

Herman and Libbie Michaelson Early Childhood Center

Herman and Libbie Michaelson



at
Temple Israel

Parent Handbook

Dear Parents,

I am so glad to welcome you to the Herman and Libbie Michaelson Early Childhood Center at Temple Israel. We believe that children are born learners! It is our goal to offer children the opportunity to learn and grow through a wide variety of play experiences each day!

As Early Childhood Educators, It is our job to offer children a variety of learning experiences which encourage children to question, predict, and observe. In playing with play doh, they are learning to manipulate, and create. As they build a block tower, they are learning about balance, teamwork, and measurement. In the dramatic play center, they are experimenting with social relationships, peer interactions, and role playing.

With the focus on academics as young as kindergarten these days, it is important that as educators and parents, we remember that for young children, learning occurs mostly through rich play experiences. Learning of ABC's and numbers occurs throughout our day as we play games, build, create, read, and sing.

From our waddler program through our pre-k program, the teachers at Temple Israel are dedicated professionals. Their passion for education and their devotion to the children in their classrooms is remarkable.

Thank you for joining the Herman and Libbie Michaelson Early Childhood Center family! We look forward to many years together sharing laughs and smiles as your child grows!

Sincerely,

Amie Bloom

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HISTORY

Temple Israel Nursery School was started in 1963. Since opening, the program has had many opportunities for growth. We are now proud to partner with the Albany City School District to offer a Universal 3-year-old program and Universal Pre-K program for 4-year-olds.

The program has always had a history of ensuring a connection to Jewish learning. Whether it be the Hebrew Immersion program that was offered for many years, or the 3PK and UPK programs, the goal at Temple Israel Nursery School is to be responsive to the needs of the Albany community.

The following information and policies have been developed with your child's safety and well-being in mind. It is our goal to provide your child with quality Nursery School/Day Care services at all times throughout the year.

CLASSROOM PLACEMENT

We work very hard to ensure that each class is well balanced and has

- An equivalent number of boys and girls
- A well-balanced group of children with some higher energy students and some quieter students
- A balance between children who are coming 5 days per week and children who are coming part time
- A balance of children who are staying full days vs those leaving at 1:00.

Creating class lists is an art, not a perfect science. It is important to us that the children each work with teachers and peers who will enrich their learning style. Different students thrive in different classrooms, and we are thrilled to offer a wide variety of teaching styles to meet the needs of each of our learners.

The teachers and Director meet to create class lists so that the teachers can help to ensure that each student will have a friend to connect to. We also do our best to make sure that the children have a teacher that best meets their needs - some classrooms are great for our busier students and play to their strengths while some classrooms are more structured, and some classrooms are more relaxed. The important thing is that each classroom is “just right” for many little learners.

We are always open to hearing from parents what their thoughts are and what learning environment they believe will best meet the needs of their student and our hope is that by working together we will ensure that your child is in the best classroom each year for them to make friends and learn and grow. If you have concerns, please let the Director know so we can work together to create the optimal learning opportunity for your little one.

Transitions and Changing Classes

Our school follows the pattern of a typical school program with children starting in one classroom in September and finishing that school year in June. Some children then transition into a different classroom for the summer and others remain in their classroom and transition again in September.

For a few of our youngest students there is a chance that they will move from the Waddlers into the Toddlers in October or November. Children only move into our toddler classroom once they are 30 months of age and so it is rare that we will move a Waddler into Toddlers. We will only do so if there is space, and we feel it is developmentally appropriate for the child.

When a child is transitioning into a new classroom, we always make sure to have the child spend a little time each day visiting the new classroom before the official transition date. Typically, the child visits the new classroom during free play or outside time so that their visit is successful. As the child is more comfortable in the new room, they will spend more time in the new classroom and less time in their old room. Once we feel that the child is ready to be in the new room, we will let parents know and make the transition completely.

A DAY AT NURSERY SCHOOL

Every day at Nursery School follows a similar rhythm and schedule which include the following:

Free Play- This is the way we start each day. This is the time that children get to build friendships, explore, create, and gain independence. Teachers use this time for 1:1 interactions with children for skill building and supporting children in their play experiences. We also use this time to offer open ended art experiences, easel painting, and group games and activities.

