



**The Kenneth and Harriet Kasselman  
Early Childhood Learning Center**

**PARENT HANDBOOK**  
**2020 - 2021**



Rabbi Dr. *Gideon M. Goldenholz* • Fran Mishler, Director  
1400 North 46 Avenue, Hollywood, Florida 33021  
Tel: 954-987-0026 ext. 3 • Fax: 954-987-2731  
[fran@sinaihollywood.org](mailto:fran@sinaihollywood.org)

# TABLE OF CONTENTS

<b>SHALOM &amp; WELCOME</b> .....	<b>3</b>
<b>PHILOSOPHY</b> .....	<b>4</b>
<b>MISSION STATEMENT</b> .....	<b>4</b>
<b>GOALS</b> .....	<b>4</b>
<b>JUDAIC PROGRAM</b> .....	<b>5</b>
<b>OUR STAFF</b> .....	<b>5</b>
<b>NAEYC ACCREDITATION</b> .....	<b>5</b>
<b>GOLD SEAL OF EXCELLENCE</b> .....	<b>6</b>
<b>GENERAL INFORMATION AND POLICIES</b> .....	<b>6</b>
HOURS OF OPERATION.....	6
SECURITY.....	6
ARRIVAL/DISMISSAL.....	7
EMERGENCY SCHOOL CLOSINGS.....	7
TUITION PAYMENT.....	8
LEGAL CUSTODY NOTIFICATION.....	9
NAP/REST TIME.....	9
DRESS / CLOTHING.....	9
BIRTHDAY PARTIES.....	9
<b>HEALTH AND SAFETY INFORMATION</b> .....	<b>10</b>
NOTICE OF PRIVACY PRACTICES.....	10
IMMUNIZATIONS.....	10
ILLNESS OF A CHILD.....	10
MEDICATION PROCEDURES.....	11
GUIDELINES FOR THE EXCLUSION & REMOVAL OF ILL CHILDREN.....	11
FIRE DRILLS, LOCK DOWN & EVACUATION PROCEDURES.....	12
WEATHER CONDITIONS.....	12
PEST MANAGEMENT.....	12
AIR QUALITY.....	12
ART SUPPLIES.....	12
NUTRITION.....	13
KASHRUTH.....	13
HEALTHY SNACKS, LUNCHES & DRINKS.....	13
FOOD-RELATED ACTIVITIES.....	14
INFANT ROOM FOODS.....	14
ALLERGIES.....	15
ANIMAL AND PET POLICY.....	15
POLICY OF REPORTING CHILD ABUSE AND NEGLECT.....	15
<b>BEHAVIOR MANAGEMENT</b> .....	<b>15</b>
<b>GUIDANCE &amp; DISCIPLINE POLICY</b> .....	<b>15</b>
<b>COMMUNICATION</b> .....	<b>16</b>
PARENT TO SCHOOL COMMUNICATION.....	16
SCHOOL TO PARENT COMMUNICATION.....	16
PARENT AND ADMINISTRATION.....	17
PARENTS’ ASSOCIATION & PARENT-TO-PARENT SUPPORT.....	17
EDUCATION COMMITTEE.....	18
OPEN DOOR POLICY.....	18
PARENT PARTICIPATION.....	18
INCIDENT / ACCIDENT REPORTS.....	18
<b>CONFIDENTIALITY</b> .....	<b>18</b>
KNOW YOUR CHILD CARE FACILITY.....	18

## SHALOM & WELCOME

Welcome to our Temple Sinai Kenneth and Harriet Kasselmann Early Childhood Learning Center. Thank you for sharing your most prized possessions with us, your children. Our purpose is to provide the highest quality Jewish early childhood education in a secure, nurturing and stimulating environment. Our most important priority is your children.

We make every effort to assure you the safest, most loving and thought-out educational program that we can. The developmentally appropriate curriculum, highly qualified and trained staff, state-of-the-art equipment and open lines of communication with parents, all combine to provide your family with the very best early childhood experience possible.

Learning is a continuous process that begins for each child at home and moves on as the child's world expands. Children feel more secure and gain more from their early childhood experiences when there is a strong connection between home and school. Our doors are always open to you. Your comments and suggestions are always welcome.

This Parent Handbook has been prepared to provide the important information you as parents need to know when your children begin an early childhood program. We look forward to a successful partnership with you and a loving educational experience for your children. Children in our quality care infant rooms are well-loved and taken care of as they are gently prepared to move into the early childhood program. Children in the early childhood learning program eagerly bound into school each day ready to see friends, learn a lot of new things, and have a great time doing so. Children graduating from the Kasselmann Early Childhood Learning Center have a long history of preparedness for elementary school. These continued services are our pledge to you as well.

Sincerely,

Fran Mishler  
Director

**P.S. PLEASE SEE ATTACHED THE REQUIRED FLORIDA DEPARTMENT OF CHILDREN AND FAMILIES AND CHILD CARE LICENSING FORMS. THESE FORMS MUST BE COMPLETED AND RETURNED TO OUR SCHOOL OFFICE BEFORE YOUR CHILD'S ADMITTANCE TO OUR PROGRAM. THANK YOU**

## **PHILOSOPHY**

The Kenneth and Harriet Kasselmann Early Childhood Learning Center here at Temple Sinai embraces the philosophy that young children begin to love learning when they are loved, nurtured and challenged to grow in a safe, secure and curiosity-arousing environment. Early childhood is a time for exploring. Children are naturally curious, imaginative, and fascinated with learning. The importance of guided play cannot be emphasized enough. Play is action; it aids growth, provides a base for language building, furthers interest and concentration, and is the way that children investigate the world around them. Children learn in a variety of ways, but mostly by doing.

Every activity in the classroom is designed to develop one or more skills which build the foundation for reading, writing, math, and scientific achievement. The materials available in the classroom need to be age appropriate and should have more than one level of use. Children learn new things often when they are related to what is already known. Teachers must use familiar situations to guide the child in learning new things.

Through the use of music, creative art activities, and creative movement, the child is encouraged to express him/herself creatively and independently. Language skills, large and small muscle skills and coordination, and listening skills are encouraged and developed.

