

Family Handbook

2023-2024 School Year



Zipporah S. Abramson
Center for Early
Childhood Education

CONGREGATION BETH OR

Discover ✨ Grow ✨ Shine

WELCOME

Shalom,

We would like to welcome you and your child to the Zipporah S. Abramson Center for Early Childhood Education at Congregation Beth Or. We are looking forward to an exciting year of learning and fun. We are proud that you have entrusted us with your most precious possession, your child.

At the Zipporah S. Abramson Center for Early Childhood Education, our days are filled with exploring, discovery, fun and security. Our staff strives to nurture the creativity and the natural delight in learning that every child possesses. We provide an atmosphere that encourages social, emotional, physical and intellectual growth and development of the child as a whole.

Your child's Jewish education is given strong roots at the Zipporah S. Abramson Center for Early Childhood Education. Our goal is to help your child form a strong Jewish identity and a love of all things Jewish.

Sensory, motor, perceptual and language skills are introduced through materials and activities that are both child-centered and teacher-directed. Work is planned which emphasizes the process rather than the product, fostering a sense of accomplishment and pride.

Based on the theory that children learn through play, classroom routines encourage active involvement, meaningful experimentation and reinforcement through repetition. Schedules are designed which balance structure and free choice, as well as active and quiet times.

The family structure is very important in the life of a young child and we wish to be an extension of your child's family. To achieve this goal, it is necessary that the parent, child and teachers establish an on-going relationship based on trust and understanding.

You and your child will be scheduled for a special time together with the classroom teachers before the start of school. This will give all of you an opportunity to get to know each other. These times will help to make the first days of school more successful. You will be notified of these dates by the end of August.

The information in this Parent Handbook is intended to be your guide during the school year. It provides useful information to help you become familiar with the Zipporah S. Abramson Center for Early Childhood Education program and policies. Please pay special attention to our calendar located in the front of the Handbook. The Center web site also has current updates to the calendar as well as information about special events and fundraising activities. You can visit it at www.bethor.org.

Please contact us if any information needs clarification or is not available in our Handbook.

Sincerely,

Sara Baum
Director

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ABOUT US

Mission

The Zipporah S. Abramson Center for Early Childhood Education (the “CECE” or the “Center”) is dedicated to fostering excellence in Jewish education. This is achieved by providing a warm, nurturing environment that encourages cognitive, physical, social, and emotional development of the whole child. Our program incorporates Jewish values and traditions and encourages children, along with their families, to consciously develop a Jewish identity and lifestyle. The CECE offers an environment that encourages young children to develop their unique capabilities, interests and creativity at their own pace and according to their individual needs.

Goals

Specific goals of the CECE are:

1. To promote self-esteem and confidence;
2. To increase independence in meeting and solving problems;
3. To form a positive Jewish identity by exposing the children to Jewish culture and tradition through music, holiday celebrations, special Shabbat services and interaction with the Rabbis and Cantor;
4. To further intellectual development; to foster cognitive learning, concept formation, self-understanding;
5. To learn large motor skills such as climbing, running, jumping and balancing;
6. To develop small muscle competence by using scissors, glue, clay, building blocks, puzzles, and beads;
7. To promote cooperation and other pro-social behaviors;
8. To promote language development;
9. To develop fantasy play that facilitates imagination, ideas and creative thinking processes;
10. To foster awareness of the world by participating in a variety of experiences;
11. To help the child separate from their family, and learn to live comfortably in a social group other than the family;
12. To foster creativity and free self-expression in art, music and socio-dramatic play;
13. To help the child learn control, restraint and good attending skills;

14. To encourage the expression of all feelings, such as fear, anger and happiness, in acceptable ways; to develop positive qualities such as the capacity for fun, humor and optimism; and
15. To provide an environment that gives the child the opportunity to learn by doing - moving from concrete hands-on experiences to more abstract concept development.

Licensing

The CECE is licensed by the Pennsylvania Department of Human Services.

Keystone STARS Program

The CECE is committed to high-quality programming and is currently designated as a STAR 4 program.

Hours of Operation

Child care services are provided from 7:30AM to 5:00PM, Monday through Friday.

Holiday Closures

The CECE closes to observe various holidays throughout the year. Please see our school calendar for dates the school will be closed.

School Programs Offered

Infants/Tots Program. This program enrolls children ages 3-months to approximately 18-months. Care is available daily from 7:30AM to 5:00PM for 2, 3, 4 or 5 days per week.

First Steppers Program. This program enrolls children ages 18- to 24-months. This is offered as a full day program (7:30AM to 5:00PM) for 2, 3, 4, or 5 days per week; a school day program (9:00AM to 3:00PM) for 3, 4 or 5 days per week; or a partial day program (9:00AM to 12:00PM) 2 days per week (T/Th).

Two-Year-Old Program. This program enrolls children ages 24- to 36-months. This is offered as a full day program (7:30AM to 5:00PM) for 2, 3, 4, or 5 days per week; a school day program (9:00AM to 3:00PM) for 3, 4 or 5 days per week; or a partial day program (9:00AM to 12:00PM or 9:00AM to 1:00PM) for 3 days per week (M/W/F) or 5 days per week.

Three-Year-Old Program. This program enrolls children ages 36- to 48-months. This is offered as a full day program (7:30AM to 5:00PM) for 3 days per week (M/W/F), 4 days per week (T/W/Th/F), or 5 days per week; a school day program (9:00AM to 3:00PM) for 3 days per week (M/W/F), 4 days per week (T/W/Th/F) or 5 days per week; or a partial day program (9:00AM to 12:00PM or 9:00AM to 1:00PM) for 3 days per week (M/W/F) or 5 days per week.

Pre-K Program. This program enrolls children ages 48-months through school-age. This is offered as a full day program (7:30AM to 5:00PM) 5 days per week; a school day program (9:00AM to 3:00PM) 5 days per week; a combo program (9:00AM to 3:00PM M/W/F and 9:00AM to 12:00PM or 9:00AM to 1:00PM T/Th); or a partial day program (9:00AM to 12:00PM or 9:00AM to 1:00PM) 5 days per week.

Continuity of Care

Students are placed in our classes based on their date of birth. Our program uses September 1 as the cutoff date for placement or the cutoff of the child's school district. The program seeks to minimize changes of teachers and caregivers during the school year so that children and families can enjoy the comfort and security of a familiar face and consistent learning environment. If a change in staff is necessary, the program will prepare children and families and ease the transition. The transition process is a team effort which involves everyone at the center, regardless of organizational position.

