the next level classrooms. The Pre-K and Kindergarten teachers incorporate books and discussions about going to a new school.

STUDENT INFORMATION

Enrollment 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 enroll 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 enrollment form.

Parents are responsible for notifying 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.

In addition, before school begins in the fall each year, a Physician and Immunization Information Form needs to be completed 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 THE CHILD INFORMATION 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. A link to these forms will be emailed to families the June before the start of school.

Additional forms include the following:

Allergy Action Plan (for known serious allergy requiring medical attention)

Asthma Action Plan

Challah Sign-Up Form

Lunch Sign-Up Form

ARRIVAL AND DISMISSAL

ARRIVAL

Please Park in the parking garage for arrival each morning. Becker discourages idling vehicles (buses, families' automobiles) in your parking areas, except if vehicles need to idle in extreme heat or cold to maintain interior or engine temperatures. Children arrive between 8:45 a.m. and 9:00 a.m. 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. Each morning students will be dropped off by a parent or caregiver at their classroom.

Prior to dropping off your child, please communicate with your child's teachers via Brightwheel or email, and inform them of any changes that may have an effect on your child's day (awakening late, sleeplessness, changes at home, etc.). Sharing such information enables teachers to be responsive to your child's needs. Drop off is not an appropriate time to have lengthy conversations. If you need more time to speak with your child's teachers, please let them know and a time can be arranged.

DISMISSAL

Please Park in the parking garage for dismissal. Becker discourages idling vehicles (buses, families' automobiles) in your parking areas, except if vehicles need to idle in extreme heat or cold to maintain interior or engine temperatures. All students will be picked up from their classroom at their scheduled dismissal time.

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 call Becker as soon as you know so we can 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 by the parent or guardian.***

All children enrolled in our programs must be brought to and picked up from school by a parent or other designated adult. Please remember to sign your child in and out on the Brightwheel App each day your child is in attendance. The completion and retention of these documents is required by Childcare Regulations.

Late Pick-Up Policy

Dismissal time is 12:15 – 12:30 or 2:15 – 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 anyone picking up late during their designated time (12:30pm, 2:30pm, 5:30pm). You will receive a notice on your account.

We understand that emergencies arise. Please call and notify the school if you are going to be late. **You will still be charged a \$25 late fee**, but this enables us to prepare your child and let them know that you will arrive soon.

DOs and DON'Ts of Drop-Off & Pick-Up

DO use EXTREME CAUTION in the garage and DRIVE SLOWLY AND CAREFULLY.

DO enter the campus on the east side and exit through the west side.

DO follow the guidance of Becker Staff and Security.

DO NOT use your cellphone in the parking garage or when walking with your child.

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

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.

Disruption of utility services (i.e. electricity, water) that render the building unsafe will result in a school closure.

During an emergency school closing, you will be notified by our email system, 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.

HEALTH POLICIES

Immunizations

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 enter school. (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.

Every student enrolled in Becker School must be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Texas Department of State Health Services. All students must have evidence, in writing, from their physician of appropriate immunizations prior to the first day of school. Attendance is contingent on being current on all requirements. Students requesting a medical exemption from the immunization requirements must annually submit a signed, dated letter from the student's Texas-licensed, treating physician (M.D. or D.O) specifically stating the basis for the exemption and that the required vaccines would be medically contraindicated or pose a significant risk to the health and well-being of the child or a member of the child's household. Requests for medical exemptions will be considered and granted after review. Students who have not received any vaccines will not be considered for medical exemption. The school does not accept exemptions for conscientious objections. If an outbreak or suspected outbreak of any vaccine preventable disease occurs in the state of Texas, any student who, for whatever reason, is not immunized may be excluded from school and all school-related activities.

Allergies

Children with severe, life-threatening allergies, are enrolled in our school. Some of these allergies include: milk, dairy products, nuts, nut products, eggs, soy and wheat. ***A complete Allergy Action Plan along with rescue medications must be provided to the school by your child's first day in attendance. Notify your child's teachers***

of any allergies that your child has, symptoms of ingestion, as well as the severity of allergic reaction. 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.

Nut Sensitive School

Becker does not serve or allow food containing nuts or nut products on campus. We are a nut sensitive school; we take every precaution possible to eliminate nut products on campus. We appreciate your cooperation in helping us keep all children safe. 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

. We cannot emphasize strongly enough the need for parents to keep children home when they are sick or not feeling well! We will require the following protocols to be followed by staff and families alike:

- Any sick children or staff are required to stay home.
- Children who have temperature of 100.4°F or higher, or who are displaying symptoms such as coughing, sneezing, flush cheeks, shortness of breath, rash, fatigue, or extreme fussiness and other childhood ailments such as vomiting or diarrhea will be sent home.
- **A child must be free of fever without medication, vomiting, or diarrhea for a 24-hour period before returning to school.**
- **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 note from the child's doctor is requested when a child returns to school after a contagious illness, or if he or she has a frequent runny nose or allergy symptoms.
- Children who are displaying symptoms of any illness will be placed in a supervised and comforting isolation area to help prevent the spread of the virus or infection.
- Parents must pick up a sick child within 30 minutes of being contacted.

