



Weinberg Early  
Learning Center  
at The Temple

# **FAMILY HANDBOOK 2020-2021**

***“And you shall teach them to your children”***  
***Deuteronomy 11:19***

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# **WEINBERG EARLY LEARNING CENTER (WELC) FAMILY HANDBOOK**

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**YOUR CHILD'S SAFETY AND WELL-BEING ARE PRIORITIES AT THE WEINBERG EARLY LEARNING CENTER (WELC). IN ORDER TO MAINTAIN CONSISTENCY AND ORGANIZATION, WE HAVE ESTABLISHED THE FOLLOWING POLICIES AND PROCEDURES.**

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## **The Weinberg Early Learning Center Mission Statement**

*The mission of The Weinberg Early Learning Center is to provide a rich and joyous learning environment for young children that will stimulate their minds, nurture their souls and embrace the wonder and beauty of our Jewish heritage.*

We accomplish our mission through the following philosophies and goals by:

- Providing a fun, creative, innovative and experiential learning environment to optimize learning and growth
- Creating a center-based curriculum, which includes language, reading and literature, math, science, music and art
- Structuring our curriculum around the principles of leading educators: Dewey, Piaget and Reggio – both concrete and experientially based
- Giving our young children every opportunity to develop emotionally, physically and cognitively
- Utilizing every sense to help each and every child develop his/her mind at his/her individual pace
- Building expressive and receptive language skills
- Maximizing each child's innate potential and unique skills to facilitate his/her maximum social and academic success in all future endeavors
- Fostering a positive self-concept in each child
- Building a foundation in Jewish rituals and customs, Hebrew language and prayer, the importance of social justice, and the land and culture of Israel, all in a Reform Jewish context
- Developing a sense of community for children and parents in which they can celebrate and appreciate their faith
- Exposing our children to many different cultures and backgrounds to ensure that they will have respect for all people and backgrounds
- Developing a safe, nurturing, and loving environment among children, parents and teachers in our school
- Encouraging parents to become involved members of our school where warmth, kindness and acceptance will be the hallmarks of The Weinberg Early Learning Center

## ADMISSIONS

Enrollment at the Weinberg Early Learning Center (WELC) is based on an application process. Priority is given in the following order to children who fall into these categories:

1. Returning WELC students
2. Temple Members (child's parent or guardian is a Temple Member)
3. Additional Priority Applicants
  - a) Associate members of The Temple
  - b) Families who are part of The Temple's Provisional Membership Initiative
  - c) Siblings of returning WELC students who are not Temple Members
  - d) Siblings of previous WELC students who are not Temple Members
  - e) Grandchildren of Temple Members
4. Open Application Period

Any application received by the WELC after its respective published priority application period will be considered for admission during the next priority application period for which the application is eligible.

Decision letters will be sent to families following the conclusion of each published priority application period (returning WELC Students, Temple Members and Additional Priority Applicants only). Decision letters will be sent to families during the Open Application Period as applications are processed.

Applicants will be accepted from the waiting list as spaces become available. Temple Members receive priority on waiting lists. All temple financial obligations must be current to take advantage of priority application periods.

**The WELC does not accept specific requests for teachers, friends, or class placement.** Twins are placed in the same class unless the director is notified in writing by May 15<sup>th</sup> of the parents' request to separate them.

The WELC, at its sole discretion, may or may not offer admission to any child.

## SECURITY

The Temple is a weapon free building. To provide a safe and secure environment for your children, the following are highlights of the WELC security system:

- During school hours we have a security guard present
- The interior and exterior doors to the school are locked
- Security Cameras at entrances are monitored by Temple staff
- All classrooms have telephones allowing direct access to the WELC office and 911
- A Weather/Emergency Radio at the WELC notifies us of any Emergency Actions Alert

## ACCIDENT & EMERGENCY PROCEDURES

### ACCIDENT/INJURIES

In the unfortunate event of an accident, we will send home an incident report. For minor injuries, we send home a boo-boo report.

#### **EMERGENCY PROCEDURES**

In the event of a medical emergency, the WELC will call 911 and emergency personnel will transport the child to Children's Healthcare of Atlanta at Egleston or to an emergency facility deemed necessary by the transport provider. We will use our best efforts to notify parents. If parents cannot be located, we will leave a message, call the people listed on the child's emergency contact list and ask them to meet us at the hospital. We will remain with the child until an adult (parent or person from emergency contact list) arrives.

Parents are asked to complete a new WELC Emergency Medical Information Form when any contact information changes, such as phone numbers, address, allergies, prescribed medications, medical needs, and emergency contact information. Additional forms are available in the WELC office.

#### **REPORTING SUSPECTED CHILD ABUSE OR NEGLECT**

In the State of Georgia, any person may report a case of suspected child abuse. By State Law, school administrators, school teachers, school psychologists, school social workers and child service organization personnel are "mandated reporters" and must report suspected child abuse or neglect to the Department of Family and Children Services (DFCS) or local police department immediately.

A report of child abuse should be made when a person has "reasonable cause to" believe that a child under the age of 18 has been abused by a parent or caretaker. "Reasonable cause" means a suspicion founded upon circumstances sufficiently strong to warrant a reasonable person to believe that something is true.

In Georgia, any person who is required by law to report and who knowingly willfully fails to report shall be guilty of a misdemeanor. The State grants immunity for any civil or criminal liability for the making of a report based on the requirement that the report is made in good faith.

#### **SAFETY DRILLS**

Throughout the school year, we conduct fire, severe weather and intruder drills teaching students our safety procedures in a non-frightening manner. During drills, we practice evacuating to a safe location. Families are notified when drills have occurred.

### **COVID-19 Weinberg Early Learning Reopening FAQs**

Our preschool will continue to look very different for a while, even though the principles on which our school is built will remain the same – to educate, learn through play and nurture your children in a fun, creative, and innovative environment to optimize learning and growth. Please read our policies, listed below that have developed since our reopening in July.

#### **What are the hours?\***

Our Half Day Program is open from 9:30am to 1:30pm and the Extended Day program is currently open from 8:00am to 5:00pm.

#### **What is your sick policy?**

In addition to the sick policy set forth in the WELC handbook, children or staff are not allowed to enter the WELC while any of the symptoms below are present. In addition, children and staff who have been sick are not be permitted to attend school again until they have been free of fever without the use of

fever-reducing medications or symptom free for at least 72 hours. If the child has a doctor's confirmation that the illness is something other than Covid-19, they may return to WELC with a letter from the doctor and following the guidelines for that illness in our handbook.

- Fever of 100.4° F or higher or chills
- Cough
- Shortness of breath
- Difficulty breathing
- New loss of taste or smell\*

Any 2 of the following:

- Chills
- Muscle or body aches
- Headache
- Sore throat
- Diarrhea\*
- Fatigue\*
- Nausea or vomiting\*
- Nasal congestion/stuffy or runny nose\*

We are hoping that, once a proven vaccine becomes available, policy and programs will revert to our traditional programming.

#### **What has changed in the classroom?**

Classrooms are at a reduced capacity and run by 1-2 teachers.

Infant rooms have a max of 6 students.

Toddler classrooms have a max of 8 students.

2-and 3-year-old classrooms have a max of 10 students.