Staff Qualifications

Our teachers are hired in compliance with the state requirements and qualifications as a base minimum. Typical staff certifications are as follows:

Position Title	Education/Certification	Experience
Teacher	Master's Degree, Bachelor's Degree, Associate Degree or CDA in Early Childhood Education or Elementary Education	2 years
Teacher Assistant/Aide	Child Development Associate Certification or related field, field experience	1 year

Our teachers participate in an orientation class and ongoing training in the areas of child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism.

Child to Staff Ratios

Children are supervised at all times. All caregivers receive scheduled breaks which reduce fatigue and help to ensure alertness.

We maintain the following standards for child to staff ratios:

Age	Child to Staff
0-12 months	4 to 1
12-23 months	5 to 1
2-3 years	6 to 1
3-5 years	10 to 1

Source: Department of Human Services (DHS) of Pennsylvania

Admission and Enrollment

Admission to the CECE is open to all children ages 3-months to 5-years, on the basis of availability and openings. Children are admitted without regard to race, culture, sex, religion, national origin, or disability.

If you are interested in enrolling your child in the CECE, you must first submit an Enrollment Application, along with a one-time **non-refundable** registration fee of \$100.00 for one child, and \$50.00 for each additional child for whom you are submitting an application. Children will be accepted on a first-come, first-served basis.

If your child is accepted for enrollment, the CECE staff will provide you with an Enrollment Contract, which sets forth the contracted enrollment period, the program, the tuition rate and payment schedule for your child. You are required to complete and sign the Enrollment Contract and return it to the CECE, along with a tuition deposit of \$500.00 for each child being enrolled at the CECE, in order to reserve a spot in the class/program. This \$500.00 tuition deposit will be applied to your final month's tuition payment, provided that your child remains enrolled at the CECE for the entire contracted enrollment period. If your child is withdrawn from the CECE for any reason prior to the end of your contracted enrollment term, you will forfeit the \$500 tuition deposit and it will be retained by the CECE.

Following receipt of the signed Enrollment Contract and \$500.00 tuition deposit and prior to your child's first day of attendance at the CECE, we will schedule an individual meeting with you and your child's teacher to discuss your child's specific needs and review important information about our program.

All admission and enrollment paperwork must be completed prior to your child's first day of attendance.

Inclusion

The CECE believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in child care. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on their individual capabilities and needs. Families are encouraged to share their child's Individualized Family Service Plan ("IFSP") and/or Individualized Education Plan ("IEP") with us to help a child who has special needs accomplish their individual goals.

If, during a school year, the lead classroom teacher and the Director feels a child's needs are not being met in the current classroom environment, our program reserves the right to require a professional screening to determine how best to help the child in his/her growth and development. It is the family's responsibility to obtain an appropriate services team and to bear the financial burden of the services. Please note that many services are available at no charge through the Montgomery County Intermediate Unit and/or other agencies and community-based organizations.

Non-Discrimination

At the CECE, equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of all students.

Confidentiality

Unless we receive your written consent, information regarding your child will not be released with the exception of that required by our regulatory and partnering agencies. All records concerning children at our program are confidential.

Communication and Family Partnership

Each family is a child's first teacher. We value families as partners in the growth and development of children in our program. We encourage parents and other family members to be involved in the program, visit children's classrooms, participate in events, and provide feedback on the program. We offer a variety of ways in which families can participate in helping us establish and reach our program goals.

Daily Communications. Daily notes from center staff will keep you informed about your child's activities and experiences at the Center. Notes will be posted on the white board in each classroom. Children in the infant through 2-year-old classes will receive personalized notes which will be placed in your child's bag each day.

Bulletin Boards. Located throughout the center, bulletin boards provide Center news, upcoming events, faculty changes, holiday closing dates, announcements, etc. Bulletin Boards in each classroom reflect the learning that is occurring during the school year.

Email. We encourage you to provide us with an email address that you use regularly so that we may send you announcements, event invitations, newsletters and general updates.

Facebook. Each classroom has a closed, private group and teachers will share classroom updates and photos on a weekly basis. You are also encouraged to join the CECE's Facebook page, "Early Childhood Center and Camp Chaverim at Congregation Beth Or," which will contain updates, parenting articles and information as well as photos. Only parents/guardians and grandparents may join these groups. We ask that you do not copy screenshots of pictures posted on these pages for personal use and that you do not post pictures of other children on this page.

Conferences. Family and teacher conferences occur twice a year. During these conferences, we will discuss your child's strengths, likes and dislikes, and styles of learning. We will work together to set goals for your child's growth and development. You may request additional conferences regarding your child's progress at any time. We encourage you to communicate any concerns at these conferences and at any time during the year.

Family Visits. Family participation is encouraged. We encourage our families to visit our classrooms, volunteer, come along on a field trip, or eat a meal with your child.

Family Activities

We offer a variety of ways for families to participate in the growth and improvement of our program. We encourage families to take an active role.

Advisors.

- Classroom Representative – serves as a liaison between classroom parents and teachers
- Home and School Committee – meets monthly to plan family events and fundraisers

Classroom Activities: Enjoy and help your child's class with these special activities.

- Share a meal with your child
- Participate in a class read aloud
- Volunteer in the classroom
- Donate requested items
- Serve as a parent representative
- Welcome new families
- Serve on Bingo Committee
- Contribute to class Pot Luck Meal
- Be a member of caring Families Committee

Please do not hesitate to talk to the Directors, your child's teacher, or our parent leaders about the many ways you can get involved. We are sure you will find your participation to be a very rewarding way to enhance your child's experience with us, to get involved with the Beth Or community, and to learn more about the CECE.

Special Programs and Holiday Celebrations

Special Programs and Holiday Celebrations are planned throughout the school year. Please look at our yearly calendar and take note of the exact dates as many of our programs and events depend on parent volunteers to be successful.

Bike Day. We create an interactive bike experience. The children ride through an obstacle course, are able to decorate their bikes and even get to tour an ambulance and fire truck. Children in the 2-year-old classes and above bring their bikes to school and ride. The day brings many smiles to the faces of children, parents and staff.

Back to School Night. Back to School Night is an opportunity to visit your child's classroom to learn about the types of activities your child will take part in each day. Please check the school calendar for the exact date.

Camp Chaverim. A summer program is held during the summer months for 8 weeks. A letter and registration form will be sent home to give you dates, times and more information. Registration is on a first-come, first-served basis, with congregants and CECE children given preference.

Munchkin Minyan Services and Dinners. Family Shabbat celebrations are scheduled on a regular basis. Munchkin Minyans allow families and children time to share, learn, and have fun. Families have an opportunity to be a part of their child's Jewish learning experience and connect with other families. Join the congregation following the tot service for a community dinner. RSVP to dinner through the Beth Or website.

Passover. Passover celebrations are held on three separate days. First Steppers and 2-year-olds have a Passover experience. This program is separate from the 3- and 4-year old Seder. Please check the school calendar for exact dates.