The child information 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.

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.

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

CLEANING PRODUCTS

- A schedule for regular cleaning and disinfecting has been developed.
- The cleaning crew and teachers will ensure safe and correct application of EPA-approved disinfectants and sanitizers.
- EPA-registered disposable wipes are provided to teachers and other staff members so that commonly used surfaces such as keyboards, desks, and remote controls can be wiped down before use.
- All cleaning materials will be kept secure and out of reach of children.

CLEANING AND SANITIZING TOYS

- Surfaces that are frequently touched-classroom tables and chair, toys and games-will be frequently cleaned and disinfected throughout the day.
- Toys and equipment that are not easily disinfected will be removed from classrooms.
- Toys that children have placed in their mouths will be set aside until they are cleaned and disinfected by hand by a person wearing gloves.
- Toys that need to be cleaned will be set aside in a container of soapy water.

CLEANING AND SANITIZING FREQUENTLY USED AREAS

- Objects and surfaces such as doorknobs, light switches, classroom sink handles, countertops, nap cots, cubbies, and playground structures will be cleaned, sanitized, and disinfected daily.
- All bathrooms will be cleaned and disinfected three times throughout the day.
- High touch surfaces made of plastic or metal such as grab bars and stair railings will be cleaned several times throughout the day.

CLEANING AND DISINFECTING BEDDING

- Cots will be labeled for each child. All cots will be cleaned and disinfected daily.
- Each child's bedding will be kept separate and stored in an individually labeled bag.
- Bedding sent from home (pillows, blankets, and sleeping bags) will be sent home to be washed each Friday and should be returned to school each Monday.

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.

- COVID-19
- Conjunctivitis
- Fifth disease
- Gastroenteritis

- Giardiasis
- Head lice
- Ringworm
- RSV
- 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 any Becker administrator with the appropriate certification. The request must be on a Medication Form which is available online. This form must be filled in completely, signed, and submitted with the medication to a Becker administrator at drop-off. All Becker administration certified to administer medicine will follow the five rights protocol and document each dosage administration.

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. We encourage you to request prescriptions be divided into two containers (one for home/one for school) by your pharmacy. 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. **Medications are stored in a cabinet at the reception desk.**

Outdoor Play and Environmental Health and Safety

A fundamental element of our daily curriculum is to provide the children with outdoor play opportunities. Teachers will limit or provide alternate indoor activities when any of the following conditions exists:

- Severe weather alert
- Heavy rain, active thunder or lightning
- Ozone alert {Level Orange/Ozone Action Days – restricted outdoor activities for sensitive groups; Levels Red and Purple- outdoor activities restricted for all children}
- Environmental pollution alert
- Extreme Temperature: The heat index (air temperature + humidity) is the measure that will be used as an indicator for outdoor play safety.
- Heat Index 90 degrees {84 degrees F + 70% humidity}- CAUTION – outdoor time to be reduced to 20 minutes
- Heat Index 100 degrees {90 degrees F + 55% humidity} – DANGER – poses an extreme health risk. Children must utilize indoor play spaces.

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

*If your child has chronic respiratory issues, please advise the teacher if activities should be modified in the event of an alert.

Sunscreen/Insect Protection

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 on the Becker website. Aerosols are prohibited in school. Parents may send a pump spray.

Rest Time

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. Children are not required to sleep but must lay on their mat for a set time based on age. Quiet activities will be provided until the rest time is over for the other children.

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) or through the DFPS Internet website (www.dfps.state.tx.us).

Smoke-Free Environment

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

SECURITY / EMERGENCY PREPAREDNESS

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 on-campus programming extends outside of school gates (i.e. a nature walk around Emanu El grounds, visit to the sukkah).*
- A Security officer is posted at the entrance to Becker School.
- Strategically placed cameras with monitoring locations
- Identification badges for teachers and parents/guardians/caregivers to enter the school
- Regular review of our security systems and emergency plan to ensure it meets our current needs.
- Entry gates

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.

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 on the Becker website for your review.

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

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 can 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.

If you would like more details on the screening or referral process, please contact the Principal or Child Development Coordinator.

FOOD

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.

Lunches and snacks will be eaten in the child's classroom or outside. Lunches sent from home should be packed in a closed, self-contained lunchbox including disposable utensils and napkins. Please send a well-balanced, nutritious lunch and a filled 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. We are unable to refrigerate lunches. We suggest parents use a frozen cold pack, as this meets food safety guidelines.