Circle Time- Circle time is a large group meeting time. We introduce the theme of the week, read books pertaining to the theme, sing songs, and do finger plays.

Lunch- Children love having different lunches each day and often will eat food at school that they may not eat at home. Please feel free to let your child's teacher know if you are encouraging new food so that we can encourage your child to taste them. By regulation, we ask that all children bring a healthy lunch from home that includes a variety of food items including fruits and vegetables.

Lunch is a time that we encourage independence as we are often helping a large group of children to access a variety of foods. We would ask that anything that you can open ahead of time and put in an easy to open container is greatly appreciated.

We have a microwave in each classroom and we are happy to heat up items for a child. We do ask that you please cook any food in advance so that all we are doing is reheating the item. Also, please put any items that need heating up in a separate, microwave safe container so that we can easily put the container in the microwave.

Please provide a water bottle for your child that will go to school daily.

Gross Motor Time- We have multiple outdoor play areas and an indoor play space which allow the children the opportunity to run and play year-round. Motor time is another time for children to socialize, interact, problem-solve, and relationship build.

Snack and Closing Circle- During the closing circle, the children review what we did during the day, talk about plans for the next day, and end the day with a closing song. We ask that parents wait outside the classroom at 1:00 until we have finished our closing circle time and teachers have opened the door.

EXTENDED DAY SCHEDULE

Children who stay for Extended Day Care and the children in our 3PK and UPK classes continue the day's activities after the other children have left at 1:00.

Nap Time or Quiet Play- At this age, children need time to rest or sleep. School is a busy day and having some down time helps each child to remain regulated. In addition, per NY State regulations, nap/quiet play time is a mandatory part of the day in childcare centers.

Each child sleeps on a cot or a mat. We ask that parents send in a crib sheet and small blanket for naptime. We will be storing the nap time supplies for each child in a 2 Gallon Ziploc Bag; please ensure that the items you send in will fit in this size container. It will remain at school all week and be sent home on Fridays to be washed.

For our youngest children, naptime begins at 1:15 and ends around 3:15.

Our older children begin naptime between 1:45-2:00. All children are given 20 minutes to rest and try to sleep. After 20 minutes, children who are not sleeping are allowed to get up and use quiet toys and activities in the classroom.

Snack- After nap time, children are offered a healthy snack that includes fruits, vegetables, a whole grain food, and milk or water.

Free Play- After snack, the children are again given the opportunity to play both inside and outside and to participate in open ended art experiences.

CURRICULUM

Our Nursery School is a play-based program, and we believe strongly that children learn best when given the time for rich, hands on learning experiences. We strive to develop our

curriculum based on the children's interests each year so that the curriculum is meaningful to the children.

Some topics that are covered throughout the school year include:

- * **Colors and shapes**

- * **Community Workers**- including opportunities for trips to see community workers in action within walking distance of our school.

- * **Butterflies**- culminating with us setting butterflies free out on the playground

- * **Transportation**

- * **Israel**- ending with an awesome imaginary trip to Israel

- * **Mitzvot** ("good deeds")- every month the children pick a place or people they would like to help and we work together to meet this goal. In the past we have helped animals by bringing in food for the animal shelter, children who need coats and gloves for winter, and previously we helped people who need houses by working with Habitat for Humanity.

Electronics and Curriculum

As a play based program, we limit the use of electronics such as DVDs and computer usage to only a few times per year. We use multimedia opportunities for the children only when it can be used to truly enhance the curriculum in a very meaningful way.

PROGRAM HIGHLIGHTS

Shabbat- (The celebration of the Jewish day of rest) Shabbat begins shortly before sundown on Friday night and ends 25 hours later. We celebrate Shabbat at school with our Shabbat circle during which we sing Shabbat songs and have special guests. In the classroom, the children give Tzedakah, bless and light candles, drink grape juice, and eat challah. Children love to bring Tzedekah money to donate on Shabbat.