Shabbat. You will be informed as to the date on which your child will be the Shabbat Child. On that day, please bring in a large bottle of white grape juice and check with your child's teacher for the classroom activity. Plan to join the whole school for our service. The children may dress up

"a little" for Friday, but it is suggested that they wear comfortable play clothes for other days. On Friday, the children will be encouraged to bring in "Tzedakah" (charity). Classroom teachers often provide special Tzedekah containers for your child's weekly donation. Shabbat is held in the sanctuary with our clergy.

Other Special Days. During the school year, we celebrate many other special days in your child's classroom, such as Earth Day, Thanksgiving and, of course, all of the Jewish holidays. We do not, however, celebrate Halloween, Saint Valentine's Day or St. Patrick's Day. Please do not send any Valentine's Day cards to school. They will not be distributed.

Open Door Policy

We have an Open Door Policy at the CECE and are delighted to have family members participate in our program. Parents/Guardians are welcome to visit the program any time during regular program hours. The infant room welcomes parents/guardians to nurse or feed their infants.

Open Door Policy does not mean the doors will be unlocked. For the safety and protection of the children, external doors will be kept locked at all times. We have an armed guard at our school entrance during the peak hours of our day. Please carry your key card to gain entrance to our building and navigate through the hallways.

Our team will always do their best to speak with parents/guardians. However, since staff days are devoted to caring for children, it is usually not feasible to have a long discussion during regular program hours. If a situation requires a longer discussion, kindly arrange for an appointment.

Publicity

Unless a family has informed us that they do not want their child to participate, we will use pictures and names of children for publicity. A photo permission form will be sent home prior to the start of school.

Volunteer Background Clearances

Clearances are required for unpaid volunteers and are required to be updated every 60 months. All volunteers must obtain the following clearances:

1. Report of criminal history from the Pennsylvania State Police (PSP)
2. Child Abuse History Clearance from the Department of Human Services (Child Abuse).
3. Additionally, a fingerprint based federal criminal history (FBI) submitted through the Pennsylvania State Police or its authorized agent is required if the volunteer has lived outside the Commonwealth of Pennsylvania in the last 10 years. Should a volunteer need to obtain their FBI fingerprints they would apply for their FBI clearance through the Department of Human Services.
4. Verification Letter from the National Sex Offender Registry (NSOR).

The Child Abuse, PSP, and FBI clearances can all be applied and paid for electronically. Volunteers are responsible for paying the cost of the required clearances. NOSR letter applications can be found online or obtained in the center office. All necessary instructions and links to apply for these clearances can be found on the "Get a Clearance" page of the KeepKidsSafe.pa.gov website.

Volunteer Training

An important goal of the CECE is to encourage active participation of the families of the community in our programming. We are also committed to ensuring the safety and wellbeing of all the children in our care.

To this end, the CECE accepts and encourages the involvement of volunteers in all appropriate programs and activities and requests that all volunteers participate in the annual Childcare training session provided for volunteers by Congregation Beth Or.

Curricula & Learning

Learning Environment

We provide a rich learning environment with curricula that are developmentally appropriate to the specific ages in each classroom. We have a flexible daily routine that allows children to advance at their own pace. We strongly believe that learning happens through play. Learning and exploring are hands-on and are facilitated through interest areas. Our program is designed to enhance children's development in the following areas: creativity, self-expression, decision-making, problem-solving, responsibility, independence, and reasoning. We encourage openness to that which is different from us, and the ability to work and play with others.

The CECE provides a high quality program for the care and education of our children. Our program is housed and affiliated with Congregation Beth Or, who provides supervisory oversight and ultimate authority. As an education-based center, the CECE adheres to the principles in its mission of providing a high quality child care program in a nurturing environment and one that connects to Judaism.

Curricula

The CECE curriculum translates research and theory from the field of early childhood education into a practical, easy-to-understand approach to working with children and their families. It is a comprehensive curriculum with a clear organizational structure and a particular focus on routines and experiences. It is aligned with the CECE's philosophy of a high quality program for the care and safety of the children of the CECE and surrounding community. Our curriculum is aligned with the PA Early Learning Standards for Early Childhood. We use the Creative Curriculum to set the stage for our children.

We focus on children's interests, their developmental levels, their personalities or temperaments and their individual needs to provide important information about the experiences that should be covered, both for a class or group and individually. This understanding of each child becomes the backbone of our curriculum and defines the types of activities and experiences that are presented through intentional classroom planning. Child-centered learning is focused on the child's needs, abilities, interests, and learning styles with the teacher as a facilitator of learning. This creates a concept of the child having their own role in the learning process. The CECE gathers information from observing children to help drive lesson planning and the curriculum, both Jewish and secular. We use information from families, our observations of children and other experiences to develop individualized goals for children that include experiences and activities that are challenging, yet achievable.

We design a classroom environment that is stimulating, yet warm and welcoming - a positive setting that will set the stage for successful learning experiences. Our environments use materials and equipment that are in good repair, that are culturally, linguistically and age-appropriate, and that reflect opportunities for active engagement (or hands-on learning). We follow the Environmental Rating Scales ("ERS") through Keystone Stars which offers valuable insight into the key elements for high quality classroom environments.

We use our curriculum, and anecdotal records to assess the children. Teachers are constantly recording child observations to make careful, intentional decisions about what the children should learn, using the PA Early Learning Standards as a guide.

Teachers scaffold learning by building on children's prior knowledge to introduce new ideas and information. When combined, children, teachers and families offer essential and valuable information that help to create the framework for curriculum. While there are basic elements that will remain the same, such as Pennsylvania's Learning Standards for Early Childhood, the adaptations each teacher makes to accommodate the uniqueness of that classroom's children makes curriculum fluid and individualized.

In addition to our typically running programs, the CECE also offers a few unique programs to families, including our Hebrew program, which is offered to children ages 3-5, and Computer instruction, which is included in our tuition structure for our children who are in Pre-K and is provided for 30 minutes every other week. The CECE also offers a Gym class once a week for our children who are in Pre-K. All children also participate in Music once a week as well as Creative Movement. Both of these classes occur in a separate space with qualified teachers who facilitate developmentally appropriate activities for our children. We also offer a soccer and dance program for our 3- and 4-year old classes at an additional fee, which are run through outside companies. Registration and payments for these programs are handled separately.

Observation and Assessment

As part of this curriculum, we gather information about each child's developmental abilities and evaluate progress so we can modify and adjust what we are doing in our classroom so as to deliver the best individualized instruction for each child.