Emphasis is on the process and skill to be attained, not on the product. It is your job to help parents understand this process as it relates to their child(ren). Our program is based on the needs and abilities of the individual child as well as developmentally appropriate milestones. Many activities and concepts overlap age groups.

The High/Scope Preschool Curriculum template views children as active learners, who become skilled best by activities that they themselves plan, carry out, and reflect upon. Children are encouraged to engage in a variety of key experiences that help them to make choices, solve problems, and actively contribute to their own development.

Temple Sinai of Hollywood teaches Judaism from the egalitarian Conservative Jewish Movement point-of-view and represents United Synagogue's philosophy of Jewish practices.

## **MISSION STATEMENT**

The purpose of our Early Childhood program is to provide a secure and caring Jewish learning environment in which every child has multiple opportunities to develop to his/her physical, social/emotional, spiritual, creative, and intellectual early childhood education potential.

Our center works in partnership with our families. Cooperation and communication between the staff and families keep the children happy, healthy, and safe. Supporting children's total development gives them the best start for a successful future.

## **GOALS**

Kasselmann Early Childhood Learning Center graduates exhibit readiness for kindergarten, love of Judaism, knowledge of many subjects, and curiosity to go out into the larger elementary school world prepared for its challenges.

The school and synagogue provide numerous opportunities for parents to socialize and learn with one another as well.

A warm, loving atmosphere is found throughout our early childhood program. Trained professionals instill children's abilities to find self-worth and pride and foster their love of school. With this in mind, the Kasselmann Early Childhood Learning Center has many goals:

1. To facilitate social skill development in young children and their ability to resolve conflicts with words.
2. To give many opportunities for children to develop and master: cognitive, social, emotional, spiritual, fine and gross motor skills. Teachers offer a wide variety of activities that facilitate the construction of knowledge, critical thought and growth of young children.
3. To develop curiosity and independence in young children.
4. To develop language skills and interest in the written word for young children through a language, literacy and print-rich environment.
5. To facilitate the development of self-discipline in children and the ability to follow routines; to maintain structure for our students.
6. To facilitate development of children's ability to recognize and manage powerful feelings.
7. To help children develop values, ethical behavior and Jewish spiritual identity.

### **JUDAIC PROGRAM**

Our Jewish heritage is a rich source of developmental opportunities in every area, especially of personal values and identity. Our Judaic program focuses on: the family, our symbols and holidays, the development of ethics, and positive life skills. We teach about valuing those we love; respecting life; appreciating G-d's gifts; caring for the world around us; honoring ourselves and others; and understanding the process of right from wrong through Jewish eyes.

At the Kasselmann Early Childhood Learning Center here at Temple Sinai, we believe that it is essential to help children develop a strong connection to our traditions through direct, hands-on activities including: song, dance, cooking, storytelling and holiday celebrations. Our weekly Kabbalat Shabbat celebration gives children and families a joyful weekly Jewish experience. Our school also helps children develop a Zionist connection to the State of Israel through the teaching of Hebrew vocabulary and language, holiday celebrations and customs, story, song, and dance.

### **OUR STAFF**

Professionals who have the education, energy, enthusiasm, and love of working with children in an educational environment are the heart of our program. As needed, we select only the most qualified and mature staff members to work with our students. This dynamic group of people is responsible for your child's safety, happiness, and well-being as well as his/her learning experiences.

We perform all governmentally required background checks on our employees, and all staff must meet the states' Child Care Facility Training Requirements. In addition, we supervise our staff continuously in their daily activities with your children. Please feel free to approach the staff member/teacher responsible with any concerns regarding your child. If your needs or concerns are not met, please notify the director of the program immediately.

### **NAEYC ACCREDITATION**

The National Association for the Education of Young Children (NAEYC @ <http://www.naeyc.org/>) administers the most professionally sponsored early childhood accreditation system in the United States. The Kasselmann School is proudly accredited by the NAEYC and has been since 1999. We are very honored to have achieved this elite national status.

The Kasselman School employs and supports a teaching staff that has the educational qualifications, knowledge, and professional commitment necessary to promote children's learning and development and to support families' diverse needs and interests. (NAEYC, 2017)

### NAEYC's Code of Ethical Conduct and Statement of Commitment – Position Statement

As a member of the early childhood profession, all teaching staff must know and use the Standards and Criteria and the Ethical Guidelines from the NAEYC's Code of Ethical Conduct. When working with children, all teaching staff must: demonstrate the ability to interact with children without using physical punishment or any form of psychological abuse; recognize health and safety hazards and protect children from harm; encourage and provide children with a variety of opportunities for learning; encourage and provide children with a variety of social experiences; adapt and respond to changing and challenging conditions in ways that enhance program quality; communicate with children and families and be familiar with NAEYC's 10 standards and Accreditation Criteria.

For more information on the NAEYC's Code of Ethical Conduct see [www.naeyc.org/positionstatements/ethical\\_conduct](http://www.naeyc.org/positionstatements/ethical_conduct).

### **GOLD SEAL OF EXCELLENCE**

In addition, we have earned the Gold Seal of Excellence Award from the Florida Department of Children and Families for more than the past decade. This award is given on the basis of quality and excellence in early childhood education.

### **GENERAL INFORMATION AND POLICIES**

#### **Hours of Operation**

The Temple Sinai Early Childhood Learning Center is open Monday through Friday, 7:30 a.m. to 6:00 p.m. from late August to early June. Please note that during **November, December, January, February and part of March**, we will **close on Fridays only at 5:00 p.m.** due to earlier Shabbat candle lighting times. We offer a variety of enrollment options for your family's convenience. Please see our registration form for exact information. Temple Sinai also offers Camp Sinai during summer months.

#### **Security**

To maintain the safety and security of the premises, our security company monitors ALL entrances and oversees all incoming and outgoing employees, parents, and visitors while the school is open. All persons must enter the school building through the main entrance and check-in with security. A photo identification is required.

Our security officers man a desk at the main entrance to our building and are there at all times except for a temporary leave such as at carpool times (during which the security officer stands with the teachers receiving the students), regular security patrols around the building, or use of the bathroom. At these times, a backup person such as a school administrator will cover for the security officer.