4-year-old classrooms have a max of 12 students (in two classrooms).\*

- We are using a pod system. Teachers remain with their assigned group for the duration of the day to minimize the number of people introduced in each group. Specialists do not go classroom to classroom. Our Active Kids Coach and Music Specialist stream into classrooms to guide classes from a physical distance.
- Social distancing occurs by classroom, not by individual students (i.e. students are together in small groups).
- Students use space inside their classrooms and do not move throughout the school, except for on their way to the playground. The playgrounds are used on a rotating schedule to allow for regular cleanings and disinfecting. Only one group of children is allowed in an outside area at a time.
- All Pre-K field trips are on hold. Bright from the Start has ceased transporting children for any purpose other than transporting children between their place of residence and the Childcare Facility.

- At this time, we are not offering stay & play or afternoon enrichments to limit the mixing of classes of children.
- We are now offering early morning care (8:30am drop off) for all Half-Day students within our current classroom pods.\*
- Some classroom activities are being done in a new way or have been eliminated, such as shared water play and sensory play (e.g., rice, beans, sand, or playdough activities).
- In younger classrooms, we keep a designated bin for separating mouthed toys and maintain an enhanced focus on children's behaviors. When a child is finished with a mouthed toy, the teacher removes it and places it in a toy bin that is inaccessible to other children. The teacher and student then washes hands, and the toy will be cleaned and sanitized before returning to children's area.
- To reduce potential touching and contact with your strollers and car seats, we are not storing family's strollers and/or car seats inside.

#### **Are there Large/Whole School Gatherings?**

We are not holding multi-class or whole school gatherings, such as Kabbalat Shabbat. However, we are continuing to hold Shabbat in the classrooms and having clergy virtually visit classrooms on a rotating schedule during the year. Families are invited to join us virtually each week using the Zoom link sent out through Schoolvine.\*

#### **Classroom/Facility Cleaning & Disinfecting**

- Our enhanced cleaning procedures include regular cleaning and disinfecting during the day and a thorough cleaning and sanitizing each night.
- Toys and other items are being cleaned and disinfected daily. Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions are set aside until they are cleaned by hand by a person wearing gloves.
- We wash our linen items daily using the warmest appropriate water setting for the items and then dry items completely.

#### **Protective Equipment**

- Face Coverings: All staff wears face coverings.
- Face Shields: In addition to face coverings, clear face shields are worn by all staff handling the pick-up and drop-off processes.
- Gloves: We continue to follow Bright from the Start requirements regarding the wearing of non-porous gloves when in any contact with bodily fluids, feeding children and when diapering.
- Child Face Coverings: All staff members and, as much as feasible, children in 3- and 4-year-old classrooms wear face coverings. Face coverings will never be put on babies and children under the age of three.



**What has changed with drop-off/pick up?**

We are saying hellos and good-byes in the carpool lane. As with most preschools during the pandemic, we are following the strict Bright from the Start guidelines. Only children and staff who are required for daily operations and ratio inside the building and classrooms are allowed inside the WELC. We have and will continue to introduce new virtual ways for others to be included in classrooms.

Health screenings and wellness checks are required at drop off to enter the building. A staff member greets your car in the carpool lane and takes the temperature of your child. Parents are also asked to answer questions daily before their child is permitted in school.

**What are the details on carpool?**

Flexibility is the key. We have staggered arrival and drop-off times and limited direct contact with parents as much as possible.

**Drop Off**

8:00am EDP Families\*

8:30am Early Morning Care Families\*

9:15 am Families A-K

9:30am Families L-Z

**Pick Up**

1:15pm Families A-K

1:30 Families L-Z

EDP Families as they arrive until 5:00pm.\*

Drop-off takes place in the carpool circle or in the parking garage on rainy days. Please follow signage once you enter the lot.

Vehicles should pull through carpool and stop in designated spaces (follow signage and staff directions). A staff member greets your family at your car and takes the temperature of your child. Parents are also asked to answer questions daily before their child is permitted in school. Children are taken out of the car by their parent, and their teachers walk them to their classrooms. At the end of the day, teachers walk children back to their cars.

If possible, the same parent or designated person should drop off and pick up the child every day. Avoid designating those considered at high risk, such as elderly grandparents who are over 65 years of age.

Hand hygiene stations are set up at the entrances of WELC so that staff and children can clean their hands before they enter. The child's hands are also washed immediately upon entering the classroom.

All staff conducting carpool wear face masks as well as PPE.

**What if my child gets sick at school?**

An isolation room has been set up to allow children who are sick to wait for their parents. All sick children in that room that are 3 and over will wear a face mask, as will the staff member with them. Siblings will also be sent home at that time.

If a child has a temperature of 100.4° F, either at home or at the WELC, they must be fever-free for 72 hours without fever reducing medication before returning to WELC. If the child has a doctor's confirmation that the illness is something other than Covid-19 they may return to WELC with letter from the doctor and follow the details for that illness in our handbook. (Please see full sick policy in our handbook). In addition, siblings may also not return to the WELC until everyone in the family is fever-free for 72 hours or at the time the sibling may return.

**What if someone we know is ill or has COVID-19?**

Open communication is the key to preventing the spread of COVID-19. If you become aware that any person with whom you or your child has contact with exhibits symptoms of COVID-19, you must contact the WELC immediately. We will then work with the health department and The Temple's Medical Advisory Committee for guidelines.

In following CDC, State, and Temple Medical Advisory Guidelines:

- If a student or any member of a student's household is showing multiple symptoms of COVID-19 then that student is not permitted back into the classroom until:
  - There is a doctor's note confirming a different illness and not COVID. or
  - They are 72 hours fever free without fever-reducing medicine, and it has been 10 days since the start of the symptoms and they are symptom free.
- If a student or any member of a student's household has come into close contact with someone who has COVID-19 then that student is not permitted back into the classroom for 14 days of last contact with that person.\*
- If a student or any member of a student's household is waiting for the results of a COVID-19 test, that student is not permitted back into the classroom until discussed with the director.\*
- If a student or teacher tests positive for COVID-19, the classroom pod is closed for 14 days and the Health Department will be called for further guidance.

**What if I don't feel safe sending my child currently? Will I lose my spot/Do I have to pay?**

We understand these are very uncertain times. Please contact Sarah Shinsky (404-872-8668 or [sshinsky@the-temple.org](mailto:sshinsky@the-temple.org)) to discuss your thoughts so we can come up with a solution for your family.

We are doing everything in our power to keep every child safe during this time. Working together is incredibly important. We have worked closely with CDC and Bright from the Start along with the Temple's Reopening Committee to develop our re-opening procedures.

**SCHOOL DELAY/CANCELLATION/SEVERE WEATHER CLOSINGS**

Decisions regarding delays or closing will always be in favor of caution and safety. A decision about delayed opening or closing of the WELC due to inclement weather will be made as early in the morning as possible, if not the previous evening. The WELC reserves the right to remain with the published school calendar and not make up time due to cancellations or delays caused by inclement weather or other emergency situations.

Families should tune in to *11Alive Emergency Weather Network* or *STAR 94 FM Radio* for information on school delays or closings due to inclement weather. Parents will be contacted at the primary family telephone number by WELC staff, Schoolvine email and/or Calling Post regarding school delay or closing. We will make every effort to update our WELC outgoing voice mail messages confirming any school delay or closing.

Parents will be contacted in the rare event that children must be picked up during school hours due to early closing.

#### **HOURS OF OPERATION/LATE PICK UP & FEES (\*During COVID-19 pandemic, these may vary)**

##### **HOURS OF OPERATION**

We are licensed by the Georgia Department of Early Care and Learning: Bright from the Start, which allows us to offer programs from the hours of 7:30 AM - 6:00 PM. Hours of our Half-Day Program are 9:30 AM – 1:30 PM.