All children, within 45 days of enrollment – both new enrollment and re-registration for the school year, are observed using the "Ages and Stages Questionnaire," which is a developmental and social-emotional screening for children ages 1-month to 5½ years. Highly reliable and valid, the "Ages and Stages Questionnaire" looks at strengths and trouble spots, educates parents about developmental milestones, and incorporates teachers' and parents' expert knowledge about their children. It allows the teaching staff to gather initial information regarding each child, which will help create the necessary curriculum framework for their group of children. Information will be shared with parents from this tool.

It is expected that each child will be observed weekly through various means, including but not limited to anecdotal records, tally sheets, photographs, and/or documentation charts. This evaluation is communicated to families periodically during the school year using various formal and informal tools, forms, and resources.

In January and May, formal assessments are conducted for each child utilizing the observations made throughout the year.

In person conferences are offered two times per year in September and January. If parents decline their right to have a conference, they will be required to complete a "Declining of Conference Form." Parents are then given any assessment material in a confidential envelope and teachers will make an attempt to discuss individual needs of the child.

If a teacher has any concerns about a child, referral to community resources will be shared and discussed with the family.

For information about your child's day, please see copies of daily schedules and lessons plans posted in each classroom.

Multiculturalism

Multiculturalism is vital for all children because it sets social goals and promotes respect for all people and the environment we inhabit. We utilize books, music, games, and a wide range of activities as aids to teach our children respect for our world and the diversity of life upon it. We also encourage an enhanced understanding of and respect for different cultures and beliefs of children, families, staff and community.

Technology

Our normal daily routine does not include television watching but, from time-to-time, we may watch a show or movie to aid in your child's learning. Electronic media is limited and used in a developmentally appropriate manner. Internet sites and media are prescreened to contain non-violent, age-appropriate material.

Outings & Field Trips

Weather permitting, we conduct supervised walking trips around the neighborhood. Children are accounted for at all times. A permission statement for participation in walking trips is included in the enrollment package.

From time to time, there will be supervised field trips, and we encourage you to join your child on the trip. Permission Slips for each trip must be signed by the child's family.

For field trips, please dress your child appropriately for the season. Good walking shoes are a must.

Birthdays

Children enjoy celebrating their birthdays in the classroom with their friends. You may want to send a special treat to school for the day of your child's celebration. This treat needs to be tree nut and peanut free. (Be aware of any special diets, food allergies and/or restricted foods.) Please let the teacher know of your plans a few days in advance. Treats sent in on days other than birthdays or special parties are discouraged. Please refrain from giving the classroom teacher the responsibility of distributing birthday invitations to the children. Invitations should be sent through the mail or e-mail, especially when every child from the class is not invited. Please contact the Center office for the class e-mails lists. Please try to avoid hurt feelings.

Transitions

Your child's transition in child care should be a positive and exciting learning adventure. We will work with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced.

Transition from Home to Center. Prior to your child's first day, you will have an opportunity to tour the Center, meet with your child's peers and teachers, and communicate any anticipated concerns. At this time, please share the best communication methods that the teacher may use to reach you.

Transition between Learning Programs. Children are transitioned to the next program based on age, developmental readiness, state licensing requirements, and space availability. During the transition, current and future teachers will meet with you to propose a plan to introduce your child into the new program.

Transition to Elementary School. Transition activities such as reading books, classroom discussions and special projects will provide you with information, what to expect, and ideas on how to talk to your child about going to elementary school.

Transfer of Records. When a child is transitioning to the next program setting or to a new classroom within the Center, his/her records will automatically be transferred internally. When a child is transitioning to a new childcare center, program or school, the child's parent/guardian must submit a written request with instructions to where the child's records should be sent.

Rest Time

Infants sleep according to their own schedule and are put to sleep on their backs. Cribs will contain crib sheets only and must be provided by the parents/guardians. Cribs may not have mobiles attached to them.

All infant to 2-year-old program children who remain in school past 1:00PM will rest on individual cribs or cots. We do our best to provide an appropriate sleeping environment. Families need to provide crib sheets for the crib or cot. Some children choose not to sleep and in those cases we do not force a nap. Parents may request their 3-year-old program children to nap if those children's dismissal times are 3:00PM or later. Non-napping 3 and 4-year-old program children will join Extended Day activities.

Toilet Training

The most important factor in making the toilet learning experience successful and as low-stress as possible is a family/teacher partnership that supports the child. Research indicates that children cannot successfully learn how to use the toilet until they are physically, psychologically, and emotionally ready. We are committed to working with you to make sure that toilet learning is carried out in a manner that is consistent with your child's physical and emotional abilities and your family's concerns.

Most children are developmentally ready to begin toilet training between the ages of 2½ and 3½, however each child does develop at his/her own rate. Our toilet training policy has been developed with consideration for our children and years of experience.

Children do not need to be potty trained at any time in the 2-year-old class. We change diapers when your child has a bowel movement, and every 2 hours or when extremely wet.

Children should be sent to school in underpants only after they have had two successful dry days in a row at home and have had a bowel movement in the toilet at home. Please be realistic about your child's ability to use the potty when sending him/her to school in underpants. It is very important that your child be able to verbalize his/her need to use the toilet in order to be successful at school. It is helpful to notify your teacher and discuss toilet training in advance of your child using the toilet. We will take newly toilet-trained children to the bathroom frequently; however, do not be alarmed if they are not as successful at school as they are at home. Children who are trained or who are in the process of being trained must be dressed in clothing that is easily taken on and off. It is best to attempt the toilet training process over a weekend when your family has very few social engagements. This process should be stress-free and if many accidents occur, try on another weekend. When you feel your child can be successful at school, please send in a few changes of clothes and extra underpants. Please place these in a labeled plastic bag. It is very disconcerting for a child to borrow someone else's clothes. The teachers and Directors are available to answer questions at any time. All of us have been through this experience many times and are able to make many kinds of suggestions. Just try to make this process low-key and keep smiling. We strongly encourage children to be toilet trained in their third year. Children are expected to be toilet trained by the time they enter the Pre-K class in September. Exceptions may be made at the discretion of the center directors.

DISCIPLINE AND GUIDANCE POLICY

General Procedure

The CECE is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. We work to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.

Thoughtful direction and planning ahead are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem solving helps children develop their ability to become self-disciplined. We encourage children to be fair, to be respectful of other people, of property, and to learn to understand the results of their actions.

Challenging Behaviors

Children are guided to treat each other and adults with self-control and kindness. Each student at the CECE has a right to:

- Learn in a safe and friendly place
- Be treated with respect
- Receive the help and support of caring adults

When a child becomes verbally or physically aggressive, we intervene immediately to protect the child and other children in the classroom. Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent and understandable to the child.

We maintain a zero tolerance to bullying. If you have any concerns at any time related to bullying, please immediately report it to the Director.