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.

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

Snacks

All students will have a morning snack time. Parents are responsible for sending a snack with their child daily. We encourage you to label the snack and keep it in a container separate from their lunch. Examples of healthy snacks are: graham crackers, applesauce, yogurt, cheese, fruit, pretzels, and goldfish. On Friday, every child will be provided an individual challah roll for their snack.

Students in our Extended Care program will also have a snack time. These students will first be encouraged to each unfinished items from their lunch. We will also provide snacks for Extended Care students as needed.

***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 make arrangements with your child's teacher in advance if you'd like to bring a birthday treat for your child. 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.**

Breastfeeding

Becker families have the right to breastfeed or provide breast milk for their child while in care. The receptionist will help you find a quiet, private room to breastfeed. Breastmilk can be stored in the in the refrigerator in the Becker kitchen with your child's name and room number on it.

SHABBAT

Our Kabbalat Shabbat on Friday morning is a highlight of each week, both in the classroom and at a group assembly. Young Toddler and Twos classes meet in the Chapel at 9:30 a.m. Threes, Pre-K, and Kindergarten classes meet in the Chapel at 10:00 a.m. 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

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.

Becker is home to a bearded dragon named Benji who resides in our lobby and family of hens that live in Bear's Garden. Students visit Benji and the chickens throughout the week.

Social Media

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

CLOTHING

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. Your children will get messy! If they are not, we are not doing our jobs. **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 are not permitted. We do allow children to take off their shoes while inside and outside. A permission form allowing children to remove shoes will be sent home.

Please send multiple changes of labeled clothes, an extra pair of shoes, and a sweater or jacket to be kept at school.

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

TOILETING AND DIAPERING

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 vinyl 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 allowed.** The American Academy of Pediatrics discourages the use of potty chairs and seats in early childhood programs as sanitary handling is difficult.
- Toilet learning children must be in underwear.
- The toilets and restrooms are cleaned with a sanitizing solution several times 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 Kindergarten

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 or vape 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

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 School 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

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

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 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

Employees will, to the best of their ability, ensure confidentiality and privacy regarding history, records, and discussions about the students and families served by Becker School. Confidential information such as student conference forms and medical records are maintained by administration and are not shared with anyone besides the child's teachers, the Principal, and Child Development Coordinator 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 Principal'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 Principal, and a release form has been signed by the parent. *No student will be discussed with anyone other than the student's parents.*

COMMUNICATION

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. We encourage you to keep an open line of communication with the director, staff, and your child's teachers through email, Brightwheel, or telephone calls. 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.

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

- ***Meet the Teachers*** prior to the start of the school year.
- Scheduling Parent-Teacher Conferences during the school year.
- Teachers communicating to entire class and individual parents through Brightwheel.
- Sending 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..
- Sending Daily Reports through Brightwheel to parents of students in Young Toddlers and Twos' Classes.
- Uploading photos and videos to Brightwheel of daily activities.
- 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/beckerschool.

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 Brightwheel 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 principal if you have any concerns.

On Fridays, your child's teacher will communicate with you through a classroom newsletter highlighting the activities of the current week and any important information for the coming week. Please check your email or request a hard copy. If you do not receive a classroom communication, please notify the office.

DOCUMENTATION AND ASSESSMENT

The goal of documentation and assessment is to make student learning and thinking visible. Teachers focus on telling the story of the learning process. A variety of assessment techniques will be used. Examples include: photographs, videos, written descriptions of student activities, collecting work samples, and transcribing students' thoughts and words.

Posting the goals and objectives of each documentation helps identify what and how the standards are being met.

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

In addition to ongoing documentation 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 Principal Erika Roberts about the purposes, values and uses of documentation 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 prior to the 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 parents

to prepare questions, observations, and goals for 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.

Parent-Teacher Conferences are held virtually.

CONSULTANTS

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 video 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 video observation is strictly confidential between the teacher, consultant, Principal, and Child Development Coordinator.

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 Principal or Child Development Coordinator 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

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. More information is provided in the Becker Brief.

TRANSPORTING CHILDREN

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

CHILD ABUSE & NEGLECT

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

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 **principal**.
- If a parent brings a concern to the **principal** without first consulting the **teacher**, the **principal** 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 **principal**.
- If the **principal** is unable to arrive at a solution satisfactory to the parent, in a timely manner the **principal** will bring the matter to the Director of Lifelong Learning, Stefani Carlson. For convenience and expediency, the principal may ask the parent and/or the teacher involved to present the matter to the Director of Lifelong Learning.

COMMITMENT

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 Principal 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 Principal. One of the teachers or Principal 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 Principal. Our Licensing office may be reached at **713 940-5200** or www.dfps.state.tx.us.