##### **LATE PICK UP & FEES**

Please be on time to pick up your child from dismissal. Atlanta tends to have heavy traffic throughout the day. We encourage you to take into account unexpected traffic delays when planning your child's pick-up.

All children must be picked up on time. Late charges of \$1.00 per minute will be incurred by any parent arriving after these times. For carpool situations, the parent who is driving will be charged.

#### **ADDITIONAL/OPTIONAL PROGRAMS**

##### **EARLY MORNING CARE(\*DURING COVID-19 PANDEMIC, WE WILL NOT BE OFFERING EARLY MORNING CARE)**

We offer early morning care from 8:30 a.m. to 9:30 a.m. for children of all ages enrolled in the half day program. There is an additional charge for Early Morning Care. There is no carpool for early morning drop-off; please escort your child to our early morning classroom. If space permits, parents may utilize this program on an as needed basis by notifying the WELC office at least 24 hours in advance. Payment is requested on the day service is provided.

##### **STAY AND PLAY(\*DURING COVID-19 PANDEMIC, WE WILL NOT BE OFFERING STAY AND PLAY)**

Children who are two years old or older on September 1 and enrolled in the half day program may stay from 1:30 PM to 3:00 PM. There is no carpool at dismissal time; please pick your child up from the WELC lobby. Children may attend on an as needed basis, if space is available, by notifying the WELC office at least 24 hours in advance. There is an additional charge for Stay and Play and payment is requested on the day service is provided.

##### **ENRICHMENT CLASSES(\*DURING COVID-19 PANDEMIC, WE WILL NOT BE OFFERING ENRICHMENTS)**

The WELC offers a wide variety of enrichment classes during the school year. These classes take place after the school day from 1:30 PM – 3:00 PM and require an additional fee. There is no carpool at dismissal time; please pick your child up from the WELC lobby. Some enrichment classes have a

minimum age requirement. Registration is on a first-come, first-served basis. Please note that some Enrichment Classes are offered on an annual basis only.

#### **EXTENDED DAY PROGRAM(\*DURING COVID-19 PANDEMIC, PROGRAM TIMES VARY)**

This program is offered from 7:30 AM- 6:00 PM daily. All children are able to enroll. Children are offered a nap daily. The WELC provides cots, sheets and blankets for nap time. Children are able to bring items from home to nap with as well (pacifiers, security items, etc.). The Extended Day Program is not available on a drop-in basis.

#### **HOLIDAYS**

Throughout the year, we will celebrate many Jewish and secular holidays at the WELC. The WELC monthly calendars will include dates of the in-school celebrations. (\*We will not be holding in-school celebrations during COVID-19 Pandemic.) Additionally, all days when the WELC is closed for holidays are listed. The Extended Day Program is open more days during the school year than the half-day program. Please know that our school does not celebrate non-Jewish, religious based holidays such as Halloween, Christmas or Valentine's Day.

#### **FINANCIAL POLICIES**

##### **TUITION/FEES**

Within 10 days after the date of your child's acceptance into the WELC, as applicable, a non-refundable, non-transferable tuition deposit is due. The remainder of tuition and fees are outlined in the Enrollment Contract. Statements for the payment of tuition and fees will be mailed to the child's home address unless otherwise noted on the child's enrollment form.

##### **PAST DUE BALANCES**

Past due balances may be subject to an interest charge of 1.5% per month as outlined in the WELC Enrollment Contract. None of the tuition payments or fees is refundable after their respective due dates, notwithstanding the subsequent absence, withdrawal or dismissal of the child from the WELC.

##### **MEMBER/NON-MEMBER TUITION RATES**

The WELC offers member tuition rates to children's whose parents/guardians are Temple Members in good standing. If a family enrolls their children at the non-member rate then joins The Temple by September 1<sup>st</sup>, the member rate will be honored for the current school year. Families who are Associate Members or part of The Temple's Provisional Membership Initiative are not eligible for Temple Member tuition rates.

##### **ADDITIONAL/OPTIONAL PROGRAMS**

Payment for the optional programs for which children are registered is due at the time of enrollment. These programs include: More Toddler Time, Early Morning Care, Stay and Play, and Enrichment Classes. Payment for these programs is non-refundable and non-transferable. The following programs can be used on a drop-in basis: Early Morning Care, and Stay and Play. Payment is requested on the day the service is utilized.

#### **WELC INFANT PROGRAM**

The goal of the WELC Infant Program is to provide a safe, secure, and nurturing environment for your infant. The following guidelines are to ensure your infant's safety while in our loving arms.

#### **FEEDING**

Please send in a signed written feeding plan for your infant under one year old.

Your infant's feeding plan and schedule will be posted in their classroom, the amount of formula or breast milk to be given, instructions for the introduction of solid foods, the amount of food to be given, and notation of any type(s) of formula which may not be used in an emergency because of food allergies.

If there are any dietary changes to your infant's plan (i.e. increase or decrease of formula/breastmilk, new foods, food allergies etc.), this also needs to be shared in writing.

The WELC provides a nursing room on site. You may pump or feed your child at your convenience. (\*During the COVID-19 pandemic, we will need to coordinate a plan.)

Please label all bottles, sippy cups, plastic containers, and baby food jars.

#### **PACIFIERS**

You may send in labeled pacifiers for your baby in a Ziploc bag with one to two extras included. Please do not attach pacifiers to your infant's clothing or around their neck as this presents safety hazards.

#### **PLAY**

Here at the WELC, we believe in a play-based curriculum even for our youngest learners. We provide daily supervised tummy time and outdoor time, weather permitting. Other activities include baby sign language, intro to Judaica, infant yoga, music, art, science, motion, and, of course, story time.

#### **SLEEP**

Parents must provide a clean, labeled, tight-fitting crib sheet daily for their child. Please send the crib sheets in a labeled Ziploc bag at the beginning of the week or bring one crib sheet in daily.

All infants will be put to sleep on their back unless the parent has provided a physician's written statement authorizing an alternative sleep position for your infant. The statement should include how the infant shall be placed to sleep and the time frame these instructions are to be followed.

Once your infant can easily turn over from back to front and back while sleeping, teachers will continue to initially place your infant to sleep on his or her back, but allow your infant to roll over to a preferred position and not re-position him or her.

Sleepers, sleep sacks, and wearable blankets may be provided and used if provided by the parent. Swaddling blankets will not be used unless a doctor's note is provided that includes instructions and a time frame for swaddling your infant.

No objects will be placed in the crib with a sleeping infant.

#### **CLOTHING AND OTHER PERSONAL ITEMS**

Parents should send in two or more extra changes of clothing that are labeled every day (top, bottom, and socks).

If your infant uses a burp cloth or bib, please label and send in 1-2 of each daily. Washable bibs are recommended.

As the temperature becomes cooler outside, please send in a labeled jacket and blanket as your baby will be spending time outdoors, weather permitting.

## **CURRICULUM**

### **LITERACY**

The goal of our literacy (reading and writing) program is to create lifelong readers who love stories and see the beauty and magic in the written and spoken word. Our students are exposed to all forms of Jewish and secular stories and poetry. Stories help foster a sense of identity, connecting our past, present and future. Literacy activities such as stories, language games, and reading and writing centers are a part of every child's day. The children are surrounded with letters, words and pictures that encourage them to explore their imaginations and use language in age-appropriate ways. The children are given every opportunity to learn and develop their written and oral language skills.