Physical Restraint

Physical restraint is not used or permitted for discipline. However, there may be rare instances when we may need to physically restrain a child to ensure the child's safety or that of others by gently holding him/her only for as long as is necessary to resolve the actual risk of danger or harm. Parents/guardians will be informed as soon as possible after each and every instance requiring the use of a physical restraint with their child.

Notification of Behavioral Issues to Families

If a child's behavior becomes a concern, communication will begin with the parents/guardians as the first step to understanding the child's individual needs and challenges. We will work together to evaluate these needs in the context of our program.

Once a child is identified by the classroom teacher to have some behavior issues, the classroom teacher will speak to the Director. The Director will conduct an informal observation of the child and make some suggestions. Particular strategies may be implemented at this point and the child's family will be notified to discuss the issues and proposed strategies. If the child's challenging behaviors increase or do not improve, we may ask the family to consult with the Montgomery County Intermediate Unit or with a Child Psychologist.

On rare occasions, a child's challenging behaviors may warrant the need to find a more suitable setting for care and possible expulsion from our program. Examples of such instances include:

- The child's actions pose a physical danger to him/herself or others.
- Continued care could be harmful to, or not in the best interest of the child as determined by medical, psychological, or social service personnel.
- Reasonable efforts have been made to curb the child's behaviors without success, and providing further accommodations would pose an undue burden or hardship on the Center's resources and/or finances.

Biting Policy

Biting is a common issue in early child development. There are many reasons why children may bite, whether they are fulfilling a need or coping with a challenging situation. Brief episodes of biting do not mean a child is having a social or emotional problem nor does it mean a family is to blame. It simply indicates that that child is going through that particular stage in his/her development. As with developmental stages, biting soon ends.

In all cases of biting, our response will be to care for the child who was bitten, to help the biter learn a more appropriate behavior, to communicate with the child's family to determine why a child is biting and to find ways to support the child, and to examine our program to maintain an environment that is consistent with all of the children's needs. Our focus will not be on punishment but rather on effective techniques that address the specific reason for biting.

TUITION AND FEES

Tuition Payments

Congregation Beth Or is a nonprofit organization that operates the CECE on the tuition fees for each child. Therefore, it is essential that tuition fees be paid promptly and regularly in accordance with your child's *Enrollment Contract* for the current school year.

Payment is always due in advance with no deductions or credits for any absences, illnesses, vacations, holidays, or closures due to inclement weather, power outages or other situations beyond our control. Children cannot trade days for illness, vacations, holidays or inclement weather.

We accept checks, money orders, cash, credit cards, and your financial institution bill pay option. In order to ensure proper credit to your account, your check or money order should be made payable to Congregation Beth Or with your child's full name in the memo portion of the check and returned along with the tuition invoice/bill.

In order to register in January for the next school year, your tuition payments must be current according to your child's *Enrollment Contract* for the current school year. For example, for semi-annual payers who started in September, the child's tuition for the current school year must be paid in full. For monthly payers who started in September, 5 months of monthly tuition payments for the current school year must be paid. If these stipulations are not met, families will not receive registration forms in January for the next school year and therefore risk losing a spot in their preferred class/program.

Tuition payments from the prior school year must be paid in full for a child to be permitted to attend summer camp or to attend school the following school year.

Late Payment Charges

For monthly payers, monthly tuition payments are due no later than the 1st of each month. Due to system payment timing, the CECE allows a grace period between the 2nd through the 5th of the month. If your tuition payment is not received by the CECE on or before the 5th of the month, a **non-refundable** late payment fee of \$36 will be assessed on your account on the 6th of the month. If your tuition payment is not received by the CECE on or before the 9th of the month, your child will not be permitted to attend school and will be denied entry on the 10th of the month and thereafter until all past due balances have been paid. Parents will not receive any deductions or credits of tuition amounts for any days missed due to late payments.

If at any time a family is requesting that a special payment arrangement be made, it is the family's responsibility to contact the Executive Director sufficiently in advance of the 1st of the month that the next tuition payment is due.

Extra Day Charges

Extra days may be purchased for \$120.00 per full day as long as there is room and appropriate staffing. Partial days may be purchased for \$60.00 per 12/1pm day and \$90.00 per 3pm day as long as there is room and appropriate staffing.

Schedule Change Fee

If you diminish your child's schedule more than one time during your contracted enrollment period, a ***non-refundable*** \$50.00 change fee will be applied to your account at the time of the second request to reduce your child's schedule, and at the time of each subsequent request thereafter.

Membership Dues

Your membership dues for Congregation Beth Or must be current to receive member rates for your child at the CECE. If your membership dues are not paid on a timely basis after being contacted by the Executive Director, your child's tuition rate from the beginning of the current school year and for the upcoming school year will be automatically converted to the non-member pricing.

Activity Fee

A non-refundable activity fee is due each school year in accordance with your child's *Enrollment Contract*. There are no refunds of activity fees for days missed due to illness, vacations or school closings.

Security Fee

A non-refundable security fee of \$200.00 is due each school year. There are no refunds of security fees for days missed due to illness, vacations or school closings.

ATTENDANCE

Absences

If your child is going to be absent from school, we ask that you please call the Center office in the morning and we will let your child's teacher know. To ensure the safety of your child, we will attempt to contact parents that have not reported an absence.

Closing Due to Extreme Weather

Should severe weather or other conditions (i.e., snow, storms, floods, tornadoes, hurricanes, earthquakes, blizzards, loss of power, loss of water) prevent us from opening on time or at all, notification to the families will be announced via One Call Now, Facebook and will be posted on our website, www.bethor.org.

If it becomes necessary to close early, we will contact you or your emergency contacts as soon as possible. Your child's early pick-up is your responsibility to arrange.

DROP-OFF AND PICK-UP

General Procedure

We open at 7:30AM. Please do not drop-off your child prior to the opening. Parents are expected to accompany their children to their room and sign them in. For safety's sake, we require that you

or another authorized adult bring your child into the classroom each morning. Your child's teacher will assist you in establishing a drop off routine.

We close at 5:00PM. Please allow enough time to arrive, sign your child out, and leave by closing time. Dismissal procedures may vary from class to class and will be discussed at the time of your Parent/Child/Teacher interview prior to the start of school.

Late Pick-up

We expect all children to be picked up on time. However, we understand that, on occasion, parents may be late picking up their child from the Center. If you are going to be late picking up your child, please call the Center before pick-up or closing time. In the event that your child is still at school after pick-up or closing time and we have not heard from you, we will attempt to reach you at home or work. If you are unreachable, we will then call the emergency contacts listed on the Emergency Information Form.