Our security company also ensures safety by using a closed-circuit video monitoring system. There are 12 live cameras surrounding the school building. The Temple staff and ECE employees are the only persons who have access to the school building by way of a keypad with a four (4) digit code.

To ensure your child's security, please call and email the school office if your child is being picked up by someone other than you or by someone other than whoever usually picks up your child. Photo identification of this person will be required. **No child will be released without proper instructions from the parents and without identification of the adult picking up the child.**

## **Arrival/Dismissal**

Our classroom doors open at **8:50** a.m. We ask that all children arrive on time and ready for school to begin. When your child is late, he or she has a difficult time preparing for the day. Arrival is the time we welcome each child and get ready for all the daily activities. If you must be late, please call the office and we will inform your child's teachers. All children arriving late need to check-in through security in the office before going to class so we count your child as present in school for the day.

## **Arrival - Infant Rooms**

Our infant rooms are open from 7:30 a.m. to 6:00 p.m. with full and part-time hours.

## **Dismissal**

Our school has four dismissal times, 12:00 p.m. for our VPK students only, 1:00 p.m. for our three-year-old and younger students, 3:00 p.m. for the entire school (only carpool is offered during 12:00, 1:00 & 3:00 p.m.) See carpool below for additional information.

## **Kids' Club**

Early care (**Kids' Club**) opens at **7:30** a.m. Your child will be assigned a daily Kids' Club classroom if you are enrolled in this program. Kids' Club (aftercare) is available for all children 18 months and older. You may register for this on a yearly basis (with a discounted hourly price) or "drop-in" as needed. If dropping in, please let the office know in advance (by 1:00 p.m.) so we can check for availability and take your child directly to Kids' Club instead of carpool. The cost is **\$10.00 per hour** and this charge will be billed on your account at the end of the month. A parent's signature and time in and/or out is required at drop-off and pick-up.

The school closes promptly at **6:00** p.m. Lateness in picking up a child makes him or her feel uncertain of the schedule and places a burden on teachers who have other responsibilities at that time. If parents are more than five minutes late, there will be a fee billed at \$10.00 for every 5 minutes thereafter. For example, at 6:10 p.m., a parent would owe \$10.00 in late charges.

## **CARPOOL PROCEDURES:**

If you wish to utilize the drop-off and/or pick-up carpool line, it is located next to the school office. Please drive your car into our carpool line; put your car in "park" at our drop off area and a teacher will escort your child from the car to their classroom. However, at pick-up time, you will need to place your own child into their car seat. As always, please **DO NOT** use your cell phone in our carpool lines.

Drop-off/Pick-up Carpool is available Mondays through Fridays. If you wish, you may park and walk-in to pick-up your child at the 3:00 p.m. dismissal time.

Morning carpool begins at 8:50 a.m. and afternoon dismissals begin at 12:55 p.m. for the 1:00 p.m. dismissal and 2:55 pm for the 3:00 p.m. dismissal. **PARENTS PICKING UP CHILDREN AT OUR 1:00 DISMISSAL MUST PICK THEM UP IN OUR CARPOOL LANE ONLY, AVOIDING DISRUPTION TO THE CLASSES IN PROGRESS.**

**IMPORTANT:** PLEASE LET YOUR TEACHER KNOW IF YOU ARE CHOOSING TO USE OUR 3:00 P.M. CARPOOL LINE OR CHOOSING TO WALK-IN.

We also discourage idling vehicles in the parking areas, except if vehicles need to idle in extreme heat or cold to maintain interior or engine temperatures.

## **Emergency School Closings**

In the event of an emergency, the school will generally follow recommendations concerning the closing of all schools in the county. Emails will be sent home and we will attempt to notify you by phone.

In the unlikely event of an emergency which forces the closure of the school, you will be notified to pick up your children immediately. Please be sure that all telephone numbers and emergency contacts are up-to-date in your child's file.

## Tuition Payment

- This registration form must be completed and signed for each student and turned into the school office.
- An annual, non-refundable registration fee, security fee, & payment plan of the yearly tuition must accompany this form in order to secure placement with the exception of children enrolled into the VPK half day program.
- Parents are responsible for obtaining the VPK Certificate and providing it to the school office by or before enrollment.
- I understand that tuition prices are yearly, and a payment plan may be facilitated for my convenience.
- Total tuition must be paid in full by August 1, 2020, unless a payment plan has been confirmed with the Temple Sinai Kasselmann School office and will be paid up in full no later than **May 15, 2021**.
- Temple Sinai of Hollywood currently accepts the following forms of payment: Checks, American Express, Visa, & Master Card
- The Temple Sinai of Hollywood Board of Governors has mandated a 2.5% handling fee for the use of credit cards. The Temple makes no profit on this charge, and you can avoid it by simply making your payments in cash or checks.
- Students whose current tuition is in arrears will not be permitted to return to school until the account is brought current. Failure of a parent to pay for past due amounts may be grounds for dismissal from the program for which no refunds will be given. Additionally, a \$35.00 fee will be assessed for each returned check and payable immediately to the school office upon notice.
- School registrants must be in good standing financially with Temple Sinai. This includes any past due Early Childhood tuition fees, Camp Sinai fees, and any other financial obligations to Temple Sinai of Hollywood.
- Children that are not enrolled in the Kids' Club Programs (extended care) will be required to sign their child in/out daily. You will be billed for the extended stay period on an hourly basis. For your child to participate in this program, you must have a credit card on file. You will be invoiced accordingly at the end of each school month. If we do not receive payment by the next billing cycle, your card on file will automatically be charged. Also, the last billing period in June, which covers both May and June extended care, will automatically be charged to the credit card on file to close out the school year.
- Any fees allowed to be pro-rated will be based on the annual school tuition rate.
- Any changes in tuition must be made in writing with the school office and payment for such changes must be received at that time.
- I understand that this is a yearly tuition rate, and if I withdraw my child before the end of the school year, I must notify the school office with at least one month's written advance notice of the withdrawal date so that the yearly tuition may be prorated based on the dates elapsed without financial penalty. If one month's notice is not given, no refunds, credits, or adjustments will be given.
- There is no tuition adjustment, credit, or refund given for holidays, family vacations, or illness.
- During the months of November, December, January, February & a few weeks in March, we will close on Fridays @ 5:00 p.m. due Shabbat candle lighting times.
- **TEMPLE MEMBERS:** A 10% discount will be given to all Temple Sinai of Hollywood members, who have paid at least 25% of the current year membership dues and have completed the Membership Renewal form for the 2020-2021 with payment instructions.
- **PREPAYMENTS:** A 5% discount will be given if the annual tuition is paid in full by August 1, 2020.
- **SIBLINGS:** A 5% discount will be given on the lower tuition amount only for a sibling enrolled in the early childhood and/or infant program.
- Current & original medical forms for each child must be provided to the school office before attendance is permitted and maintained current.
- Children are placed in classes at the sole discretion of the school director. Teacher requests are not accepted.
- Upon acceptance & approval from the school office of this registration form, a space is reserved for your child. You will receive a packet of all the necessary & required forms prior to the beginning of school. Students will be admitted into class when we have received all required forms and your child's file is complete and current.
- Temple Sinai reserves the right in the sole, absolute, and unfettered judgment of the school director, to cancel students' enrollment or dismiss any student/family whose conduct, influence and/or behavior is deemed unsatisfactory and not in the best interest of the school or synagogue. In such event, there will be no refund given.

