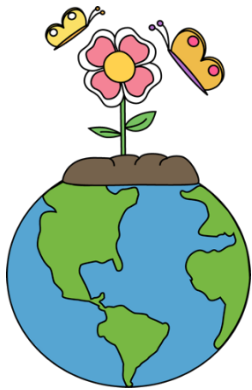




# PARENT HANDBOOK

## The Learning Center 2023-2024



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Dear Parents:

This Parent Handbook contains all the information needed for your child/children to begin a wonderful year! I couldn't possibly have answered all your questions in this booklet so please ask, ask, ask! Here's to a wonderful 23/24 School Year!

Thank you for sharing your child/children with us!

**Marsha Mitnick, Director**

**Temple Shir Shalom's Preschool: The Learning Center**

## **THE LEARNING CENTER POLICIES AND STATE REGULATIONS:**

The policies referenced in this booklet are not an all-inclusive list of policies. Your child(ren), family members, authorized agents and you are bound by state childcare regulations and all other **The Learning Center** policies, which may be modified at any time, without notice. The childcare regulations of Michigan may prevail over **The Learning Center** policies when the state regulation is stricter. Continued enrollment at **The Learning Center** constitutes your acknowledgement of, and agreement to abide by, all **The Learning Center** policies and state regulations.

## **AVAILABILITY OF LICENSING NOTEBOOK:**

- ◆ The Licensing Notebook includes all the licensing inspection and special investigation reports and related corrective action plans since May 28, 2010.
- ◆ The Licensing Notebook is available to parents and can be viewed during normal hours of operation at **The Learning Center**.

## **IMPORTANT PHONE NUMBERS:**

The Learning Center	248-406-4255
Marsha Mitnick – Cell	248-227-5338
Temple Shir Shalom	248-737-8700
Adat Shalom	248-851-5100

## **LEAD TEACHER CONTACT INFORMATION:**

Kate Derkacz (Lead Teacher 4/5's)	248-790-9240 kaderkacz.kb@gmail.com
Janet Kelly (Lead Teacher 3's)	248-921-1568 janetmkelly@gmail.com
Brittany Diskin (Lead Teacher 2 ½'s)	248-892-0602 munk4985@gmail.com

## **VISION AND MISSION OF THE LEARNING CENTER:**

Temple Shir Shalom's **The Learning Center Preschool** will reflect the vision, mission, and values we embrace.

- ◆ **The Learning Center** will reflect our belief that each child has unique skills, talents, and resources to share.
- ◆ **The Learning Center** will instill a love of learning.
- ◆ **The Learning Center** will be committed to the social, emotional, intellectual, creative, and spiritual growth of each individual child.
- ◆ **The Learning Center** will prepare a plan for each child responsive to his/her unique learning styles, social-emotional needs, and family dynamics.
- ◆ **The Learning Center** will be committed to ongoing consultation with parents and evaluation of the child's progress.

## **ENROLLMENT TERMS:**

- ◆ Applications will be considered on a first come, first served basis. To receive the Early Bird Discounted Tuition rate, you must apply prior to the stated deadline.
- ◆ I understand that an annual, non-refundable, Registration Fee of \$100.00 registration shall be paid in advance to enroll my child(ren). I understand that I may guarantee my child(ren)'s enrollment for the following fall by paying this fee no later than February 1st each year.
- ◆ Payment must be made according to the *Tuition Payment Schedule* that you have committed to. If you provide us with a credit card number, you are giving us permission to charge your credit card for tuition payments. We will ask if we may use the card on file for any other TLC related charges during the school year.
- ◆ Enrollment will be cancelled if tuition obligations are not met, and any unpaid tuition fees may be sent to a third-party collection agency. There are no tuition adjustments or refunds because of absence, inclement weather, ordinary illness, or family vacations; however, a pro-rated adjustment will be made should a child be absent due to illness for longer than one month or if the family moves out of the local area.
- ◆ A processing fee of \$50 will be charged to your account for all checks which are returned for any reason. This fee is in addition to any charges that your bank or financial institution may charge.
- ◆ As the school's financial commitments are based on full year enrollment, tuition is based on the annual rate. Because of our class structure, we are unable to provide make-up days.
- ◆ The completion and execution of any forms and the payment of any tuition, timely or in advance, is not a guarantee of enrollment, continued enrollment, or re-enrollment.
- ◆ At the sole discretion of **The Learning Center** a child may be refused enrollment or may be dis-enrolled at any time. This will be based on the best interest of the child(ren) and/or the best interest of the other children.
- ◆ Enrollment at **The Learning Center** is not a guarantee of academic or other success, progression, or promotion.