Parents who are more than 5 minutes late picking up their child from the Center will be charged a late fee of \$1.00 per minute for each minute they are late (after the 5-minute grace period). Parents will be asked by a teacher or administrator to sign out with the time and date.

Cell Phone Usage

The times you spend in the Center dropping off and picking up your child are the primary windows of time we have to communicate with you about your child. In order to make the best use of these opportunities, as well as to be attentive to your child and other children, we ask that you NOT use your cell phone while visiting the Center and while parking your vehicle in the lot. We also ask you not to contact your child's teacher by text, if there is a need to contact your child's teacher, please call the Center office at 215-646-8869.

Parking

Parking in fire lanes, handicapped spots, traffic circles, etc. is not permitted. Please park in the lot when dropping off and picking up.

Authorized & Unauthorized Pick-up

Your child will only be released to you or those persons you have listed as Emergency and Release Contacts. Parents must provide at least 2 emergency contacts. If you want a person who is not identified as an Emergency and Release Contact to pick-up your child, you must notify us in advance, in writing. Your child will not be released without prior written authorization. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of our policy.

If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you, and the contacts listed as Emergency and Release Contacts. Provisions will be made for someone to stay with your child as long as possible, but if after 2 hours we have not been able to reach you or a person listed as an Emergency and Release Contact, we will call the local child protective services agency.

Intoxication/Under the Influence/Impairment

The CECE staff will contact the local police, the child's parent/guardian, and/or another adult listed as the child's Emergency and Release Contact pick-up if we have reasonable cause to suspect that a parent or any other person picking up the child is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way that may endanger the child. While a custodial parent's right to immediate access to his/her child does not permit the staff to detain the child, the staff will delay the impaired parent as long as possible while contacting the local police, the other parent, or an adult listed as an emergency contact. Reoccurring situations may result in the release of the child from the program.

PERSONAL BELONGINGS

What to Bring

- **Infants:** enough clean bottles for a day's use, at least 6 diapers per day, and at least 2 changes of clothes per day including socks, diaper creams sent in when necessary and crib sheets sent in weekly.
- **Toddlers:** enough cups for milk and water, a pair of shoes able to be worn outside, 6 diapers and at least 2 changes of clothes per day including socks, diaper creams sent in when necessary and crib sheets sent in weekly.
- **Older Toddlers:** at least 2 changes of clothes with socks or more per day if going through the toilet training program.
- **Pre-K:** at least 1 change of clothes, socks and shoes.

Please label all items brought from home with your child's name (i.e., clothes, bottles, diapers, pacifiers, crib sheet, blanket, etc.) to prevent items from becoming misplaced or lost. We are not responsible for any lost or damaged items.

Cubbies

Upon enrollment, each child will be assigned a "cubby." Cubbies are labeled with your child's name. Please check your child's cubby on a daily basis for items that need to be taken home.

Lost & Found

You can look for lost items and bring found items to the Lost-and-Found Box located at the Center office. Please note that we are not responsible for lost personal property.

Toys from Home

We request that you do not allow your child to bring toys from home into the Center unless they are part of a show-and-tell activity. If a younger child needs a special article for security, please discuss this with the teacher.

Toy weapons, particularly guns, war toys, Power Ranger items, and other toys that promote aggressive play are not permitted in school and will be unavailable for use in school if a child brings them in. Please assure your child that those toys are for home use and that at school, he/she has special toys and activities.

NUTRITION

Foods Brought from Home

Food brought from home is permitted under the following conditions:

- Congregation Beth Or and all programs in the synagogue building follow a Kosher-style dietary policy. When packing your child's lunch, please keep in mind **that pork products of any kind or shellfish are not permitted in the synagogue.** If possible, it means that a meat sandwich should not contain cheese or a lunch that has a meat sandwich should not also contain yogurt, pudding or another milk-based food.
- **Please check the ingredients of all foods your children bring to school and make every effort to not send in any food with peanuts, tree nuts, peanut oil, or food that has been processed in a plant with other nuts or that may contain traces of nuts.**
- During Passover, we strictly observe the dietary laws of the holiday. When school is in session during Passover, do not send in any bread or yeast products (cookies, cake, crackers, etc.). A detailed letter will be sent home as the holiday approaches.
- Baked goods may be made at home if they are fully cooked, do not require refrigeration and were made with freshly purchased ingredients. A list of ingredients is required, and there must be enough food for all children.
- Children will not be allowed to share food provided by the child's family unless the food is intended for sharing with all of the children.

Food Prepared for or at the Center

Teachers prepare food in the classroom. Microwaves are provided for heating up food as needed. Please send in lunches that are easy to prepare and heat.

Food Allergies

Our Center is a “**food allergy aware**” facility. At the beginning of the school year we educate teachers and staff about the risk of anaphylaxis due to food allergies.

Prior to the beginning of the school year, parents of a child with food allergies will be asked to submit an individual food allergy action plan. In some cases, we may ask the food allergic child's parents to supply their allergic child's “safe” snacks.

All children with a history of food allergies will be required to supply 2 Epi-pens if able - one to accompany the child (in the classroom, on the playground, etc.) and one to keep in the Center office.

Some students in our school have life-threatening allergies to all nuts. To help create a safe environment for these children, this policy prohibits nuts in the Center portion of the building during Center hours. In a school setting, cross-contamination is a great risk for food allergic children. Even a few crumbs, a smidgen of peanut butter, a stray peanut shell, or dust from nuts can set off an anaphylactic reaction.

In an effort to minimize the risk, we ask that all food brought from home by all children in the Center be nut-free. This includes birthday treats, Shabbat snacks, and cooking projects inside the classroom. You may receive further instructions from your child's teacher. **Please check the ingredients of all foods your children bring to school and make every effort to not send in any food with peanuts, tree nuts, peanut oil, or food that has been processed in a plant with other nuts or that may contain traces of nuts.** If you have any questions or need suggestions about what to bring, please contact the Center office or your child's teacher.

Meal Time

Families are expected to pack their child's lunch in a lunch box with ice pack included. Please pack your child a drink, utensils and a napkin.

We have found that most children like "finger foods" as an alternative to traditional "lunch box foods". The round firm foods that pose a choking hazard for children less than 4 years of age are not permitted. These foods include: hot dogs, whole grapes, peanuts, popcorn, thickly spread peanut butter and hard candy. Plastic food containers are a great idea for packing foods. It is our preference that heated food be packed in separate containers. Lunchboxes are kept in refrigerators until lunch is served.

At meal time, everyone sits at the same table. Good table manners are modeled and encouraged. The blessing for food is said before children eat lunch or snack.

All caregivers are trained in first-aid for choking.

Snack

A snack, including a beverage of water is served daily. Please advise the staff if the child has or develops food allergies.