Havdallah- (The ceremony marking the end of Shabbat) We make Havdallah at school on Monday morning with the traditional blessings over grape juice, spices and a multi-wick candle. We believe that the best way to start a week is with a funny book so each Monday we read a funny story together!

Music- Music is an integral part of our program. We have a music specialist who will visit a few times a month to enrich the learning with music. Additionally the teachers use music each day.

Library- Throughout the year our older children enjoy a walk to the Back library to borrow books for their classroom.

Holiday Programs- Every Jewish holiday is celebrated with a special program. Some of these are parent/child programs, and some are for children only. It is our goal to bring each holiday to life and to build memories for the children through these activities. Please look at the school calendar for more information about this year's special holiday programs.

We do our best to offer holiday programs on various days of the week so that each child, regardless of how many days of school he/she attends each week, has an opportunity to celebrate at least one holiday program each year.

Tzedakah- (money given to help those less fortunate) Each Friday, children are encouraged to bring a coin or two for Tzedekah collection. Over the course of the year, this money will be used for

a variety of charitable projects as decided by the teachers and children together. In years past we have donated to the animal shelter, Albany Medical Center, and Ronald McDonald House.

Field Trips- We are unsure about whether we will be able to attend field trips this Fall or Spring. We typically enjoy a trip to the apple orchard in the fall. More information will be shared as the year begins.

Plants and Animals- As part of our curriculum, classrooms will often have plants that help our children learn about nature. Some years our classrooms have pet fish for the children to learn about caring for pets.

COMMUNICATION

Communication between teachers and parents is extremely important. We want you to always feel confident that you know what your child is doing throughout his/her day and that you can always be in touch with us if you have questions, concerns or positive stories to share.

COMMUNICATION OF ACTIVITIES: There are many ways that you will hear about important activities throughout the school year.

1. **Weekly Email-** You will receive at least one email each week that tells you of our upcoming events and activities. If you do not receive an email, please let me know so that I can ensure that you are on our email list.
2. **School Calendar-** To the best of our ability, our calendar lists our activities for the year and gives you a general idea of our field trip and special events. We are closed during major holidays, school vacations, and for religious observances.
3. **Parent-Teacher Communication/Conferences -** Parent-teacher conferences are held in January. You may also schedule a meeting with your child's teacher anytime during the year as needed. Please feel free to call and speak to the Director to arrange for a meeting or phone conference with your child's teacher or the Director.
4. **Phone Calls to Early Childhood Center -** Please feel free to call the Director or to be in touch via email with any questions or concerns. It is important that we hear any and all feedback so that we can continue to improve our program!

TELEPHONE NUMBER: 518-438-7858 Ext. 120

Email- amiebloom@tialbany.org

5. **Shutterfly Site-** We have a Shutterfly website that is just for our school. All members need to be approved and accepted by the Director. This is a wonderful tool for you

to use with your child to see him/her in action during the school day.

6. **Remind app** – Remind app is used for emergencies. When you download the app and set it up on your phone, please set it up so receive notifications immediately as this is used for emergencies

EMERGENCY PHONE CALLS: In the event of an emergency, if you are unable to reach the Director or an Early Childhood staff person, please dial ext. **112** or **117** for the Temple Israel office. A message will be relayed as quickly as possible.

SCHOOL CLOSINGS AND DELAYS – INCLEMENT WEATHER: If school is going to be closed or delayed, it will be posted on the local news stations as “Temple Israel Nursery and Day Care.” You may sign up for a text alert via any of the local television station websites. We will send an email to let you know if school is closed or delayed. Additionally, we use the “Remind” app to tell you about emergencies and school closings. Information about “Remind” will come home in September.

ARRIVAL/DEPARTURE PROCEDURES

ARRIVAL: We will be doing a car line for drop off this year. Please enter our parking lot through Hackett Blvd and drive around towards New Scotland Ave. As you drive toward New Scotland Ave you will see a wooden door on your right-hand side. This is where the teachers will greet the children.