### **MATH**

The goal of our math program is to teach that numbers represent and correlate with concrete objects. Children learn that there is a connection between numbers and the real world. We teach the children that numbers are fun, exciting, intellectually stimulating and critical to all learning. Number games and activities are a part of every classroom at WELC. All different types of blocks, math games, unifix cubes and other manipulatives are available in each class to help the children understand the relationship between numbers and our world. The WELC's math program builds a foundation so that math will forever be a fun, stimulating and concrete activity for our children.

### **SCIENCE**

The goal of our science program is to provide every opportunity for our children to discover and explore the universe. Children learn about wind, weather, animals, birds, bugs, leaves, rocks, seashells and more. Children at all ages discover the world through science. Each age group has the chance to see, touch and experience the world through special science experiments. For example, we will use microscopes, magnifying glasses and other age-appropriate scientific tools. When the children complete their education at the WELC, they will have a foundation and an appreciation for the wonders and beauty of our universe.

### **ART, MUSIC AND DRAMA**

The goal of the music, art and drama program is to expand the children's minds. Music, drama and art are integral parts of the WELC program, both as individual subjects and as tools for learning math, science, reading and Jewish studies. Children are exposed to various art media, many types of music and instruments, and role-playing experiences within the classroom. Through consistent exposure to music, art and drama, we foster and develop each child's innate ability to grow, learn and use his/her imagination. Our program allows the children's inner-magic to shine and creativity to soar.

### **JEWISH STUDIES**

The goal of our Jewish studies curriculum is to give our students a solid foundation in Jewish life, language and ritual. Judaism gives us a language and framework to teach values, morals, ethics, basic concepts about the world, and how to get along with and treat others. We have a beautiful tradition steeped in social justice, kindness and respect for animals, and people and the environment. Basic

information about the holidays, Sabbath, Torah stories and Israeli culture are taught through songs, stories, art, and role-plays. We teach basic Jewish concepts in a fun, informative and interactive way. We have weekly Shabbat celebrations with our Temple clergy that foster a sense of connection and love for the Temple and the greater Jewish community.

#### **ADDITIONAL COMPONENTS THAT OUR FOUR-YEAR-OLD CLASSES IMPLEMENT**

- Opening the World of Learning™ (OWL) which is a comprehensive literacy based program published by Pearson Early Learning. OWL uses strategies consistent with current research to increase alphabet knowledge, early writing, phonemic awareness, vocabulary, oral language, and literacy skills.
- Every day in Pre-K: Math® which is published by Great Source. Everyday Math is gleaned from brain research understanding that preschool age children actively construct mathematical knowledge. With this program, children develop an understanding of key math concepts such as understanding of small numbers, patterns, similarities and differences, counting and making predictions.
- Handwriting Without Tears® was developed by an occupational therapist to help facilitate children's mastery of handwriting skills. The children learn step-by-step letter formation through multisensory lessons which address children's diverse learning styles.

#### **CLASSROOM MEDIA**

The American Academy of Pediatrics recognizes that high quality interactive media can have educational benefits for children above age two, and that when appropriately used, with the support of knowledgeable adults, they can be harnessed for early learning and development and improve "social skills, language skills, and even school readiness." The WELC includes interactive media for our 4- year old classrooms. We use interactive media to supplement, not replace, hands-on learning with real materials that provide a full range of physical, sensory, intellectual, and social experiences.

The exposure to interactive media during the time the children attend school is limited since research also shows that the more time children under age five spend with media, the less they interact with others (siblings, parents, peers) and the less creative their play is. Passive media can contribute to language delays, obesity, social withdrawal, attention problems, and even irregular sleep patterns.

Because new technologies are being developed regularly, their appropriateness for young children's physical, cognitive, and social development will be evaluated on an ongoing basis by the WELC staff.

The WELC does not include television, videos, or video games as a routine part of our curriculum. If any passive media like this is used, it is done with permission from the Director for special occasions only, generally when the school is open for the Extended Day Program only. Only G-rated movies would ever be shown to children during the time they attend school and viewing would be limited to 30 minutes per week.

#### **LEARNING DIFFERENCES**

The WELC and Camp Minimac accept children with diagnosed learning differences. Our school retains a school psychologist for observation and recommendations to staff and families. We partner with our families to welcome therapists into the school for both one-on-one sessions as well as facilitating goals in the classroom. We offer multiple early intervention screenings on-site.

## HEALTHY LIVING

Our goal at the WELC is to develop the whole child. That means we must do all we can to ensure that our children are healthy, safe, engaged, supported, and challenged. By looking at what is happening in today's world we know that developing healthy bodies is a key factor in school success.

Childhood obesity is a serious epidemic—obesity rates have doubled in children and tripled in adolescents since 1980. Obesity is associated with other health problems including type 2 diabetes, heart disease, high blood pressure, and stroke, some forms of cancer, gallbladder disease, asthma, sleep apnea, high cholesterol, and high blood pressure.

While childhood obesity rates increase, opportunities for students to be active have decreased. This not only affects their health, but also their performance in classroom settings. Physical activity programs are linked to stronger academic achievement, increased concentration and improved math, reading and writing test scores in elementary school.

The WELC takes these research findings seriously. We include healthy eating and regular exercise into our program. We implement a Healthy Snack program which consists of fresh fruit, fresh vegetables, dried fruit, grains and organic dips. Hormone free milk is offered at each morning snack. Water is offered throughout the day and at each meal and snack. On Fridays, we serve challah and juice to celebrate Shabbat.

Each class attends a weekly physical education class (Active Kids). Additionally, we offer daily gross motor play on our amazing outdoor Sonia's Playground. When weather does not permit outdoor play, children are able to use our indoor playground. (\*During the COVID-19 pandemic, the indoor playground will not be open.) Afternoon enrichment classes also include a variety of physical education and dance options. (\*Enrichment classes will not be offered during the COVID-19 pandemic.)

### SNACK

The WELC provides a healthy morning snack for your child daily. Snack schedules include fresh or dried fruit, fresh vegetable, bread/grain, healthy dip/spread, hormone free milk and water. Challah and juice are served on Fridays for morning snack. A healthy snack is included in the afternoon programs. The WELC Office has a snack notebook which includes labels for all snacks served.

### LUNCH

Please provide a healthy lunch and drink in a labeled bag for your child daily. Insulated lunch bags and thermoses are recommended for keeping food at the preferred temperature.

The State of Georgia Child Care Learning Center Rules require that meals and snacks served at the WELC meet USDA Nutritional Guidelines. This requires lunches to contain a protein, a grain, and 2 servings of fruits/vegetables (1 of each or 2 fruits or 2 vegetables is acceptable).

Please note that The Temple is a "kosher-style" facility and families are asked to send in lunches and drinks consistent with that policy. Please be aware that "kosher-style" at the Temple means the following:

- No pork (ham, bacon, pepperoni, etc.) may be brought into The Temple
- No shellfish (shrimp, crab, etc.) may be brought into The Temple



- Refraining from mixing of milk and meat (which means including both in one meal). Please avoid things such as turkey & cheese sandwich, chicken nuggets and yogurt, etc.

Please be aware that the State of Georgia Child Care Learning Center Rules prohibits us from serving food to children less than 3 years of age that could cause choking. Therefore, in classes with children under the age of 3, we will not serve hot dogs, raw carrots, grapes, peanuts, or popcorn. Please refrain from including these items in your child's lunch if your child is enrolled in a classroom with any children under the age of 3.