Tuition payment options are available for your convenience. Payments may be made by credit card, post-dated check, or in full by August 1<sup>st</sup>. **Children whose tuition is one month in arrears will not be permitted to attend the program.** A fee of \$35.00 will be assessed to any returned checks and additional fees may be assessed for any denied credit cards. **One month's** advance written notice is required should you choose to withdraw your child from the early childhood program without financial penalty. If one month's written notice is not given, no refunds will be given. **Refunds** or **credits** are granted at the discretion of the synagogue administration and are not applicable due to family vacations, enrolling after the beginning of the school year, etc.

### **Legal Custody Notification**

In compliance with Florida Statutes, the Kasselman School requires written documentation from the court as to who has legal custody of children if there is any dispute, separation, divorce, etc. Without written legal documentation stating otherwise, **both parents have all rights and responsibilities granted to custodial parents.**

### **Nap/Rest Time**

Children enrolled in our infant rooms nap regularly. Children who remain in the early childhood education program after lunch will be given a nap and/or a rest time. The length of the rest time depends on the age and needs of the individual child. If your child has difficulty sleeping at night after napping at school, please notify his or her teacher and we will shorten nap times with your approval. Rest cots will be provided for your child. Please provide a crib sheet and a blanket to rest with. These crib sheets and blankets will be sent home weekly on Fridays to be washed and returned the following Monday.

We do not use mirrors, videos or sound monitors to augment supervision of our sleeping children. We supervise ALL sleeping children by sight and sound at all times.

### **Dress / Clothing**

Children are encouraged to wear easily washable clothing with easy-to-open (when in diapers) or elastic waist bands (when toilet-trained). Although children wear smocks when doing art or other messy activities, please expect them to come home having been "involved" in their day. Daily activities include active and messy play. Every child should feel free to explore and experiment in all activities without worries of "getting dirty". We do use washable paints and cleanable products but cannot guarantee their ability to be totally removed from clothing.

Sneakers are the only safe shoes for young children. Please do not send your child in open-toed or open-backed shoes ever. Sandals and open footwear do not protect children's feet. From time-to-time we will request water shoes; we ask that sneakers also be sent on these days.

All personal belongings need to be **labeled** clearly with your child's name. Experience has proven that accidents do happen. Each child must have a **complete** change of clothing (including socks and shoes) in a Ziplock bag, to be always left in class and to be replaced if necessary. A labeled smock is required and available for purchase in the school office.

**FRIDAY IS T-SHIRT DAY** - Rah! Rah! Rah! "Three cheers for our school. Let's show our loyalty by having a "spirit day." Please have your child wear his or her school t-shirt to school on Fridays so we can be proud of our school and to show our togetherness. Additional school shirts are available for sale in our school office.

### **Birthday Parties**

Birthdays are an important part of each child's life and we are happy to offer you the opportunity to mark each birthday milestone in school. To keep all birthday celebrations within the guidelines of synagogue-required Kashrut and consistent for all students, birthday parties may only be celebrated with our in-house birthday bash. For a fee of \$45.00 payable in cash, your child's class will: have cupcakes, complete with decorations and souvenirs. And a special gift for the birthday child. Parties must be booked and prepaid at least one week

prior to the celebration. Parents and special guests are warmly invited to attend the festivities. Birthday parties are held on a date and time agreed upon by both the teacher and the parent.

Invitations to outside birthday parties may only be distributed in class if there is an invitation for each child. We do not distribute invitations for parties held on Shabbat or other Yom Tovim (Jewish holiday observance days). Please be aware that many of our families are observant Jews and that making parties on these days excludes these children.

## **HEALTH AND SAFETY INFORMATION**

### **Notice of Privacy Practices**

THIS NOTICE DESCRIBES HOW PROTECTED HEALTH INFORMATION (PHI) ABOUT YOUR CHILD MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW CAREFULLY.

As a parent, you have the following rights:

1. The right to inspect and copy your information;
2. The right to request corrections to your information;
3. The right to request that your information be restricted;
4. The right to request confidential communications;
5. The right to a report of disclosures of your information; and
6. The right to a paper copy of this notice.

We want to assure you that your protected health information is secure with us. If you have any questions about this Notice, please feel free to contact the school office @ 954-987-0026 ext. 3.

I hereby acknowledge that I have reviewed this Notice of Privacy Practices as it pertains to the Temple Sinai of Hollywood Early Childhood Learning Center. I understand that if I have any questions or complaints regarding my privacy rights that I may contact the school's director. I further understand that the camp will offer me updates to this NOTICE OF PRIVACY PRACTICES should they be amended, modified, or changed in anyway.