Teachers will be available to meet families at 8:00, 8:30, and 9:00 at the side door. If you arrive after the car line, we ask that you please wait for the next drop off time or walk your child to the main door by the parking lot and ring the buzzer for assistance. All children need to be at school by 10AM. If your child will arrive after 10AM, please send an email so that we can plan accordingly.

If you are registered for Early Morning care, please plan to arrive at 8:00 or 8:30 for drop off.

If you are dropping off for our 9:00 start time, please plan to be at school no later than 9:15. The door will be open for teachers to greet families until 9:15 daily.

A teacher will come to your car and open your child's car door. Please help us by having your child prepared to say goodbye and helping them to get excited about which teacher will greet them in the morning. The more excited you are, the easier the transition will be.

As a teacher comes to the car, we will ask that you stay in your car so that the car line moves as smoothly as possible. If you can have your child seated behind the passenger seat this is a safer spot as your child can then exit onto the sidewalk and go into school. Once your child is out of the car, please wait for other cars to move forward rather than pulling around other cars.

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Our goal is to welcome every child into school in a stress-free, easy manner. Please help us by talking to your child in advance about

the drop off procedures so that they are excited about walking into school with a teacher.

DEPARTURE:

Our hope is to have parents come into school to pick up their child at 1:00, 3:30, 4:00 or before 5:30 based on your scheduled pick up time. Please remember that this may change as we monitor COVID-19 conditions but this is our goal for the fall.

If parents cannot come inside, the teachers will walk the children outside and we will meet you under the portico. We will provide more information as we get closer to the start of the school year.

We ask that you please plan to come in to pick up your child quickly and not to spend too much time in the classroom. Our goal is to still limit exposure for everyone's safety in the classroom.

If you need to pick up your child BEFORE his/her regular dismissal, please let the teacher know at drop off so that we can make sure that your child is ready for you and we can meet you outside. If an emergency arises and you need to pick up your child early, please call the school office as early as possible so that we can have your child waiting for you downstairs.

EXTENDED DAY CARE: Our extended day program is planned to end at 5:30 this year. However, with some of the limitations that COVID-19 creates there may be times throughout the school year that we need to close at 5:00. Should we need to start closing early you will be given notice so that you can adjust your schedule.

If you are in need of Extended Day Care on a drop-in basis, please email Amie at amiebloom@tialbany.org As long as there is room available in your child's classroom, your child can come early or stay late. The cost is \$10 per hour which will be charged to your credit card on Shulcloud.

AUTHORIZED ADULTS FOR PICK UP: No child will be allowed to leave the school unless accompanied by an authorized adult. If a person is picking up your child who is not on the authorized pick up list you provide, we must have notification that permission has been granted by the child's parent. Please ask anyone who is picking up your child to bring identification so that we can ensure your child's safety.

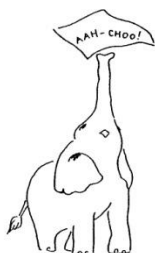
LATE FEE: If a parent is late for pickup (after their designated pick up time), he/she will receive a late pick up warning reminding them that children must be picked up on time. If a parent is late a second time, a flat late fee of \$10 will be assessed. This charge will be processed on your Shulcloud account automatically.

In the event of an emergency or if you know you are running late, please call as soon as possible so that we can let your child know that you are running late and make accommodations for staffing.

CHANGE OF ADDRESS AND PHONE NUMBER: We must have a current phone number for both parents and an emergency contact person at all times. If your phone number or address changes over the course of the year, please provide us with an updated number as quickly as possible.

HEALTH

DAILY HEALTH CHECK: In accordance with state regulation, a daily health check of each child will be carried out by the child's teacher. If your child has a rash or a bruise, please let your child's teacher know so that we can mark it on the Daily Health Check Form.



MEDICAL RECORD FORM AND IMMUNIZATIONS:

Parent(s) and guardian(s) must provide the school with a copy of the child's medical record form including his/her immunization record before a child can enter the Early Childhood Center. This is required by the New York State Dept. of Children and Family Services and Health Department. This is to protect the health and safety of the children and maintain the safety of the environment. The form specifically needs to state that the child is free from communicable diseases. Please be sure to keep us updated when your child receives additional immunizations.