We strongly recommend that lunch consist of healthy foods rather than items heavy in sugar. Some lunch ideas are included below.

#### **DAIRY LUNCH IDEAS**

Hummus, pita bread, sliced cucumber, fresh orange slices, milk  
 Pasta noodles, cheese stick, sliced squash, fresh pineapple, almond milk  
 Yogurt, banana, fresh peach, granola bar, milk  
 Tuna salad, pita chips, edamame, diced peaches, soy milk  
 Peanut butter and jelly sandwich, cubed cantaloupe, green beans, milk  
 Bagel with cream cheese, sliced mango, fresh tomatoes, milk  
 Hard-boiled egg, mandarin oranges, cubed cheese, tortilla, 100% juice  
 Cottage cheese, chickpeas, terra chips, fruit salad, milk  
 Cheese quesadilla, salsa, corn chips, black beans, water

#### **DAIRY FREE LUNCH IDEAS**

Sliced turkey, crackers, sliced zucchini, clementine, water  
 Chicken nuggets, applesauce, sliced avocado, water  
 Roast beef sandwich, raspberries, sliced cucumber, water  
 Sunbutter and banana sandwich, blueberries, sliced watermelon, water  
 Hummus, pita bread, cucumber/tomato salad, fresh pear, water  
 Hardboiled egg, mandarin oranges, raisins, couscous, water  
 Tuna salad, pita chips, olives, cherry tomatoes, water  
 Black beans, rice, tortilla, sliced avocado, tangerine, water  
 Tofu, peas, dried cranberries, blueberry muffin, water

#### **PASSOVER**

During the seven-day festival of Passover (according to the Reform calendar), leavened products are not permitted in The Temple. This includes, but is not limited to: bread, bread products, pasta, pasta products, wheat noodles, cereal, crackers, or pretzels.

Temple events (including WELC) that are held on the eighth day of Passover can have bread products, since the holiday is over according to the Reform calendar. However, matzah will be made available for those still observing the festival. For snacks during Passover, the WELC will serve matzah, fruit, veggies and milk.

Some suggested lunches that support the Temple's Passover Food Guidelines include:

#### **PASSOVER STYLE DAIRY LUNCH IDEAS**

Matzah with Sunbutter, sliced cucumber, fresh orange slices, milk  
Yogurt, cheese stick, sliced squash, fresh pineapple, almond milk  
Tuna salad, matzah, raisins, banana, milk  
Matzah with cream cheese, sliced mango, cherry tomatoes, 100% juice  
Hard-boiled egg, mandarin oranges, cubed cheese, Passover crackers, milk  
Cottage cheese, canned peaches, sliced red peppers, matzah, milk  
Quinoa with veggies, charoset, sliced cheese, kiwi, almond milk

#### **PASSOVER STYLE DAIRY FREE LUNCH IDEAS**

Sliced turkey, Passover crackers, sliced zucchini, clementine, water  
Lettuce wrap with roast beef, raspberries, water  
Egg salad, Passover crackers, strawberries, avocado, 100% juice  
Sliced grilled chicken, blueberries, watermelon, water  
Hardboiled egg, cucumber/tomato salad, fresh pear, water  
Guacamole, matzah, olives, cherry tomatoes, water  
Almond butter, matzah, cauliflower, dried cranberries, water  
Chicken salad lettuce wraps, fresh peppers, fruit salad, water

#### **DRINK CUPS AND WATER BOTTLES**

We ask that you do not send in baby bottles for your child older than 18 months to drink from throughout the day. Sippy cups are preferred and acceptable in toddler classrooms.

#### **FOOD ALLERGIES/RESTRICTIONS**

If your child has any food allergies or restrictions, please be sure that your child's teachers and the WELC office know of the allergy and necessary treatment if the child is exposed to this food.

Children with severe food allergies that would cause certain foods to be prohibited from an entire classroom need a letter from a physician. In this event all families may be asked to refrain from serving certain foods.

#### **BIRTHDAY CELEBRATIONS**

We welcome you to celebrate your child's birthday and other special days in the classroom. (\*Unfortunately, this will have to be virtually during the COVID-19 pandemic.) We encourage healthy celebratory snacks and have included ideas on a 2-page flyer available in the WELC office or through your child's teacher. Please make arrangements with your child's teacher in advance of any celebrations. We ask that you plan around any allergy and or food restrictions the children in your child's class might have. The classroom teachers will share this information with you when you are planning a classroom celebration.

The WELC does not permit lighting birthday candles at school. We ask that if goody bags are distributed they contain healthy foods and/or age appropriate games/toys such as stickers, play-dough, bubbles, etc.

Invitations to birthday parties held outside of the WELC and gifts to individual children may be distributed through the cubbies only when the entire class is included. Class lists with students' names, telephone numbers, and addresses are provided at the beginning of the school year. Unless all children in the class are invited to a birthday party, please refrain from sending birthday gifts through children's backpacks or cubbies.

On your child's birthday, we encourage you to donate a book to the WELC Book Nook in his/her honor. An insert will be added to the book thanking your child for the donation.

#### **IMMUNIZATIONS**

The state of Georgia requires all children enrolled in our program to have current immunization records. Either a current Georgia 3231 form or a medical waiver is required.

#### **SHABBAT**

A member of The Temple Clergy joins us each week at our Kabbalat Shabbat celebration. Family members are invited to join us as we sing songs to welcome Shabbat. WELC families are also invited to attend Mini Shabbat Mornings offered throughout the year at The Temple. (\* During the COVID-19 pandemic, Kabbalat Shabbat celebrations will be held in each classroom pod and unfortunately families will not be invited in the classroom.)

**CARPOOL & PARKING(\*During COVID-19 pandemic, we will be saying hello and good-bye from carpool. All families must go through carpool.)**

#### **CARPOOL**

For the first day of school, all children should be walked directly to their room with their supplies by their parents or caregivers. Morning carpool begins the second day of school. Afternoon carpool begins on the first day of school. (\*During COVID-19 pandemic, all children will be dropped off and picked up through carpool.)

Children enrolled in 2, 3 and 4 year old classes may participate in carpool. If you arrive after the morning carpool has ended, please park your vehicle and walk your child into the WELC office. If you arrive after the afternoon carpool has ended, please park your vehicle and come to the WELC office to pick up your child. Please refer to late pick up fees for afternoon dismissal. (\*During COVID-19 pandemic, all children will be dropped off and picked up through carpool.)

All children enrolled in the Toddler classes must be walked into their classrooms each morning and picked up by their parents or caretakers from their classrooms each afternoon.(\*During COVID-19 pandemic, all children will be dropped off and picked up through carpool.)

We require a completed Pick-up Authorization Form by the first day of school. You are able to designate any person who is or who is not authorized to pick-up your child. Please remember to update the Pick-up Authorization Form as appropriate.

We must have written permission for your child to be released to someone other than his/her regular carpool. If the person picking up your child is unfamiliar to us, he/she will be asked to present a photo ID verifying identity.

Written guidelines for both carpool and walking your child into school are included at the end of this Handbook. Please review these guidelines with any adult who will be dropping-off or picking-up your children. Additional copies of these guidelines are available in the WELC office. In the morning and afternoon when we have small children and moving vehicles it is imperative that everyone follow these guidelines in order to ensure the safety of our children. Please hold your child's hand at all times to help ensure safety.

For the safety of the children, staff, and other vehicles at carpool, cellphone use is not permitted in the carpool line.