The Center will provide snacks at the following times:

- A breakfast-style snack will be provided to children who arrive at the Center before 8:30AM.
- A mid-morning snack, including a beverage of juice or water, will be provided between 10:00AM and 11:00AM (depending on the classroom schedule).
- An afternoon snack plus beverage will be provided to those children remaining for extended hours or afternoon programs.

Infant Feeding

In an effort to maintain consistency for the children in our care from home to school and to meet the needs of every child, babies will eat according to their own schedule while in our care. Formula and breast milk will be prepared and provided to the Center daily by the parents/guardians ready for consumption. Bottles will be labeled with the child's first and last name on both the bottle itself and the bottle's lid. Bottles will also be labeled with the date. Each child will be designated a color code that will be placed on all bottles and food containers along with the child's full name. A color coding chart will be kept in the classroom. Breast milk bottles will be identified by a red

band around each bottle. Staff will use a verbal checking procedure to insure all infants receive the correct bottles. The verbal checking procedure involves the teacher reading the child's name off of the bottle, making eye contact with the child, and then reading the child's name once again to verify they have the correct child. Microwaves are not to be used to heat formula or breast milk. After 60 minutes, all leftover contents of the bottle shall be discarded to avoid contamination. Parents/guardians are responsible for providing the Center with one bottle for each feeding daily. All bottles will be sent home at the end of the day. Solid foods will only be introduced after a consultation with the child's family.

HEALTH

Immunization Requirements

The children attending CECE are required to be fully immunized according to the current schedule recommended by the U.S. Public Health Services and the American Academy of Pediatrics, www.aap.org, unless a medical or religious exemption has been granted.

As CECE is required by state law to report immunization data for all children attending CECE, you must submit, prior to your child's first day of attendance, an up-to-date immunization history for your child, or a valid exemption form signed by the child's pediatrician in the case of a medical exemption or by the parent/guardian in the case of a religious exemption. Any child who fails to meet the immunization requirements will not be permitted to attend CECE's program. Medically or religiously exempt children who are not immunized may be excluded from attendance in the event of an outbreak of disease for which the child is not immunized.

Physicals

Routine physicals are required according to the current recommendations of the American Academy of Pediatrics, www.aap.org. A copy of your child's physical should be received before the first day of your child's attendance at the CECE. Families are responsible for assuring that their child's physicals are kept up-to-date and that a copy of the results of the child's health assessment is given to the CECE. Physicals need to happen every 6 months annually for children ages 3-months to 18-months and annually for children ages 19-months through 5-years.

Illness and Exclusion

We understand that it is difficult for a family member to leave or miss work, but, to protect other children, you may not bring a sick child to the CECE. The CECE has the right to refuse a child or to call you and ask you to retrieve your child if he/she is exhibiting any of the below symptoms (this is not an all-inclusive list):

- Illness that prevents your child from participating in activities
- Illness that results in greater need for care than we can provide
- Fever (100.4°F or above temporal, 99.4°F or above under the arm)
- Diarrhea
- Vomiting
- Mouth sores caused by drooling
- Undiagnosed rash, unless a physician has determined it is not a communicable disease
- Pink or red conjunctiva with white or yellow eye discharge, until your child is on antibiotics for 24 hours
- Impetigo, until 24 hours after treatment

- Strep throat, until 24 hours after treatment
- Scabies, until 24 hours after treatment
- Chickenpox, until all lesions have dried and crusted
- Head lice, until after treatment and all nits removed - proof of treatment must be provided to the Center
- Cocksackie viruses, until your child is fever free for 24 hours and blisters have scabbed
- Pertussis (Whooping Cough), until 5 days of antibiotics
- Hepatitis A virus, until one week after immune globulin has been administered
- COVID-19, following the recommendations set by the CDC, improved symptoms and fever free, without medication for 24 hours

We will try to keep your child comfortable until you arrive. **If your child is sent home from school with fever, vomiting or diarrhea, he/she must remain home from school the following day and until he/she is symptom-free for 24 hours without medication.**

Allergy Prevention

You are expected to notify us regarding your child's food and environmental allergies and to provide us a letter detailing your child's symptoms, reactions, treatments and care. A list of your child's allergies will be posted in the main area and in each classroom. We are trained to familiarize ourselves and consult the list to avoid the potential of exposing children to substances to which they have known allergies.

Medications

All medications should be handed to a staff member with specific instructions for administration on a log provided by the Center. Medications should never be left in your child's cubby or with the child to administer on their own. Our staff will ensure that the medication is recorded along with the directions and procedure to dispense the medication as directed.

- **Prescription medications** require a note signed by the child's parent/guardian and a written order from the child's physician. The label on the medication meets this requirement. The medication must include your child's name, dosage, current date, frequency, and the name and phone number of the physician. All medications must be in the original container (you may request pharmacies to fill your prescription in two labeled bottles). Please specify the dosage and time(s) to be administered for each medication. In order for us to administer the medication, a medication log must be filled out.

Staff members will administer medications to the children and fill out a medication log.

- **Non-prescription medications** require a note signed by the child's parent/guardian. Non-prescription medication should not be administered for more than a 3-day period unless a written order by the physician is received.
- **Non-prescription topical ointments** (e.g., diaper cream) require a note signed by the child's parent/guardian, specifying frequency and dosage to be administered.
- **Sunscreens.** Parents should apply a broad spectrum (guarding against ultraviolet A and B) sunscreen to their children in the morning to protect against harmful ultraviolet radiation especially during the spring and summer months. Parents are asked to complete a form so that sunscreen can be applied.

Communicable Diseases

When an enrolled child or an employee of the Center has a (suspected) reportable disease, it is our legal responsibility to notify the local Board of Health or Department of Public Health. We will take care to notify families about exposure so children can receive preventive treatments. Included among the reportable illnesses are the following:

- Bacterial Meningitis
- Botulism
- Chicken Pox
- Diphtheria
- Hemophilus Influenza (invasive)
- Measles (including suspect)
- Meningococcal Infection (invasive)
- Poliomyelitis (including suspect)
- Rabies (human only)
- Rubella Congenital and Non-congenital (including suspect)
- Tetanus (including suspect)
- H1N1 Virus
- Any cluster/outbreak of illness

SAFETY

Clothing

Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child will be involved in a variety of activities including painting, outdoor play, sand, weather, and other sensory activities. Our playground is used as an extension of the Center, and daily programs are conducted outside whenever weather permits.

One particular aspect of concern is the risk associated with children's clothing that may become entangled with climbing or sliding equipment that could lead to choking or other serious harm. All drawstrings from children's clothes should be removed as a precaution.

Sandals and flip-flops are not appropriate for Center play and make it difficult for your child to participate in some activities.