In order for a child to attend school he/she must have all immunizations. The only exception to this is a medical exemption from your doctor that is cleared by the nurse who advises our program.

ILLNESS AT SCHOOL:

If your child becomes sick while at school, we will contact you. We will need you or another adult to come pick up your child if he/she has vomited, has diarrhea, a fever, or is just not able to participate in school activities due to lethargy. Below are details about instances where we may ask your child to be picked up from the school.

- Abdominal pain that continues for more than two hours or intermittent pain associated with fever or signs or symptoms of illness.

- Mouth sores with drooling unless the child's health care provider or local health department states child is on appropriate treatment and can return.
- Diarrhea defined as:
 - Diapered children whose stool is not contained in the diaper or if the stool frequency exceeds two or more stools above normal for the child.
 - Toilet trained children if the diarrhea is causing soiled pants or clothing
 - Blood or mucous in the stools not explained by dietary change, medication, or hard stools
 - Confirmed medical diagnosis of salmonella, E. coli, Shigella infection, until cleared by the child's health care provider to return to the program
- Active tuberculosis, until the child's primary care provider or local health department states child is on appropriate treatment and can return.
- Streptococcal pharyngitis, until 24-hours after treatment had started.
- Scabies, until treatment has been given.
- Chickenpox (varicella), until all lesions have dried or crusted.
- Rubella, until six days after rash appears.
- Pertussis, until five days of appropriate antibiotic treatment.
- Mumps, until five days after onset of parotid gland swelling.
- Measles, until four days after onset of rash.
- Hepatitis A virus infection, until the child is approved by the health care provider to return to the program.
- Impetigo, until treatment has been started.
- Bacterial pink eye, must be treated for 24 hours.
- Coxsackie virus, must be fever free and all sores crusted with no drainage to return.
- Any child determined by local health departments to be contributing to the transmission of illness during an outbreak.

CONTAGIOUS CONDITIONS: A child with a contagious condition will not be allowed to remain in school. If your child should contract a contagious disease, the school requires **immediate notification** so that other parents may be watchful of symptoms, thus keeping the spread of illness as minimal as possible. Some contagious conditions include strep throat, COVID-19, chicken pox, RSV, and head lice.

HEAD LICE: If your child is diagnosed with head lice, he/she needs to be treated and completely free of nits and lice before returning to school.

MINOR ACCIDENTS AND INJURIES: Our staff will administer first-aid for minor injuries such as abrasions, slight cuts, bumps, and bruises. An accident report will be filed at the Early Childhood Center, if needed. Parents will be given a copy of the accident report and are asked to sign it for our records. We follow universal precautions and guidelines regarding contact with any blood or bodily fluids.

MEDICAL EMERGENCIES: In the event of a medical emergency, your child will be taken to the Emergency Room and you will be contacted immediately.

SUSPECTED INCIDENTS OF CHILD ABUSE: As Mandated Reporters, all staff must report any suspected incidents of child abuse or maltreatment concerning a child receiving child care to the Statewide Central Register of Child Abuse and Maltreatment.

As per NYS Child Care Regulations, children will be instructed in a manner consistent with their age, needs and circumstances, in techniques and procedure that will enable them to protect themselves from abuse and maltreatment.

ADVERSE CHILDHOOD EXPERIENCES (ACEs): Per NYS regulations, you will notice your packet includes information about ACEs (Adverse Childhood Experiences), please be in touch with any questions you may have about this information.

MEDICATIONS

MEDICATIONS (PRESCRIBED AND OVER-THE-COUNTER):

Medications may be given only upon written order of a physician stating that the Early Childhood Center may administer such medication and specifying the circumstances, if any, under which the medication must *not* be administered. All medication that needs to be administered at school must be provided by parents and **must be accompanied by a medication consent form which is completed and signed by the parent and your health care provider.** Only a MAT-trained and certified staff person may administer medications.

Prescription and over-the-counter medication must be in the original container and labeled with child's name, medication name, recommended dosage, time intervals for administration, method of administration, expiration date, and in the case of prescription medications, the prescriber's name and license number.