**2023-2024 TUITION:**

Tuition is based on a full school year. The Member rates apply to current Shir Shalom or Adat Shalom members.

<b>PROGRAM</b>	<b>TUITION (MEMBER / NON-MEMBER)</b>
<b>FIVE DAYS</b>	
Morning Program	\$5,850 / \$6,500
Morning Program + Lunch Bunch	\$8,050 / \$8,950
Full-day Program	\$9,800 / \$11,000
<b>FOUR DAYS</b>	
Morning Program	\$5,200 / \$5,800
Morning Program + Lunch Bunch	\$6,960 / \$7,760
Full-day Program	\$8,400 / \$9,200
<b>THREE DAYS</b>	
Morning Program	\$4,500 / \$5,200
Morning Program + Lunch Bunch	\$5,820 / \$6,670
Full-day Program	\$6,850 / \$7,500
<b>TWO DAYS</b>	
Morning Program	\$3,300 / \$3,800
Morning Program + Lunch Bunch	\$4,180 / \$4,780
Full-day Program	\$4,900 / \$5,500

## **ARRIVAL 9:00 am**

- ◆ Parking is available at the Canner entrance. This is located at the back of the building. ***If you have passed the playground, you have gone too far.***
- ◆ Please walk to the wooden doors and ring the buzzer to be admitted. This door is locked. **Someone from the main office will buzz you in.**
- ◆ Downstairs is our sign-in table. You will find a folder with your child's name on it. **Please sign your child in and out.**
- ◆ We encourage you and your child to enter the classroom together. Staff will guide your child to hang up their backpack, place their water bottle, snack, and lunch in the designated group bin.
- ◆ Your child will then go to **Table Time**. This time (about 10 minutes) is specifically for your child to sit and begin his or her day playing and visiting with friends. Parents plan on sitting with your child until he or she is settled. This is also your time to meet your child's friends and teachers. *Of course, we also want you to introduce yourself to other parents. We ask that you please try to connect with them more outside of the classroom to keep the focus on your child and the noise level down.*

## **DISMISSAL - 12:30pm, 1:30pm or 3:00pm**

Parents, please come downstairs.

Please sign your child out before leaving. Your child will be brought to you for dismissal.

- ◆ 12:30 DISMISSAL-Parents please wait outside in the seated area and your child will be brought out to you.
- ◆ 1:30 DISMISSAL-Parents please wait outside in the seated area and your child will be brought out to you.
- ◆ 3:00 DISMISSAL-Parents please wait outside in the seated area and your child will be brought out to you.



## **TYPICAL SCHOOL DAY:**

The morning can include:

- ◆ Arrival
- ◆ Book Time/Table Activities: Children can independently explore books, and a few table activities.
- ◆ Movement: We do Movement to get our bodies ready to learn.
- ◆ Circle Time: Each teacher provides information about what the day holds.
- ◆ Planning: The children help decide what they are going to play with at Choice Time.
- ◆ Choice Time: As the children make choices and play, they are learning important life skills.
- ◆ Clean Up: With help from the teachers, children work together to sort and return toys to where they belong.
- ◆ Story Time: The group focuses together on the teacher, telling or reading a story.
- ◆ Snack Time: Snack is a community time as well as an important resting and regrouping part of the day.
- ◆ Small Group (Structured Group Time): The goal of Small Group is for children to interact and share ideas with one another and an adult.
- ◆ Outside Time: We will go out every day that the weather permits.
- ◆ Goodbye/Dismissal

The afternoon can include:

- ◆ Lunch: Children and teachers will sit together for lunch.
- ◆ Quiet Time: This is a time to give children a resting period.
- ◆ Group Time: Like Circle Time, we will all gather to talk about the plan for the afternoon.
- ◆ Small Group/Enrichment: We work together in a smaller group to make a project, write in our notebooks, or explore new and different materials together.
- ◆ Choice Time: The classroom is open for the children to make choices.
- ◆ Clean Up: With help from the teachers, children work together to sort and return toys to where they belong.
- ◆ Games/Music/Movement: This is the perfect time for using gross motor skills and participating in creative movement.
- ◆ Outside: We try to go outside a second time, weather permitting.
- ◆ Goodbye/Dismissal

## **RELEASE OF CHILD(REN):**

- ◆ Child(ren) will only be released to a parent or legal guardian and to those persons whose names and contact information are listed on TLC paperwork.
- ◆ Understand, **The Learning Center** may require, at any time and without notice, satisfactory proof of identification and a valid driver's license from any person, including parents, who propose to pick up and transport the child(ren).
- ◆ Parents must call the office and notify the school if your child(ren) are being picked up by someone else other than yourself.
- ◆ We require written permission if your child(ren) will be going home with another child.

## **CHARGES AND PROCEDURES FOR LATE PICK-UP:**

- ◆ Before Care and After Care are available. Please discuss your individual needs with the Director, Marsha Mitnick. Enrollment is per semester and is \$12.00 per hour.
- ◆ Situations may arise that prevent you from picking up your child at the scheduled time. Please contact us as soon as you become aware of your delay.
- ◆ Failure to pick up your child(ren) by the agreed scheduled time, will incur a late fee of \$15.00 every 15 minutes or portion of fifteen-minute period, per child, until the child(ren) is/are picked up.

## **CLOTHING:**

- ◆ Child(ren) need to have an extra set of **weather appropriate** clothing in class. Place shirts and pants/shorts, socks, and underwear, in a labeled Ziplock bag. **Each item of clothing should also be labeled with your child(ren)'s name.** If spare clothes are worn or sent home, be sure to send us labeled replacements on your child(ren)'s next day of attendance. Also, make sure to change out the extra set of clothing as the seasons change.

- ◆ To avoid confusion, label all outdoor clothing--jackets, mittens, hats, snow pants, boots, and shoes—with your child(ren)'s name. Attach mittens to sleeves of jackets with mitten clips. We go outside every day – weather permitting.
- ◆ Please remove drawstrings from your child(ren)'s clothing and avoid garments with hoods. Drawstrings, hoods, etc. can get caught in equipment and cause injury.
- ◆ *DRESS YOUR CHILD(REN) IN WASHABLE PLAYCLOTHES EVERY DAY!* Although we provide smocks, accidents do happen.
- ◆ **The Learning Center** is not responsible for lost or damaged personal items.
- ◆ **Select clothing that makes it easier for your child(ren) to go to the bathroom independently.**

### **SCHOOL BAG:**

- ◆ Please send a labeled school bag each day your child(ren) is/are in attendance. This will facilitate carrying home shoes, notes, etc.

### **ABSENCES / VACATIONS:**

- ◆ The Learning Center will need to be informed if your child(ren) will be absent on any given day.
- ◆ Please contact your child's teacher or the director to report any absences.
- ◆ No allowances, credits, refunds or make-up days shall be made for occasional absences.

## **DISCIPLINE POLICY**

Discipline comes from example, good planning and mutual respect. Children who feel good about themselves and who are involved in developmentally appropriate activities seldom misbehave. To encourage children to develop self-discipline we will:

- ◆ Provide a variety of hands-on, open-ended activities so all children can feel successful.
- ◆ Plan for individual needs and sensory diets.
- ◆ Plan so children don't have to wait.
- ◆ Correct actions, not children, using all interdisciplinary frames of reference.
  - Pay attention to behaviors we wish to foster.
  - Whenever safely possible, ignore undesirable behavior so it gradually disappears.
  - Treat children with courtesy, empathy, kindness, and respect.
- ◆ We follow the procedures described below if a child is acting out in class:
  - Assess the situation before interacting with the child.
  - Make sure the child is calm or working towards calming.
  - Validate to the child that she or he is having a difficult time.
  - If the child can work with us to foster a problem-solving solution, we will sit with the child to resolve the situation.
  - If the child is unable to move through the above process, we will work on calming and remove the child from the group dynamics.