**PARKING**

Cars should be parked in defined parking spaces. Please refrain from parking your automobile in any reserved parking spaces (clergy, staff, handicapped, etc.). Please do not leave your car unattended in the carpool lane.

## **CLOTHING**

Your child should wear comfortable weather appropriate play clothes, socks, and rubber soled shoes each day. We ask that the children wear clothes in which they can play freely and do not mind getting dirty.

At the beginning of the school year, and again in winter and spring months, please send a complete seasonal change of clothing, including underwear and socks. Please label all clothing with your child's full name.

Children have daily outdoor play and will need appropriate jackets (heavy and light), mittens and hats. Children should not wear rings, bracelets or necklaces, as they can be a safety hazard.

Both our Indoor Playground and outdoor Sonia's Playground have been designed to adhere to all playground safety standards. Children should not wear rings, bracelets or necklaces while on the playground, as they are a safety hazard. We recommend children wear socks daily with their rubber soled shoes so they may run and climb safely. Flip flops, sandals, and croc-styled shoes are not safe to wear since the children engage in gross motor play daily.

## **LOST AND FOUND**

All garments that your child wears and items used in school should be plainly and durably labeled with his/her full name. Articles of value or money should not be brought to school. The lost and found is located in the WELCoffice. Please check it regularly for items that may belong to your child. At winter break and at the end of the school year, all unclaimed items will be donated to charity. In consideration of others, please return any articles your child takes home by mistake.

## **POTTY TRAINING**

The goal of the WELC is to meet the needs of each child. Teachers will work with each child on an individual basis to assist efforts at home towards toilet-training success. While not required, we encourage children enrolled in our three and four year old classes to be toilet-trained.

### **Diapers**

If your child is not yet potty trained, please send a monthly supply of diapers and wipes to school. Please label both the diapers and container of wipes with your child's full name.

## **COMMUNICATIONS**

Open communication between parents and WELC administration and teachers is a basic value at the WELC. We will do our best to keep you well informed about classroom and school activities through notes, mailings, emails, phone calls, calendars and newsletters.

### **TALKING WITH YOUR CHILD'S TEACHERS**

If you would like to speak with your child's teacher and he/she is unavailable, please leave a message at the WELC office. Be sure to include your name and the numbers and times you may

be reached. All messages will be delivered to teachers and staff as quickly as possible at appropriate times. Teachers and staff will make every effort to respond to all parent communications as promptly as possible. If your message is about an emergency situation, please indicate this to the office staff.

We ask that you do not interrupt class to speak with a teacher. We want the teachers to be able to focus their attention on the children and classroom activities.

Please do not send verbal messages through your child and please do not give verbal messages to the teachers during carpool line. Please contact the WELC office to deliver a message to the teachers.

#### **BOOK BAGS**

To aid in communication and independence, each child should bring a book bag to school each day. We recommend a small/medium size backpack. We do not recommend rolling backpacks. These are hard for the children to maneuver to/from their classrooms. Please label your child's bag with his/her full name (preferably on the inside).

#### **COMMUNICATION POUCHES**

Each child will receive a communication pouch to attach to the outside of his/her book bag. Notes or letters between school and home, such as a change in carpool for the day, should be put in this pouch. For your convenience, additional communication pouches are available in the WELC office.

#### **CALENDARS/CLASS NEWSLETTERS**

Each family will receive a detailed annual calendar which is also posted on the website. Teachers will send home a weekly newsletter highlighting the events of the week in their classrooms.

#### **PARENT/TEACHER CONFERENCES**

Formal conferences with your child's teacher will be held twice during the school year. Conference dates are listed in the school calendar.

#### **WEBSITE**

On-line information about the WELC can be accessed directly from The Temple website. The web address is [www.the-temple.org/welc](http://www.the-temple.org/welc).

#### **EMAIL**

Electronic correspondence with the WELC may be sent to [welc@the-temple.org](mailto:welc@the-temple.org).

#### **WEEKLY EMAIL**

Each family will receive a weekly e-mail from the TPA. Please be sure the WELC office has your correct e-mail address on file.

### **SPECIAL SITUATIONS**

WELC is committed to understanding and adjusting, if possible, to the individual needs of each student. If there has been a special circumstance (birth, death, divorce, illness, loss of a pet, extensive travel) in your family, please notify the WELC Directors and your child's teachers so that we may be aware of your child's individual needs.

Please indicate on your child's Emergency Medical Information form any known allergies, physical limitations, broken limbs, mental health disorders, developmental delays, vision or hearing issues or disabilities that might affect your child's participation in our school's program and activities. Please include any special procedures to be followed in caring for your child.

The WELC contracts with a licensed psychologist who is available to observe children in the classroom and consult with us regarding any developmental, learning or behavioral concerns parents, teachers or staff may have.

## **BEHAVIOR**

### **GENERAL BEHAVIOR**

An important goal of the WELC is to help children learn to accept and follow the rules of our school and classrooms. Teachers will encourage children to follow the rules of basic classroom behavior through clear expectations, positive reinforcement and by providing a warm classroom environment. If a child behaves in an unacceptable manner that is disruptive or physically or emotionally harmful to himself or others, the child will be redirected or removed from the activity for a brief period. In the event a child continues to be disruptive or harmful, the teacher will involve the parents and/or the Co-Directors.

The WELC does not offer food rewards for children.

### **BITING**

Biting can be a common and developmentally appropriate behavior among young children. While it unfortunately happens in a school setting from time to time, we do our best to provide an environment where minimal biting occurs. Each situation is handled with sensitivity and discretion on a case by case basis. If your child is bitten or bites someone at school, a biting report will be completed and sent home in your child's book bag. We do not disclose the name of the child who did the biting nor who was bitten to other families. An appropriate plan of action will be created to deal with any on-going biting.

There is not a standard definition for excessive biting; the WELC defines excessive biting when it occurs more than once a day for more than a week. In the most extreme situations, a child's enrollment can be suspended or terminated.

### **DISMISSAL FROM WELC**

The WELC reserves the right to dismiss a child from the program due to behavioral issues (as outlined in the Enrollment Contract). In the event of such dismissal, there will be no refund of tuition or fees.

## TRANSPORTATION

The WELC will not provide transportation to/from school. At times, transportation is offered for our oldest students for field trips on school busses. (\*During the COVID-19 pandemic, there will be no field trips.) All busses meet safety requirements and seat belt laws.

## ILLNESS

Children must be kept home when they have the symptoms of a contagious illness. This policy protects the recovering child, whose resistance to new infection is low, as well as his/her classmates and teachers.

Children who are mildly ill, under the weather, or not up to participating in all school activities should remain at home.

If your child requires medication upon returning to school, please stop by the WELC office to complete a Medication Authorization Form.

We would appreciate it if you would contact the WELC office if your child will be absent.

Parents will be notified by email if any communicable disease has been introduced to their child's classroom.

Please see **COVID-19 Section** for more information pertaining to how we are protecting the spread of COVID at WELC.

### **While physicians may differ in their return-to-school policy, the WELC Policies for illness are as follows:**

More information is posted on the communicable disease chart outside the WELC Office

Broken Limbs:	Child may return to school when the broken limb is in a hard cast along with written documentation from the physician indicating acceptable school activities. In the case of a broken leg, the child must be able to walk independently to return to school.
Chicken Pox:	Child may return to school when all lesions are crusted over.
Conjunctivitis:	Also known as pink eye. Child may return to school when discharge from eyes has stopped.
COVID-19	<p>If a student or any member of a student's household is showing multiple symptoms of COVID-19 then that student is not permitted back into the classroom until:</p> <ul style="list-style-type: none"><li>• There is a doctor's note confirming a different illness and not COVID. <u>Or</u></li></ul>



- They are 72 hours fever free without fever-reducing medicine, and it has been 10 days since the start of the symptoms and they are symptom free.