TOPICAL (OVER-THE-COUNTER): Ointments may be used on an infrequent, non-routine basis under written instructions from the parent, provided such instructions are consistent with the directions on the manufacturer's label. All over-the-counter topical medication must be in the original container and labeled with child's name, medication name, recommended dosage, time intervals for administration, method of administration, and expiration date.

All medication is to be given directly to the teacher. **NEVER** pack medication in your child's lunch box or backpack. Items like diaper cream and sunscreen are considered medications and may only be applied by a teacher and must be kept in our medication closet, not in a cubby or a child's backpack.

TOILET TRAINING: We understand that each child goes through the toilet training process at their own time and pace. We will work with you to help your child become independent with toileting as they are ready. If you are using a positive

reinforcement method to help your child become successful with the toilet, please let us know so that we can also use that method to reinforce your child's success.

FOOD ALLERGIES: Please indicate if your child has any allergies to foods or environmental allergens. Every child is different and so is every allergy; please give us as much specific information about your child's allergy as you can. We will ask you to please go through our snacks and approve which snack foods your child is allowed to eat and which he/she is not allowed to have. It is vitally important that you update the Director and teachers if an allergy should develop for your child throughout the course of the year. ***You may be asked to provide a few individual snack items for your child to use during birthday/holiday celebrations.***

ANAPHYLAXIS PREVENTION:

- Upon enrollment and whenever there are changes, parents/guardians will be required to provide the program with up to date information regarding their child's medical conditions, including any allergies the child may have and any emergency medications prescribed for potential anaphylaxis. The parents/guardians will work in conjunction with the program and the child's physician to complete the documents required for any allergy that the child may have. These documents will guide all staff in the necessary actions to take during an allergic or anaphylactic reaction. The program will keep these documents and any emergency medications in a designated area known to all staff members as outlined in the program's healthcare plan and will ask for updated paperwork when necessary.
- Any child with a known allergy will have the following documents on file when applicable:
 - NYS OCFS form 7006 - Individual Health Care Plan for a Child With Special Healthcare Needs or approved equivalent
 - NYS OCFS form 6029- Individual Allergy and Anaphylaxis Emergency Plan or approved equivalent

- NYS OCFS form 7002 – Medication Consent Form or approved equivalent

These forms will be completed by the child's parents in conjunction with the program and the child's physician. In the event of an anaphylactic reaction, staff will call 911 and follow the instructions outlined in these documents.

- Families will be given a copy of the program's Allergy and Anaphylaxis Policy upon enrollment. This policy will be reviewed and updated annually. Families will receive an updated copy of this policy annually and whenever changes are made.

SCHOOL POLICIES REGARDING FOOD

KOSHER POLICY: All food items that we serve to our students need to be kosher. The Rabbi determines which Kosher symbols we accept as a Synagogue. As a rule, if you are bringing in food for the class, we ask that it be labeled with a circle and the letter “u” inside of it which signifies that the food is kosher. Other symbols may be acceptable; contact your child’s teacher for a list.

ALLERGIES: If there is a child in your child’s classroom with a food allergy, we will inform you and ask that no such products are included in your child’s lunch. Please read all labels carefully. If you have food allergy concerns, please contact the Director.

MEALS AND SNACKS: All children must bring a **dairy** (non-meat) lunch to school in accordance with Temple Israel’s observance of kosher laws and requirements. Packing a wide variety of food items allows your child the opportunity to choose what he/she eats throughout the course of the day. Please do not pack vitamins or any medication (i.e. – Miralax, etc.) in your child’s lunch or drink. Please remember to make the lunch you send as easy as possible for your child to open and eat.

BIRTHDAY TREATS: Please arrange a date and time with your child’s teacher if you would like to celebrate your child’s birthday in Nursery School. In accordance with Synagogue policy, you may not prepare any food at home. This includes cutting up and preparing fruits and vegetables. Please bring all whole ingredients in their original container to school and we will be happy to prepare them for your child’s celebration.