In addition to being comfortable and appropriate for the weather, school clothing should be easy for your child to manage and completely washable. We will dress the children in smocks during "messy" projects, but the smocks do not completely protect clothing. Please do not dress your child in valuable clothing that cannot be replaced. We cannot be responsible for ruined garments.

We encourage pants with elastic waistbands. One-piece suits and overalls make it difficult for children to become independent in dressing. Belts are extremely difficult for the very young to manipulate. Long skirts for girls are impossible to run and climb in. Please send your child to school in rubber-soled shoes. They are safer for climbing on the playground. Our 4-year-old children need to wear sneakers on gym class days.

Articles of clothing such as coats, jackets, hats and gloves must be labeled with your child's name.

Each child is to bring at least one complete set of clothing, including socks to school in a labeled zip lock plastic bag. Please have each piece of clothing marked with your child's name. These clothes will be used if there is a toileting mishap or other wet play experience that requires a change. Please check your child's bag periodically to see that it is complete with clothes appropriate to the season and your child's growth.

Extreme Weather and Outdoor Play

Outdoor play will not occur if the outside temperature/heat index is greater than 90°F or less than 25°F. Additionally, outdoor play will be cancelled if the air quality reaches a red level rating.

Communal Water-Play

Communal, unsupervised water play is prohibited. Supervised children are permitted to engage in water-play. Precautions, such as cleaning the water container daily are taken to ensure that communal water-play does not spread communicable infectious disease.

Injuries

Safety is a major concern in child care and so daily safety inspections are completed inside and outside the Center area in order to prevent injuries. First aid will be administered by a trained caregiver in the event that your child sustains a minor injury (e.g., scraped knee). You will receive an incident report outlining the incident and course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. Each classroom is equipped with a first aid kit meeting the state regulations.

In the event of a serious medical emergency, your child will be taken to the hospital immediately by ambulance, while we will try to contact you or an emergency contact.

Respectful Behavior

All children and families will be treated with respect and dignity. In return, we expect the same from all of our families. We will not tolerate hostile or aggressive behavior. If this occurs, we reserve the right to ask you to control your behavior or to remove your children from our care.

Smoking

The poisons in secondhand smoke are especially harmful to infants and young children's developing bodies. Therefore, the indoor and outdoor Center environment and vehicles used by the Center are non-smoking areas at all times. The use of tobacco in any form is prohibited on the Center's premises.

Prohibited Substances

The use of alcohol or illegal drugs is prohibited on the Center's premises. Possession of illegal substances or unauthorized potentially toxic substances is prohibited. Any adult who appears to be inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances is required to leave the premises immediately.

Dangerous Weapons

A dangerous weapon is a gun, knife, razor, or any other object, which by the manner it is used or intended to be used, is capable of inflicting bodily harm. Families, children, staff or guests (other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises.

In cases that clearly involve a gun, or any other weapon on our premises, the police will be called and the individual(s) involved will be immediately removed from the premises. This policy applies to visible or concealed weapons.

Child Custody

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

Suspected Child Abuse

We are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may conduct an investigation. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. Our Center will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

EMERGENCIES

Lost or Missing Child

In the unlikely event that a child becomes lost or separated from a group, all available staff will search for the child. If the child is not located within 10 minutes, the family and the police will be notified.

Fire Safety

Our Center is fully equipped with all fire safety items including alarms, lights and rolling cribs. Fire drills happen every 60 days and all children and staff participate in them.

Our fire evacuation plan is reviewed with the children and staff on an annual basis.

Emergency Transportation

In the event your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and the need for transportation is essential, an ambulance will be called.

for transportation. A proper escort will accompany and remain with the child until a family member or emergency contact arrives.

WITHDRAWAL OR TERMINATION OF ENROLLMENT

Withdrawal of Child from CECE

To withdraw your child from the CECE at any time during the school year and cancel your Enrollment Contract prior to the end of the contracted enrollment period, you must provide the Center with written notification of the date of withdrawal at least 14 calendar days prior to the 1st day of month you intend to withdraw your child. When the required written notice is timely provided, the CECE will only charge your account a prorated tuition for the number of days the child actually attends the CECE during the last month of attendance/the month of withdrawal. However, if you withdraw your child from the CECE without providing timely written notice at least 14 calendar days prior to the 1st day of month you intend to withdraw your child, you will be charged the full monthly tuition amount for the month of withdrawal (whether or not your child actually attends the full month) and you will not be entitled to any refund or credit for days that your child does not attend.

For example, if you intend to withdraw your child on May 20th, you must provide written notice to the CECE no later than 14 calendar days prior to May 1st (i.e., April 17th). If you provide timely written notice on or before April 17th, you will only be charged on May 1st for a prorated tuition amount covering the period your child attends the CECE from May 1st through May 20th. If, however, you fail to provide timely written notice on or before April 17th, you will be charged and you will be responsible to pay the full tuition amount for the month of May and your enrollment contract will be cancelled as of June 1st.

If you are withdrawing your child at any time during the school year prior to the last day of your child's contracted enrollment period as set forth in your *Enrollment Contract*, you will forfeit the tuition deposit you paid at the time of enrollment.

Families who withdraw their child from the CECE and later re-register that child in the Center will be required to pay a re-registration fee.

Termination of Child's Enrollment

The CECE reserves the right to terminate a child's enrollment during the school year. Reasons for termination of a child's enrollment may include, but are not limited to:

- Failure to pay tuition and/or fees on time
- Lack of parental cooperation
- Repeated late pick-ups
- Inability to meet the needs of the child
- A child's behavior which threatens the safety or well-being of anyone at the Center
- Verbal or physical abuse or threat by a parent or person transporting a child to and from the CECE
- Possession or use of weapons on the CECE's premises
- Any other reason as deemed necessary.

If CECE terminates the contract effective immediately, the \$500 tuition deposit paid at the time of enrollment will be forfeited.

CENTER POLICIES

Center policies are reviewed and updated as needed. Notice of any changes will be provided to families when implemented and will be published in the Family Handbook on an annual basis.

Family Handbook Acknowledgement

Please sign this acknowledgement, detach it from the handbook, and return it to the Center prior to enrollment.

This handbook may be updated from time-to-time, and notice will be provided as updates are implemented.

Thank you for your acknowledging the policies and procedures we have established for the safety and welfare of all children in our care. We look forward to getting to know you and your family.

I have received **the Zipporah S. Abramson Center for Early Childhood Education at Congregation Beth Or Family Handbook**, and I have reviewed the family handbook. It is my responsibility to understand and familiarize myself the Family Handbook and to ask Center management for clarification of any policy, procedure or information contained in this Handbook that I do not understand.

Recipient Signature

Date

Center Staff Signature

Date