***We do not tolerate any unwanted physical contact including but not limited to hitting, kicking, biting, pinching, and spitting.***

## YOUR CHILD'S HEALTH:

- ◆ **Do not send your child(ren) to school if in doubt about their health. Sending your child(ren) to school when sick could be harmful to your child(ren), the other children, and staff.**
- ◆ We can no longer look at a runny nose as just a runny nose. If your child experiences any symptoms of illness, please keep them at home until he or she is checked for anything contagious.
- ◆ Children must be fever free for 24 hours without medication before returning to school.
- ◆ If your child becomes ill during the day, he or she will be removed from the group immediately. You or your emergency contact will be notified to pick up your child immediately.
- ◆ If your child(ren) contracts a communicable disease, please notify Marsha Mitnick at 248.227.5338.
- ◆ Using discretion and respect of privacy all families will be informed of any illness that could be contagious. This is to mitigate contagiousness and apprise families should they see their child having similar symptoms. This is also mandated by the state of Michigan licensing regulations that existed before Covid was even on our radar.
- ◆ Our staff are fully vaccinated for COVID-19.
- ◆ Hand sanitizing and hand washing will take place throughout the day, including but not limited to, before eating snacks, after using the bathroom and throughout the day.

## MEDICATION POLICY:

- ◆ All medication will **only** be given or applied after a Medication Permission and Instructions form is completed and signed.
- ◆ Prescription medication must be in the original container and have the pharmacy label indicating the physician's name, child's name, name and strength of the medication, dosage and frequency and will **only** be given in accordance with those instructions.

- ◆ The Director will maintain a record as to the time and the amount of any medication given or applied. *This does not include topical sunscreens or insect repellent.*
- ◆ The Director and/or Teacher will keep all medications, store them according to package directions and personally administer them in accordance with instructions on the medication container.

### **EMERGENCY CONTACTS:**

- ◆ Parents are required to provide and always maintain at a minimum of **two (2) additional emergency contacts other than themselves, including full names, home and work phone numbers, cellular phone numbers, and relationship to the child(ren).**
- ◆ In the event of any emergency for which a parent cannot be reached and the emergency contacts cannot be reached, The Learning Center may contact the police or other local authorities for assistance.
- ◆ In the rare event a child will be picked up by someone not listed on the Child Information Record (white card), **parents must contact The Learning Center to inform of the change.** You must provide us with the full name, contact number(s) and relationship to the child. **We will ask for proof of identity when this person comes to pick up your child.**

### **NON- EMERGENCY BUMPS AND BRUISES:**

At **The Learning Center**, we pride ourselves on having “hawk eyes” and “superpower hearing.” Yet, accidents happen. We know that part of being a preschooler means there may be some bumps and bruises.

- ◆ If the injury appears to be managed with a kiss or a band aid, we will take those actions and will inform you about the incident when you pick up your child at dismissal.
- ◆ If we think the injury needs more attention and discussion, we will call you directly.

## **EMERGENCY:**

- ◆ If a child needs immediate emergency treatment, we will contact you and call 911 immediately.
- ◆ If a child has ingested or encounters poison, we will call the Poison Control Center.
- ◆ In the event of an accident or illness when your child(ren) is not in immediate danger but where a hospital visit may be necessary our procedure is as follows:

*We will call the following phone numbers in the order listed until we reach someone:*

1. Parent Cell phone(s)
2. Parent Home phone(s)
3. Parent Business phone(s)
4. Designated Emergency Contacts
5. Pediatrician
6. If a hospital visit is necessary, we will accompany your child(ren) in the ambulance. In extreme emergencies, the child(ren) will be transported to the closest hospital. Otherwise, the ambulance will take the child(ren) to a hospital indicated on the child(ren) information card.