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

APPENDIX 1: Immunization Schedule

2023 - 2024 Texas Minimum State Vaccine Requirements for Child-Care and Pre-K Facilities

This chart summarizes the vaccine requirements incorporated in the Texas Administrative Code (TAC), Title 25 Health Services, §§97.61-97.72. This chart is not intended as a substitute for consulting the TAC, which has other provisions and details. The Department of State Health Services (DSHS) is granted authority to set immunization requirements for child-care facilities by the Human Resources Code, Chapter 42.

A child shall show acceptable evidence of vaccination prior to entry, attendance, or transfer to a child-care facility in Texas.

Age at which child must have vaccines to be in compliance:	Minimum Number of Doses Required of Each Vaccine							
	Diphtheria / Tetanus / Pertussis (DTaP)	Polio	Hepatitis B (HepB) ¹	<i>Haemophilus influenzae</i> type b (Hib) ²	Pneumococcal conjugate vaccine (PCV) ³	Measles, Mumps, & Rubella (MMR) ^{1,4}	Varicella ^{1,4,5}	Hepatitis A (HepA) ^{1,4}
0 through 2 months								
By 3 months	1 Dose	1 Dose	1 Dose	1 Dose	1 Dose			
By 5 months	2 Doses	2 Doses	2 Doses	2 Doses	2 Doses			
By 7 months	3 Doses	2 Doses	2 Doses	2 Doses	3 Doses			
By 16 months	3 Doses	2 Doses	2 Doses	3 Doses	4 Doses	1 Dose	1 Dose	
By 19 months	4 Doses	3 Doses	3 Doses	3 Doses	4 Doses	1 Dose	1 Dose	
By 25 months	4 Doses	3 Doses	3 Doses	3 Doses	4 Doses	1 Dose	1 Dose	1 Dose
By 43 months	4 Doses	3 Doses	3 Doses	3 Doses	4 Doses	1 Dose	1 Dose	2 Doses

¹ Serologic evidence of infection or serologic confirmation of immunity to measles, mumps, rubella, hepatitis B, hepatitis A, or varicella is acceptable in place of vaccine.

² 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.

³ 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, an additional dose is required. Children 60 months of age and older are not required to receive PCV vaccine.

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

⁵ Previous illness may be documented with a written statement from a physician, school nurse, or the child's parent or guardian containing wording such as: "This is to verify that (name of child) had varicella disease (chickenpox) on or about (date) and does not need varicella vaccine." The written statement will be acceptable in place of any, and all varicella vaccine doses required.

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 and online at <https://www.dshs.texas.gov/immunize/school/default.shtm>.

Exemptions

Texas law allows (a) physicians to write medical exemption statements which clearly state a medical reason exists that the person cannot receive specific vaccines, and (b) parents/guardians to choose an exemption from immunization requirements for reasons of conscience, including a religious belief. The law does not allow parents/guardians to elect an exemption simply because of inconvenience (for example, a record is lost or incomplete and it is too much trouble to go to a physician or clinic to correct the problem). Schools should maintain an up-to-date list of students with exemptions, so they may be excluded in times of emergency or epidemic declared by the commissioner of public health.

Instructions for requesting the official exemption affidavit that must be signed by parents/guardians choosing the exemption for reasons of conscience, including a religious belief, can be found at www.dshs.texas.gov/immunize/school/exemptions.aspx. The original Exemption Affidavit must be completed and submitted to the school.

For children claiming medical exemptions, a written statement by the physician must be submitted to the school. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.

Documentation

Since many types of personal immunization records are in use, any document will be acceptable provided a physician or public health personnel has validated it. Validation includes a signature, initials, or stamp. An immunization record generated from an electronic health record must include clinic contact information and the provider's signature/stamp, along with the vaccine name and vaccination date (month, day, and year). An official record generated from a health authority is acceptable. An official record received from school officials, including a record from another state is acceptable.



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Rev. 02/2023

***Every student enrolled in Becker School must be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Texas Department of State Health Services. All students must have evidence, in writing, from their physician of appropriate immunizations prior to the first day of school. Attendance is contingent on being current on all requirements. Students requesting a medical exemption from the immunization requirements must annually submit a signed, dated letter from the student's Texas-licensed, treating physician (M.D. or D.O.) specifically stating the basis for the exemption and that the required vaccines would be medically contraindicated or pose a significant risk to the health and well-being of the child or a member of the child's household. Requests for medical exemptions will be considered and granted after review. Students who have not received any vaccines will not be considered for medical exemption. The school does not accept exemptions for conscientious objections. If an outbreak or suspected outbreak of any vaccine preventable disease occurs in the state of Texas, any student who, for whatever reason, is not immunized may be excluded from school and all school-related activities. **

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 1 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 3/4 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