**Immunizations:** Each child is required by state regulation (Child Care Licensing) to have on file forms 3040 (Certificate of Good Health) and 680 (Certificate of Immunization), in original form. All documents must be current, and your child is not allowed to begin our program without these forms. Our early childhood center follows the immunization guidelines recommended by the American Academy of Pediatrics. For descriptions of these vaccines and the diseases they protect against, please visit [www.vaccinesafety.edu](http://www.vaccinesafety.edu). You may also visit [www.immunize.org](http://www.immunize.org). For detailed information sheets published by the Centers for Disease Control (CDC) please visit [www.cdc.gov/vaccines/pubs/vis](http://www.cdc.gov/vaccines/pubs/vis).

**Illness of a child:** The health of your children is one of our greatest concerns. Children who are ill need to stay home. Children who arrive at school visibly ill will not be allowed to remain for the day. Children who become ill during the day will be removed from their classroom, and parents or emergency contact called to pick the child up as soon as possible, not longer than one hour after being called. The ill child will remain under adult supervision until the parent or authorized person arrives.

Please note our following policies regarding illness, contagion, when a child can return to school, etc. We may require a doctor's note to re-admit a child to school.

Your child's health records must include supporting evidence for cases in which a child is under-immunized because of a medical condition or the family's beliefs, which must be documented by a license health professional. Staff will implement a plan to exclude the child promptly if a vaccine-preventable disease to which children are susceptible occurs in the program.

Any and all medication must be administered by director or designated person in lieu of director. The 5 rights of medication administration are: the right patient; the right drug; the right dose; the right route; and the right time.

ADMINISTRATOR OF **ALL** MEDICATION REQUIRES A #5 FORM (Broward County's authorization for medication) COMPLETED BY THE PARENT BEFORE MEDICATION IS GIVEN.

### **Medication Procedures:**

Safeguards are used with all medication for children:

Office staff (not teachers) may administer both prescription and over-the-counter medications to a child only if the child's record documents that the parent or legal guardian has given the program written permission (see form #5). Form #5 must be filled out and signed by the administered at the time the medication is given.

Medications must be labeled with the child's first and last names, the date that either the prescription was filled, or the recommendation was obtained from the child's licensed health care provider, the name of the licensed health care provider, the expiration date of the medication or the period of use of the medication, the manufacturer's instructions or the original prescription label that details the name and strength of the medication, and instructions on how to administer and store it.

If a physician has ordered a special medical management procedure for a child in care, an adult trained in the procedure must be on-site whenever the child is present (i.e., childhood diabetes treatment).

**All medications are kept in a locked container in the school office except for an Epinephrine injector that is kept in a locked cabinet in that child's classroom.**

**A comfortable space is provided in the school office for a child waiting for pick up because of illness.**

### **Guidelines for the Exclusion & Removal of ill Children- (see COVID-19 Protocols)**

**FEVER:** temperature over 100 degrees constitutes a fever. If a child enters school and is known to have had a fever during the previous 12 hours, the child will be sent home. 24 hours are required before readmission to school or a doctor's note to readmit. In accordance with Child Care Licensing procedures, I hereby give permission for my child to have his/her temperature taken through the use of a thermometer (in the ear) and the school will contact me if my child has a fever. I understand that disposable covers will be used.

**BEHAVIOR:** If your child looks or acts differently, has been awake all-night crying, unusually tired, pale, lack of appetite, irritable, restless, it may be an indication of impending illness.

**RESPIRATORY:** Breathing difficulties, e.g. wheezing, initial onset of colds with watery eyes and nasal drainage with sneezing; cold with discolored nasal discharge and/or persistent cough for more than 1 week.

**VOMITING:** More than the usual "spitting up." Symptoms need to be gone for 24 hours before readmission to school or a doctor's note to readmit

**DIAHRREA:** Characterized by frequent, watery or green-colored bowel movements which are not related to medications or food reactions.

**RASH:** Undiagnosed rash other than mild diaper rash.

**SORE THROAT:** Sore throat that needs culturing because other signs are present.

**REQUIREMENTS FOR READMITTANCE** for the following communicable diseases:

- CHICKEN POX – All lesions must be dry and crusted.
- IMPETIGO – Blisters covered with honey-colored crust at least 24 hours after start of medication, if no improvement in 48 hours, child shall be reassessed by doctor.

- CONJUNCTIVITIS – Pink Eye – redness with burning, itching and thick purulent discharge; at least 24 hours after start of medication and no drainage present.
- LICE/SCABIES – following medical - treatment and complete removal of all nits eggs from the scalp.
- PIN WORMS – no restrictions following the start of treatment.
- STREP THROAT – no sooner than 24 hours after the start of oral medication.
- OTHER COMMUNICABLE DISEASES – will require physician statement for re-admittance to school.

### **Fire Drills, Lock Down & Evacuation Procedures**

Formal fire drills will occur monthly. When the fire drill alarm sounds and/or an evacuation from the building is needed, teachers will take children to the nearest exit designated on the fire drill escape route. One teacher will be at the front of the group, the other teacher at the back, making sure that all children are out of the room in a timely manner. One teacher will be designated to check bathrooms, etc. and to make sure all children are accounted for. One teacher will collect class attendance/address/emergency information, located in the classroom’s backpack.

Children will be reassured and taught that they must be quiet and must move quickly to the assigned outdoor area. When the fire drill is over, and all is secure, classes may return quietly to the building. All teachers will practice and discuss these procedures on a regular basis with their class. Children will be instructed that there is no talking during fire drills.

During a lock down, the teachers will lock the classroom doors, turn off the classroom lights, move all children to their classroom’s bathroom and keep out of sight. The teachers are instructed to stay calm and silent in this designated area until a “Code Word” has been announced over our intercom system.

### **Weather Conditions**

To protect against cold, heat, sun injury, and insect-borne disease, the program ensures that: children wear clothing that is dry and layered for warmth in cold weather and sun protective clothing for hot weather. Teacher can apply skin protection sunscreen or sun block with UVB and UVA protection of SPF 15 or higher, only with written parental permission (a #5 form from the Department of Public Services – Authorization of Medication) form signed by the parent. When public health authorities recommend use of insect repellents due to a high risk of insect-borne disease, only repellents containing DEET are used, and these are applied only on children older than two months. Staff apply insect repellent no more than once a day and only with written parental permission.