**NOTE: The Learning Center** is NOT RESPONSIBLE FOR EMS CHARGES. Therefore, current insurance information *must* be provided.

## **FOOD AND NUTRITION**

At **The Learning Center** we place a great deal of importance on our food and snack policy. For young children who are growing and learning about themselves every day, eating healthy foods and their effects on our bodies are an active part of our curriculum. Also, please note, ***Adat Shalom is a Kosher, nut-free building.***

- ◆ We are asking that you send your child's snack in a separate labeled bag. Snacks should contain fruits or vegetables and a protein (yogurt, hardboiled egg, cheese, etc.)
- ◆ We will not serve any foods parents have identified their children are allergic to.
- ◆ We ask that you help us respect the dietary rules of keeping Kosher when sending snacks and lunches. Please do not pack meat and dairy products together for either snack or lunch.
- ◆ Parents sending their children for more than 3 ½ hours are responsible for providing their child(ren)'s lunch.
- ◆ Under no circumstances is food used as a punishment or positive reinforcement.
- ◆ High sugar snacks and drinks are not part of our snack policy.

## **SCHOOL CANCELLATIONS:**

- ◆ Sessions may be cancelled due to inclement weather or other unforeseen circumstances. The safety and well-being of our children and staff are the primary consideration in our decisions.
- ◆ We will **always** contact each household via phone call or text to verify a cancelled school session. **It is your responsibility to notify us if your phone number changes.**
- ◆ **The Learning Center** does not provide for make-up days. **Because the tuition is based on an annual fee, there will be no refund for cancellations.**



## **BIRTHDAY TREATS:**

Children always enjoy bringing a special treat to celebrate birthdays.

- ◆ The best birthday snacks are small and somewhat nutritious.
- ◆ Please avoid sending candy or items high in sugar content.
- ◆ **ALL** choice of snacks should be communicated with the classroom teacher before purchase due to allergies of other children.

## **OUT OF SCHOOL BIRTHDAY PARTIES:**

- ◆ Unless you are inviting the entire class, please do not have your child(ren) pass out invitations in school.

## **BRINGING THINGS FROM HOME:**

- ◆ Often children want (or need) to bring a toy in the car or in the classroom. We have many great classroom toys. Encourage your child to leave the toy in the car. If they still want to bring the toy in the classroom, then the lesson of sharing begins!
- ◆ Please let your child know the expectation of sharing. If the choice is made to bring the toy in the classroom, we ask that your child share it with others. If they are not able to share at that time, we will have your child keep the toy in their backpack.
- ◆ We are not responsible for lost or damaged items that are brought from home to share.

### **PHOTOGRAPHS, VIDEO AND AUDIO RECORDINGS:**

- ◆ Parents may photograph, videotape, or audio record your child(ren) at **The Learning Center**, provided these recordings are only for lawful and private home use. Parents will not publish, publicly display, or sell such recordings.

### **ADDRESS AND PHONE CHANGES:**

- ◆ In the event of **any** changes in your personal information including but not limited to address, home phone number, cell phone, business, doctor, or emergency phone numbers, please notify us immediately.
- ◆ We **MUST** have these numbers in case an emergency arises during any program sessions.

## **2023-2024 THE LEARNING CENTER CALENDAR**

\*Because we presently rent space from Adat Shalom, we respect their 2-day observance of certain Jewish holidays (reflected in our school calendar) and Jewish dietary laws. We also respect that Adat Shalom is a nut-free facility. We ask you to provide Kosher, nut-free lunches, and snacks.

\*\***The Learning Center** understands there are families where both parents may be working. When the calendar indicates parent participation, we welcome **ALL** special adults (i.e., grandparents, nannies, etc.) to participate in the program.

\*\*\*The following calendar is current as of August 16, 2023, and is subject to change.