Diarrhea:	Child should be free of diarrhea for at least 24 hours.
Ear Infection:	Child must be on antibiotics for at least 24 hours.
Fever:	Child should be free of fever without the use of fever-reducing medications for at least 24 hours. (*During the COVID-19 pandemic, this is extended to 72 hours.) We define a fever as 100.4 degrees or higher.
Fifth Disease:	Also known as human parvovirus B19, Fifth Disease is a mild illness and not serious in healthy children. However, it can cause serious complications during pregnancy. Because there could be pregnant employees and parents at our school, we ask that your child stay at home if you notice any symptoms such as low grade fever, tiredness, or cold-like symptoms. Once your child breaks out in the rash (which looks like slapped cheeks and/or a lacy itchy rash on the trunk of the body) he/she is no longer contagious.
Hand, Foot and Mouth Disease:	Also known as coxsackievirus, child may return when free of fever for at least 24 hours without the use of fever-reducing medications and is behaving normally.
H1N1 Flu:	Also known as Swine Flu, the CDC recommends children remain at home until at least 24 hours after they are free of fever without the use of fever-reducing medications. During a pandemic, the CDC recommends extending the “remain at home” time to at least 7 days.
Head Lice:	The WELC honors a no-nit policy. Child may return to school after the removal of all lice and nits. WELC staff will conduct lice checks on an as-needed basis.
Pin Worms:	Child may return to school 24 hours after treatment. If re-infection occurs, which is common, child must remain home for 24 hours after re-treatment.
Rashes:	Child should be cleared by a physician and written document for return-to-school from the physician is required.
Ringworm:	Child may attend school 2 to 4 days following the start of appropriate anti-fungal cream treatment.
Runny Noses:	Clear runny noses without other symptoms are acceptable. Thick or discolored mucus may be related to an infection and the child cannot attend school.
Strep Throat:	Child must be on antibiotics and free of fever without use of fever-reducing medications for at least 24 hours.

Vomiting: Child should be free of vomiting for at least 24 hours.

## **MEDICATION**

### **PRESCRIPTION MEDICATION**

A fully completed and signed Medication Authorization Form must be on file in the WELC office before the WELC staff can dispense any prescription medicine. Any long-term prescription medication will require a signed and dated letter from your child's prescribing doctor. This includes asthma inhalers and epi pens.

Please bring all medicine to the office and notify the office staff if it needs to be refrigerated. (\* During the COVID-19 pandemic, please hand the medicine to the WELC staff person at carpool.) DO NOT SEND MEDICATION TO SCHOOL IN YOUR CHILD'S BOOK BAG! All medication must be in the original container.

If there is an adverse reaction to medication, parents will be contacted and staff will document the reaction. If the reaction is severe, we will perform CPR/First Aid and call 911.

### **OVER THE COUNTER (OTC) MEDICATION**

A fully completed and signed Medication Authorization Form must be on file in the WELC office before the WELC staff can dispense any OTC medicine. Please bring all medicine to the office. DO NOT SEND MEDICATION TO SCHOOL IN YOUR CHILD'S BOOK BAG! All medication must be in the original container. If there is an adverse reaction to medication, parents will be contacted and staff will document the reaction. If the reaction is severe, we will perform CPR/First Aid and call 911.

### **EXTERNAL OINTMENT**

External ointments such as diaper rash cream, sunscreen, and insect repellent are considered OTC medication and require a signed form.

## **PARENT INVOLVEMENT**

### **FUNDRAISING EVENTS**

Throughout the year there are various fundraising events. Please speak to the Fundraising Chair of The Parent Association (TPA) if you have any suggestions or ideas about fundraising events.

### **DONATIONS TO THE WELC FUND AND SONIA'S PLAYGROUND FUND**

We gratefully accept contributions made to the WELC Fund and Sonia's Playground Fund. Contributions are a special way to recognize accomplishments, remember a birthday, an anniversary or a birth, or to express appreciation or sorrow. Contributions may be made online at [www.the-temple.org](http://www.the-temple.org) or sent to the WELC or Temple directly. A written acknowledgement will be sent to the donor and the honoree stating that a contribution has been made.

**CLASSROOM INVOLVEMENT (\*DURING THE COVID-19 PANDEMIC, INVOLVEMENT WILL NEED TO BE VIRTUAL.)**

We welcome your involvement in our school. You can enhance your child's preschool experience by sharing your time and talents in the classroom. Please speak with your child's teacher to arrange a convenient time to participate. When visiting during the school day, please sign in at the WELC office before going to the classroom.

**VISITING THE WELC (\*DURING THE COVID-19 PANDEMIC, INVOLVEMENT WILL NEED TO BE VIRTUALLY.)**

Please plan to join us for holiday celebrations and special events. If you would like to spend time with or observe your child in the classroom, please contact your child's teacher to make prior arrangements. When visiting during the school day, please check in at the WELC office before going to the classroom.

**ROOM PARENTS**

Each classroom will have one or two Room Parents. Responsibilities include sending regular emails to the parents in your child's class as well as coordinating and/or assisting with special activities for your child's classroom. Being a Room Parent is a great opportunity to get to know your child's classmates and teachers. TPA coordinates Room Parents.

**THE PARENT ASSOCIATION OF THE WEINBERG EARLY LEARNING CENTER (TPA)**

The WELC recognizes and appreciates the valuable asset parents provide to our program. We encourage all parents to participate actively in TPA by becoming a TPA officer or by chairing or volunteering on a TPA committee. Being an active member of TPA will give you the opportunity to make new friends, support school activities, and share ideas that may shape your child's learning environment.

The Nominating Committee for TPA Officers is comprised of TPA Committee Chairs and rotates on an annual basis as outlined in TPA By-Laws. TPA Committee Chairs are confirmed by the current TPA Co-Presidents.

TPA coordinates many school, family, and holiday activities, both during and outside of school hours. TPA also sponsors adult only functions each year, both social and educational.

**TPA PURPOSE**

TPA stands for The Parent Association. As the parent organized group, our purpose is:

- To promote the welfare and education of the children attending the WELC
- To bring the parents, children, teachers and staff closer together so that they may work jointly to enhance the education of the children
- To raise funds to expand the opportunities offered to children at the WELC
- To foster fellowship and friendships among the families of the WELC

**TPA MEMBERSHIP**

Annual membership dues are included on the billing statement sent to WELC families. TPA dues go towards the cost of school-wide events, TPA committees, and special programs for WELC students.

### **TPA MEETINGS**

TPA will hold two school-wide meetings per year and attendance by all parents is encouraged. TPA Leadership Group (TPA Officers and Committee Chairs) will meet at least four times each school year.

### **TPA OFFICERS**

- TPA President and Vice President: Oversee and preside at all meetings. Oversee all committees. Serve as liaison between TPA and WELC Director.
- TPA Treasurer: Assist in preparation of TPA budget, collect and distribute TPA funds and prepare the budget report for TPA & WELC Committee meetings.
- TPA Secretary: Take and distribute minutes of TPA Leadership meetings, prepare general correspondence as needed, organize and maintain TPA storage closet.