### **Pest Management**

The program maintains facilities, so they are free from harmful animals, insect pests, and poisonous plants. Pesticides and herbicides, if used, are applied according to the manufacturer’s instructions when children are not at the facility and in a manner, that prevents skin contact, inhalation, and other exposure to children. The program uses the techniques known as Integrated Pest Management (IPM) so that least hazardous means are used to control pests and unwanted vegetation.

### **Air Quality**

We avoid conditions that lead to excess moisture, because moisture contributes to the growth of mold and mildew. We maintain adequate ventilation and we repair water leaks and keep humidity within a desirable range. We do not allow vehicles to idle in our designated parking areas and we do not use scented or unscented candles or air fresheners. During operating hours, we prohibit smoking, including the use of e-cigarettes or vaping, anywhere on the premises or in sight of children.

### **Art Supplies**

We use only non-toxic art supplies.

## **Nutrition**

Proper nutrition is another important factor for the growth and development of your child and one which we take seriously. The school provides daily mid-morning and mid-afternoon snacks for children eighteen months through Pre-K. You may send in a dairy or parve (no meat) lunch or purchase our optional lunch program. Documentation is given to parents regarding their child's quantity of food they consumed in our infant and toddler classrooms.

Candy, gum, and other "junk" foods are not allowed in school.

## **Kashruth**

Here at Kasselmann School we observe the laws of Kashruth (Kosher.)

There are three categories of Kosher food – Meat, Dairy and Parve.

1. **Meat** – For an animal to be Kosher, it must have split hooves and chew its cud. (Examples: cow, goat, lamb.) Non-Kosher animals include pig, horse, camel and rabbit. Kosher fowl include chicken, turkey, goose and duck.
2. **Dairy** – Milk and milk products (cheese, cream, butter, etc.) of a kosher animal are kosher-Dairy. These may not be eaten in combination with meat or fowl.
3. **Parve** – Foods which contain neither meat nor dairy ingredients are called "Parve." All fruits, grains and vegetables in their natural state are Kosher and Parve. Fish which have fins and scales are Kosher and Parve. Not Kosher fish species include sturgeon, catfish and swordfish. All shellfish, eel, sharks, underwater mammals, and reptiles are not Kosher.

**NO MEAT PRODUCTS AS MENTIONED ABOVE MAY BE BROUGHT INTO THE SCHOOL.**

## **Healthy Snacks, Lunches & Drinks**

We create a nutritious, light, and appealing snack and lunch by combining 1 or 2 items from each food group below:

### Whole Grains:

Foods with whole wheat or whole grain ingredients. Whole wheat bagels, whole wheat breads, whole grain crackers, whole wheat gram crackers rice cakes, whole grain cereals (such as Cherrios, Raisin Bran etc.)

### Dairy/Protein:

Yogurt (cups or tubes), cottage cheese, plain cream cheese, natural cheese, beans, bean spread, and soy products. Respecting our children with allergies, no peanut products will be allowed in our peanut free rooms.

### Fruits/Vegetables:

Fresh is best, melons, berries, oranges, bananas, apples, carrots, broccoli, cucumbers, yellow squash, or any other fruits and vegetables.

These daily snacks are provided by the school. Lunch is available for purchase at a charge of \$6.50 per day. See below for lunch menu ideas:

### Some Sample Lunch Recipes:

Baked chicken, rice, beans, and fruit

Baked meat balls, pasta, and fruit

Baked Fish sticks, vegetable and fruit

Baked Chicken nuggets, vegetable and fruit

Mac & cheese, vegetable and fruit

Pasta and sauce, vegetable and fruit

Pizza, vegetable and fruit

Drinks:

Water is served at snack and lunch times. Grape juice on Fridays with our special Shabbat snack.

Special Notes: Temple Sinai Early Childhood Learning Center is committed to maintaining the health of our students and setting a good example for them to follow. Please do not send foods to school that are highly processed or high in sugar content. Also, due to the danger of choking, for children under four, we ask that you do not send in hot dogs, popcorn, or non-pitted fruits like cherries, please cut grapes in half, and cut raw

vegetables into thin sticks or cook until soft. Finally, we keep all students with allergies as safe as possible, there are many children that have severe allergies to peanut products, to respect their health and best interest we have a peanut / tree nut free environment in ALL of our classrooms.

## **NO MEAT PRODUCTS MAY BE BROUGHT INTO THE SCHOOL.**

Please label lunch boxes, containers, thermoses, etc. Don't forget to include plastic cutlery, if necessary.

### **Food-related Activities**

Broward County Florida Administrative Code for Childcare Standards has been modified to include more safety measures. One of these changes requires us to have you sign a waiver saying that it is ok for your child to participate in classroom parties. Below you will see the official information.

Parents or legal guardians must be advised in advance of each food-related activities, such as special occasions and learning activities, which include food consumption. Written parental permission may be obtained in the form of a general or specific permission slip. Documentation of parent permission for food activities must be maintained for a minimum of four months from the date of each activity. 65C-22.005 (1) (c) 2

By signing this parent manual, you agree to allow your child to participate in any activity at Temple Sinai Early Learning Center that involves cooking with food related items for special occasions, classroom birthday parties - that may include cakes, cupcakes and/or ice cream, and learning activities.

### **Infant Room Foods**

Infant rooms serve only foods sent from home. Due to the very young age of the children and varying choices of parents and pediatricians, we ask you to send in all food, snacks, drink, etc., for your children. We support breastfeeding by accepting, storing, and serving expressed human milk for feeding. This milk must be in ready-to-feed sanitary containers labeled with the infant's name and date and stored in a refrigerator for no longer than 48 hours (or no more than 24 hours if the breast milk was previously frozen) or in a freezer at 0 degrees Fahrenheit or below for no longer than three months. We ensure that our staff gently mix, not shake, the milk before feeding to preserve special infection-fighting and nutritional components in human milk; and providing a comfortable place for breastfeeding and coordinating feedings with the infant's mother.