### **AUGUST:**

**Tuesday, August 22, 2023** -- TLC Parent Orientation 7:00- 8:00 pm

### **SEPTEMBER:**

**Wednesday, September 6, 2023** -- First Day of School!

**Friday, September 15, 2023** -- Erev Rosh HaShanah-12:30 pm Early Dismissal for all classes

**Monday, September 25, 2023** -- NO SCHOOL-Yom Kippur/Yizkor

### **OCTOBER:**

**Thursday, October 12, 2023** -- NO SCHOOL Teacher In-service

**Wednesday, October 18, 2023** -- Curriculum Night 7:00- 8:00 pm

**Friday, October 20, 2023** -- Bim Bom Baby 10:00-11:00 am at Shir Shalom

**Friday, October 27, 2023** -- TLC Special Person Shabbat 9:00-10:00 am at Adat Shalom

## **NOVEMBER:**

**Tuesday, November 7, 2023** -- NO SCHOOL- Parent Teacher Conferences

**Friday, November 17, 2023** -- Bim Bom Baby 10:00-11:00 am at Shir Shalom

**Wednesday, November 22 - Friday, November 24, 2023** -- NO SCHOOL - Thanksgiving Break

**Thursday Teacher In-service - Date to be Determined**

## **DECEMBER:**

**Thursday, December 7, 2023** -- First night of Chanukah

**Friday, December 15, 2023** -- Bim Bom Baby 10:00-11:00 am at Shir Shalom

**Friday, December 22, 2023** -- NO SCHOOL- Winter Break

## **JANUARY:**

**Wednesday, January 3, 2024** -- Return from Winter Break

**Sunday, January 14, 2024** -- Tikkun Olam-a-thon 9:30 am at Shir Shalom

**Monday, January 15, 2024** -- NO SCHOOL MLK Day

**Friday, January 19, 2024** -- Bim Bom Baby 10:00-11:00 am at Shir Shalom

**Thursday Teacher Inservice - Date to be Determined**

## **FEBRUARY:**

**Friday, February 2, 2024** -- Preschool Prep for the Chicken Soup Cook Off

**Sunday, February 4, 2024** -- Chicken Soup Cook Off at Shir Shalom

**Friday, February 9, 2024** -- Bim Bom Baby 10:00-11:00 am at Shir Shalom

**Monday, February 19 - Friday, February 23, 2024** -- NO SCHOOL Mid-Winter Break

## **MARCH:**

**Thursday, March 14, 2024** -- NO SCHOOL-Parent Teacher Conferences

**Friday, March 15, 2024** -- Bim Bom Baby 10:00-11:00 am at Shir Shalom

**Sunday, March 17, 2024** -- Purim Carnival 11:00 am at Shir Shalom

**Monday, March 18, 2024** -- Bake Hamantaschen

**Wednesday, March 22, 2024** -- TLC Purim Parade

**Monday, March 25 - Friday, March 29, 2024** -- NO SCHOOL Spring Break

## **APRIL:**

**Friday, April 19, 2024** -- Bim Bom Baby 10:00-11:00 am at Shir Shalom

**Monday, April 22, 2024** -- Early Dismissal 12:30 pm Erev Passover, First Night Seder

**Tuesday, April 23, 2024** -- NO SCHOOL Passover

**Tuesday, April 23, 2024** -- Passover, Second Night Seder at Shir Shalom

**Wednesday, April 24 - Friday, April 26, 2024** -- During Passover, lunch will be provided for lunch bunch & full day students.

**Monday, April 29, 2024** -- NO SCHOOL Last Day of Passover, Yizkor Service

## **MAY:**

**Friday May 3, 2024** -- Bim Bom Baby 10:00-11:00 am at Shir Shalom

**Friday, May 10, 2024** -- Mother's Day Shabbat 9:00-10:00 am

**Saturday, May 18, 2024** -- Garden Party 12:30-2:30 pm at Shir Shalom's **new** Garden Site!

**Friday, May 24 - Monday, May 27, 2024** -- NO SCHOOL Memorial Weekend

## **JUNE:**

**Friday, June 7, 2024** -- Last Day of School, Graduation Shabbat 9:00-10:30 am

**Monday, June 17, 2024** -- First day of Camp Teva

**Friday, June 14, 2024** -- Bim Bom Baby 10:00-11:00 am at Shir Shalom