BIRTHDAY PARTIES: Many of our families observe Shabbat. We request that parties be scheduled on Sundays or during the week so that observant families can attend. If you are inviting the entire class to the party, please feel free to distribute invitations to the children in the classroom. If you are not inviting the entire class, please mail the invitations rather than distributing them at school.

SAFETY

Safety is a top priority for all of us at Temple Israel and we each have a role to play in ensuring our community is safe. We ask the following of all adults:

1. **Building Entry:** Please do not let anyone into the building. Encourage anyone who is seeking access to the building to go under the portico and ring the bell so they can be assisted by someone in the Main Office.
2. **Security:** Temple Israel has cameras at the entrance that are monitored at all times during the day. Additionally, the school wing is locked and only accessible to those with a key fob. Security is something we take very seriously.
3. **Adult Supervision:** Your child must be accompanied by an adult in the Synagogue building, grounds and parking lot at all times. On our property all adults need to remember that we are held accountable to the NYS Child Care regulations at all times. Children may not be left alone in the building or in cars. Please ensure that you have eyes on your child at all times!
4. **Fire Drills/Evacuation:** The children will participate in monthly fire drills as mandated by NY State. For a fire drill, our fire alarm will sound and the teachers will walk with the children to our meeting place at the fence by the playground. If you are in the building during a fire drill, you need to leave the building and also meet us at the fence until we give the “all clear” signal.
5. **Shelter in Place:** We hold 2 “Shelter in Place” drills each year. We will let you know in advance when our “Shelter in Place” drills will occur. The teachers will assist the children in going quickly and quietly to the Run Around Room. If you are in the building during a “Shelter in Place” drill, please follow the directions of the teacher with your child.
6. **Evacuation:** If an emergency requires evacuation, we will alert you using the Remind app. An evacuation will be based on the circumstances and information will be shared in clear and concise manner once the children are situated. Any and all updates will be shared on the Remind app.

GENERAL INFORMATION

CLOTHING: We do lots of messy things at school so send your child in clothes that you won't mind coming home dirty. Because we try to develop self-reliance, try to dress your child as simply as possible. Please try to eliminate belts, suspenders, and any closure that is hard to manipulate. This is especially important for children who are recently toilet trained. Please label all clothing including outerwear with your child's name.

FOOTWEAR: Children should wear sneakers or closed shoes.

PARENT INVOLVEMENT: Volunteering your time is a great way to support your school, your teachers, and, in turn, your child. We need and encourage your assistance so please share your special skills and talents!

PAYMENT POLICIES

- Payments must be made on Shulcloud and will be processed on the 1st of each month. All additional fees including late pick up fees will be automatically added to your Shulcloud account to be paid immediately.
- **Failure to make payments may exclude your child from the program.**

WITHDRAWAL POLICY: We recognize that for various unforeseen reasons, families sometimes need to withdraw from the program.

It is required that you put in writing that you are withdrawing from the program and the last date that your child will be attending school. We ask for 2 weeks' notice whenever possible. Parents are responsible for 2 weeks of tuition after we receive written notification that you are withdrawing your child. Children are welcome to attend program for these 2 weeks.

Time of Withdrawal

Financial Responsibility

Prior to August 1

*Registration fee and deposit are non-refundable

After August 1

*In addition to forfeiting the registration fee and deposit, 2 weeks tuition will be owed

Important financial policies:

- ☐ No refunds will be issued due to non-attendance for COVID-19 or other illness.
- ☐ We reserve the right to close our program for a variety of reasons related to increases in COVID-19 in the community or school. These decisions will be based on the requirement of the county or state government or determination of Synagogue leadership.
- ☐ If school is closed due to COVID-19, tuition fees will be charged in full for 2 weeks and classroom staff will do online activities with your child.
- ☐ If school is closed for more than 2 weeks, families will be charged 25% of their tuition for the time we are closed and school staff will offer online activities. School staff may not be your child's teacher but rather a variety of staff in the school offering group activities.
- ☐ Failure to report a positive COVID-19 test or that a member of your household is being tested may cause your child to be dismissed from our program without a refund.

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