Except for human milk, staff serve only formula and infant food that comes to the facility in factory-sealed containers (e.g., ready-to-feed powder or concentrate formulas and baby food jars) prepared according to the manufacture's instruction. Bottle feedings do not contain solid foods unless the child's health care provider supplies written instructions and a medical reason for this practice. Staff will discard after one hour any formula or human milk that is served but not completely consumed or is not refrigerated. If staff warms formula or human milk, the milk is warmed in water at no more than 120 degrees Fahrenheit for no more than five minutes. No milk, including human milk is warmed in a microwave oven.

Our teaching staff does not offer solid foods and fruit juices to infants younger than six months of age, unless that practice is recommended by the child's health care provider and approved by families. Sweetened beverages are avoided. If juice (only 100% fruit juice is recommended) is served, the amount is limited to no more than four ounces per child daily.

Teaching staff who are familiar with the infant will feed him or her whenever the infant seems hungry. Feeding is not used in lieu of other forms of comfort. The program does not feed cow's milk to infants' younger than 12 months, and it serves only whole milk to children of ages 12 months to 24 months.

Please label lunch boxes, containers, thermoses, etc. Don't forget to include plastic cutlery, if necessary.

## **Allergies**

Please list any allergies your child might have on the “Child Profile” form attached. Our school is a “**Peanut/Tree Nut Free**” school. With your help, we can control our environment, and help to keep our children safe.

## **Animal and Pet Policy**

Pets or visiting animals must have documentation from a veterinarian or an animal shelter to show that the animal is fully immunized and that the animal is suitable for contact with children. Teaching staff will supervise all interactions between children and animals and instruct children on safe behavior when in close proximity to animals. Program staff will make sure that any child who is allergic to a type of animal is not exposed to that animal. Reptiles are not allowed as classroom pets because of the risk for salmonella infection, fish are suggested as classroom pets. The Center for Disease Control also warns against contact with the following animals for children younger than age 5: amphibians (frogs, toads, newts or salamanders), ducklings, chicks and petting zoos.

## **Policy of Reporting Child Abuse and Neglect**

Florida Statutes (F.S.) (section 39.201(1)(a), “Mandatory reports of child abuse, abandonment or neglect”) require that **any** person who knows, or has reasonable cause to suspect, that a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver or other person responsible for the child’s welfare **must report such knowledge or suspicion to the Florida Abuse Hotline**. Reports may be made by one of the following methods:

- Toll-free telephone: 800-96-ABUSE
- Toll-free Telephone Device for the Deaf (TDD): 800-453-5145
- Toll-free fax transmission: 800-914-0004
- Internet at <https://reportabuse.dcf.state.fl.us>

## **BEHAVIOR MANAGEMENT**

The purpose of discipline is to help children learn ways of behaving that are acceptable to themselves and others. With very young children, this means setting limits for their safety, the safety of others and the safety of property. Young children need to be reassured that the people who care for them will guide and protect them. If behavior problems persist, you may be asked to attend a conference to discuss what may be helpful in monitoring your child to behave in an acceptable manner.

In extreme cases, we may have to remove your child from the program. This will be done only if the safety and well-being of your child and of the other children is compromised. See our discipline policy below.

## **GUIDANCE & DISCIPLINE POLICY** **2020 - 2021 School Year**

The Kenneth and Harriet Kasselmann Early Childhood Learning Center at Temple Sinai of Hollywood is predicated on the philosophy that each child is an individual with special needs, abilities, and interests. This philosophy enters all aspects of the program including discipline. Also, the fact that behavior is purposeful should lead all staff to seek the cause of behavior problems and act accordingly.

### **The Discipline Policy is outlined as follows:**

1. PREVENTION OF DIFFICULTIES REQUIRING DISCIPLINE:  
Organizing classrooms in such a way as to provide:
  - a. Outlets for release of anger – playdough, wood bench with hammer, etc., rhythms.
  - b. Opportunities for redirection of play (multiple choices of activities at all times).
  - c. Praise and positive reinforcement for cooperative play and behavior.

- d. Role Modeling – Cooperative atmosphere among adults.
  - e. Discussions and storybooks on theme of cooperation.
  - f. Projects that require cooperation to complete group artwork, block structure, building, daily classroom clean-up, etc.)
  - g. Watching for signs that group of individuals are losing control and re-directing, changing focus.
  - h. Setting and defining limits and rules with the children.
2. DEALING WITH BREACHES OF DISCIPLINE:  
Emphasis on “Talking it Out.” Making sure that everyone’s feelings are verbalized and dealt with.
- 1. Redirect a child to another activity.
  - 2. Using a “Peace Table” to address conflict resolution.
  - 3. Apply rules with emphasis on safety concerns and infringement of rights of other children.
  - 4. Focusing on reinforcement of positive behavior.
3. HELPING CHILDREN TO DEVELOP SELF CONTROL, SELF ESTEEM, AND RESPECT FOR OTHERS
- 1. Never ridicule a child.
  - 2. Allowing for verbalization of feelings.
  - 3. Helping in making transitions – allow warning before clean-up, change of activities.
4. DELEGATION OF DISCIPLINE
- 1. Only handled by Teachers and Director – not by visiting parents and/or custodial staff.
  - 2. Policies made clear to all staff at orientation, reinforced at staff meetings, particularly in discussions on how to handle children.
5. PROHIBITED PUNISHMENT  
No corporal punishment of any kind.
- 1. No sarcastic verbal abuse or ridiculing of child or family.
  - 2. No withholding of food.
  - 3. No punishment for toilet-training lapses.
  - 4. Any form of punishment which will diminish the child’s self-image.

## COMMUNICATION

### **Parent To School Communication**

Please notify us if:

- your child has a communicable disease.
- your home routine is changing in any way, so we can be responsive to your child’s needs.
- your address, email, cell phone, or work number changes.
- you wish to change emergency or transportation information.
- you would like to maintain regular ongoing two-way communication with your teacher via email.
- any important information about your child’s growth and development.