### **TPA COMMITTEE CHAIRS**

- Community Service and Outreach: Coordinate the donation, preparation and serving of two meals to the Zaban Couples Center, assist with Temple-wide food drive during Yom Kippur, ongoing collection for the Atlanta Food Bank, participate with The Temple's Caring Congregation, organize toy drive during December.
- Spirit Wear: Order and distribute school spirit wear (t-shirts and dresses) throughout the year.
- Sukkah: Coordinate WELC fathers in building the annual sukkah.
- Fundraising: Responsible for organizing fundraising events to benefit the WELC.
- Chanukah: Responsible for coordinating school-wide celebration.
- Room Parent Coordinators: Enlist and coordinate Room Parents. Meet with room parents at least twice a year to discuss responsibilities. Disseminate information to room parents throughout year, including weekly emails.
- Book Fair: Organize and coordinate the book sale in the fall.
- Communications: Ensure regular emails are sent with TPA updates.
- Social Committee: Help build community among the WELC families by planning social events for the WELC parents and children throughout the year, and other ongoing "WELC community" building events throughout the year.
- Staff Appreciation: Organize various ways to recognize teachers and staff throughout the year.

### **WELC COMMITTEE**

The WELC Committee acts primarily as a policy and advisory board for the school to give support to administration and faculty. The committee meets regularly throughout the school year. The committee is made up of lay leaders of The Temple, staff, parents and TPA representatives. WELC Committee members are selected via nomination and the slate is reviewed by the Temple Executive Committee. All voting members of the committee are Temple members.

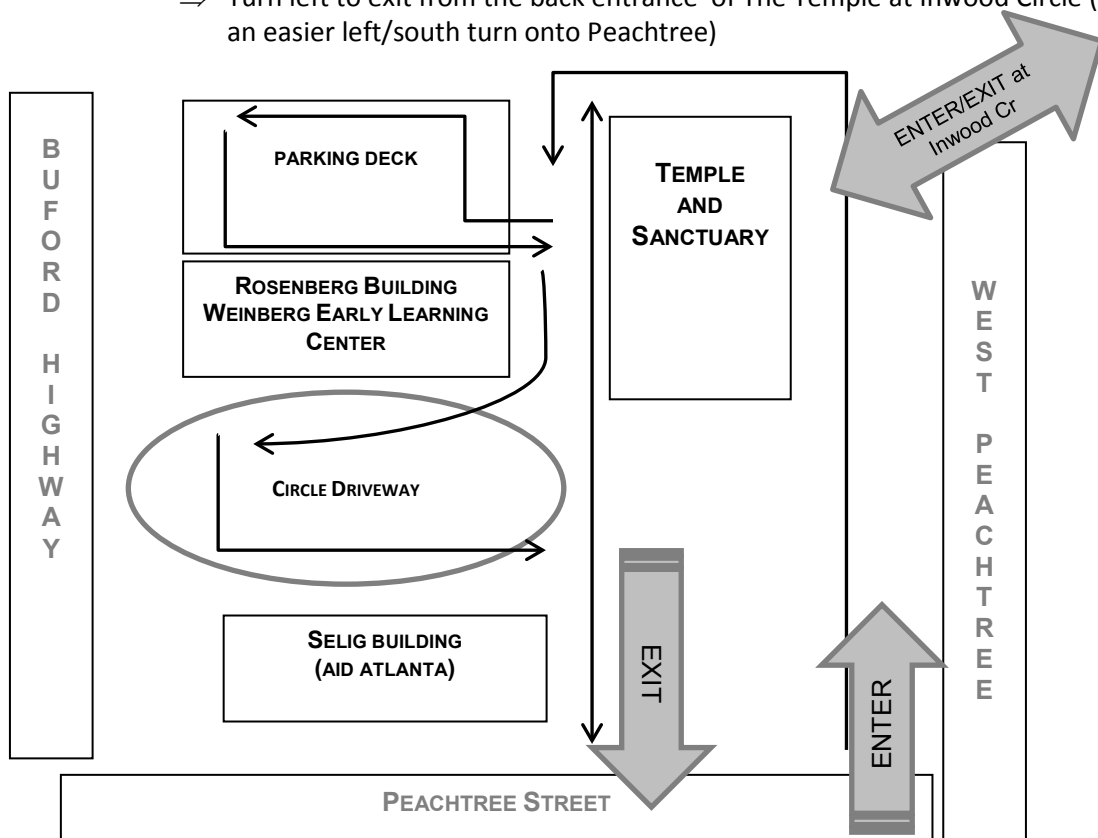
Should you feel that you have a matter that varies from the current WELC policy and is in need of the WELC Committee's attention, please feel free to send a letter to the WELC Committee Chairperson's attention, care of the WELC Director.

## Weinberg Early Learning Center COVID-19 Carpool Guidelines

To ensure the safety of our students and staff, as well as provide an orderly process for carpool, please adhere to the following:

### CARPOOL DRIVING ROUTE

- Please enter via The Temple's main driveway entrance on Peachtree Street and come around the back of the building. In order to prevent traffic backing up to Peachtree Street, no vehicle should enter via the entrance labeled Parking Deck/Selig Educational Building (near Aid Atlanta) during carpool times.
- Follow the signs to the WELC Carpool through the parking garage. Be sure to stay to the right of the ramp since traffic flows in both directions here. Make a right into the garage continuing to follow the signs for WELC Carpool. You will pass the Weinberg Early Learning Center main entrance doors and exit the garage bearing right.
- Make an immediate right into the circular driveway. The children will be escorted to/from the building by WELC staff.
- When your child is safely loaded/unloaded, you may exit the circle driveway and either
  - ⇒ Turn right to exit onto Peachtree Street North (turning left/south onto Peachtree Street is not recommended from this exit)
  - ⇒ Turn left to exit from the back entrance of The Temple at Inwood Circle (taking you to an easier left/south turn onto Peachtree)



## CARPOOL PROCEDURES

In the morning please have your child prepared to exit the vehicle when it is your turn. If your child is not ready to exit the vehicle at this time, you may either go around the carpool line again or park in the garage and join the carpool line once he/she is ready.

A staff member will greet you at your car and take the temperature of your child. Parents will also be asked to answer health questions daily before their child is permitted in school. The child will be taken out of the car by their parent, and their teacher will walk them to their classroom. At the end of the day, the teacher will walk children back to their cars.

If possible, the same parent or designated person should drop off and pick up the child every day. Avoid designating those considered at high risk such as elderly grandparents who are over 65 years of age.

Hand hygiene stations will be set up at the entrances of WELC so that staff and children can clean their hands before they enter. The child's hands will also be washed immediately upon entering the classroom.

For the safety of the children and WELC staff, we will load/unload no more than four vehicles at a time (based on how many children are in each vehicle).

Cell phone use is not permitted while the carpool line is moving.



WELC policy is that drivers are responsible for buckling children's car seats or seat belts. WELC Staff members are not permitted to do so.

When loading children into and unloading children from vehicles, WELC Staff will come to the passenger side of the vehicle only. If the children need to use the driver's side door, the driver must escort them to/from the school staff member.

On rainy days, you will follow the same traffic pattern but the teachers will load and unload vehicles in the parking garage at the Weinberg Early Learning Center main entrance (keeping everyone dry).

Please share these Carpool Guidelines with anyone picking-up or dropping-off your child.

### Drop Off

Ø 9:00am EDP Families

Ø 9:15 am Families A-K

Ø 9:30am Families L-Z

### Pick Up

Ø 1:15pm Families A-K

Ø 1:30 Families L-Z

Ø EDP Families as they arrive.



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Learning Center  
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