**Written notice via email** is required for any last-minute change in daily transportation.

### **School To Parent Communication**

Sharing information between staff and families are as follows:

1. **Family Conferences** - Parent/Teacher conferences are formally scheduled twice during the school year (Fall & Spring) for students. Conferences are an opportunity for parents and teachers to share information about your children and to visit the classroom to see your child’s environment. This is also the opportunity for teachers to discuss your child’s growth and development with you. We ask that you make every effort to have the offered conferences. Please remember that arrival and dismissal time is never a convenient time for teachers to address individual concerns. Teachers are happy to set-up additional conferences and/or conversations with you at mutually convenient times for both parents and teachers.

2. **Assessment/Observations** – Each age level has their own age appropriate “Development Observation & Assessment” form to be completed for every child. These observations will enable the teacher to provide the child with the necessary goals for continuing development and growth. These forms are filled out throughout our observation times during the school year when a child begins, practices, and/or achieves certain skills. If a staff suspects that your child has developmental delays or other special needs, we can provide you with documentation and explanation for the concern. We will also help you with the next step to seek information about resources for diagnostic evaluations. Our observations forms are consistent with the High Scope Key Experiences that are used in our classrooms daily. These documents are kept in individual folders and are held by the teachers to be passed onto the next school year’s teacher for additional insightful information. In addition, these assessments are used by the teachers to plan their daily curriculum. These plans turn into our “Peek-at-the-Week’s that are sent home every Friday for the upcoming week’s curriculum. All information concerning your children and family is considered personal and confidential.
  
3. **Teacher Communication** - Daily reports “Daily Grams” are available to inform you about your child’s day (i.e., ate lunch, sleep times, items needed, etc.) You will also receive a weekly curriculum called “Peek-at-the-week” and important information through our Weekly emails. These documents will inform parents of any special news for the upcoming week and our school activities. In addition, each classroom has its own iPad to document and send pictures of the children to the parents and the parents can send information to the teachers. Parents of our infant room are spoken to daily and/or receive a daily report. Our infant curriculum is emailed home monthly.
  
4. **Kasselman School Weekly Updates** – We strive to keep our parents involved and up-to-date with the latest happenings at our school. You will be receiving a weekly update via email with special reminders and events of what is happening in our Temple Sinai community.
  
5. **Translation** - Upon request, we will provide any information in an alternative language. A su direccion, nosotros le daremos cualquier informacion en espanol o en otro idioma.

### **Parent and Administration**

Please talk with teachers first regarding any concerns about your child or classroom events. If you feel more discussion is needed, a meeting will be set up with you, the teacher, and the director. **The door to the director’s office is always open.** If you have any questions and/or concerns regarding policies, curriculum, or philosophy, please speak with the director. If further resolution is still needed, you may speak to the Temple’s Executive Director. Remember, we are only as good as the feedback we receive from you.

### **Parents’ Association & Parent-to-Parent Support**

The Parents’ Association supports the efforts of our school. Our Parents’ Association offers meetings throughout the year, volunteer time for our school, programs, and workshops. Your active participation in the Parents Association is encouraged

Parents are encouraged to create networks of support for family fun, additional respite care and parent support groups as needs arise. Please remember to be kind to one another and to not start unwarranted rumors about children and teachers in our school. Unknowingly, you can create mental images of their children, and other children, in the minds of parents. This is intruding upon a child’s privacy. No parent would like their flaws being discussed on these chat groups by other parents and their own children. We do not want to make the lives of our children too public. We also do not want to label the children as the lazy one, the brilliant one, the abuser, the deviant one, the good-mannered child and so on. If you believe there is an issue with any child or teacher, please discuss this with the director.

## **Education Committee**

Throughout the school year, the Vice President of Education meets with qualified and interested ECE parents, Temple members and the school director, to partner in evaluating and establishing the various needs and concerns of the program. Becoming an active member of the Education Committee reinforces your commitment and support of our Early Childhood Learning Center.

## **Open Door Policy**

We have an open-door policy as far as visiting your child at school is concerned. However, as a security measure, we do ask that you sign-in with the office when coming at times other than regularly set arrival/dismissal. When visiting, please understand that teachers are required to attend to the needs of the children first and are asked not to have mini conferences with parents during your visits if there are children present. Parents visiting our infant rooms are encouraged to speak with the caregivers about their baby's day and any concerns they might have.

## **Parent Participation**

Parents are invited to participate in several ways other than those already mentioned:

- You can serve as "Room Parent" for your child's class. Room parents help the teachers and Parents Association coordinate and facilitate special activities.
- Volunteer your special talents, skills or resources.
- Attend parent/teacher conferences, programs, and other special events scheduled throughout the year.

The Early Childhood Learning Center will make every effort to keep parents informed and apprised of school happenings and events. ***Please make sure to check your child's backpack, cubby, your email and/or folder daily for communications.***

## **Incident / Accident Reports**

In the case of an incident/accident occurring during school hours, the staff will administer first-aid as required and as authorized by you. If your child sustains even a minor injury, you will be notified both by telephone and by written report that requires your signature at pick-up time. In the unlikely event of a medical emergency situation, 911 will be called first and the parents or other authorized adult will be notified immediately thereafter. If asked, we will also call ahead on your behalf to a pediatrician or other doctor if needed. Please be aware that current privacy laws prohibit doctors from sharing information with us unless authorized by you in writing.

## **CONFIDENTIALITY**

Your child's official Temple Sinai records are open ***only*** to the child's teachers, the director, an authorized employee of the licensing agencies, and you. All staff members have signed a Confidentiality Agreement and are therefore required to respect the privacy and confidentiality of all enrolled children and their families. Any and all information concerning your children and family is considered personal and confidential and non-discussable unless required to by a legal agency. All individual screening results and assessment information will be represented, used, and interpreted by the teacher and/or director. Said information will assist us with your child's individual developmental needs.

## **Know Your Child Care Facility**

Please read brochure enclosed.

**Once again, thank you for choosing The Temple Sinai Kenneth and Harriet Kasselmann Early Childhood Learning Center for your family. We look forward to a great partnership. Please remember to sign the parent handbook acknowledgement form which is in the registration packet.**