

**Department of
Early Childhood Education**



**ECE Parent
Handbook**

TABLE OF CONTENTS

A Message From Our Director	1
Philosophy	2
About Our School	3
Enrollment Policy	4
In The Beginning: To Help Your Child	5-6
Payment Information	7
Hours of Operation	
Tuition	
Withdrawal	
Refunds	
Late Charges	
Billing Disputes	
Absences	
Dismissal Clause	
Health Policies and Emergency Procedures	8-9
Dispensing of Medication	
Medical Emergency	
Injuries	
Sunscreen	
Unscheduled School Closures	
Infectious Diseases	
Child Abuse Reporting	
Policies and Procedures	10-13
Brightwheel	
Clothing and toys	
“No Cell Phone Zone”	
Photos/Videos	
Hot Lunch Programs	
Birthdays	
Individual Tutoring	
Inspection Procedures	
Emergency Procedures	
Calendar	14
Shabbat	
Holidays	
Tzedakah and Sova	
Parent-School Communication	15
Classroom/ Teacher Requests	
Conferences	
Parent Involvement	
The Jewish Holidays	16-17
Because You Care	18
Hy Steinberg ECE Scholarship Fund	
Ways To Be Involved	19

A MESSAGE FROM OUR DIRECTOR

Shalom and welcome to the Temple Aliyah Department of Early Childhood Education! Starting school is a momentous event for every child and his / her family. Along-side your child's reluctance to leave the security of his home and parents, is an equally strong desire for independence and exploration of the big world outside. Temple Aliyah's Preschool and Kindergarten provides a secure and loving place for this growth and transition.

We, here at Temple Aliyah, create a nurturing environment in a Jewish atmosphere of warmth and love where each child has the opportunity to grow, learn and develop at his own pace, and where he is always accepted for his/her unique self. The years between 18 months and 6 are critical ones in the lives of all children. They are years of expanding horizons, developing abilities and concepts, growing awareness, and special fears. Our school provides the tools, space, and support for the kinds of experience needed to cope with this period of rapid physical, emotional, spiritual, and intellectual growth.

One of the foremost teachers of our tradition, Rabbi Samson Raphael Hirsch, wrote on the subject of education: "The home can do little without the school, but the school can do nothing without the home. Alas if they do not go hand in hand." A primary goal of our school is to offer a loving atmosphere where each child can feel, understand, live, and love Judaism. By weaving the rich cloth of Judaism into our everyday curriculum, and by involving parents in our programs, we foster and nurture the Jewish identity of each family whose lives we touch. Preschool and Kindergarten is a time for children to learn that they are Jewish and to equate Judaism with warm and happy experiences.

We welcome the opportunity of getting to know you and your children and helping you to nurture them, teach them and share in their growth. We do not take lightly the trust and confidence you have placed in us in this most important role. We extend to you a warm welcome to our school and look forward to a mutually enriching and rewarding relationship.

Shalom,

Robin Wayne
ECE Director

PHILOSOPHY

The Temple Aliyah Department of Early Childhood Education has the unique responsibility of serving young children, their parents, and the Temple Aliyah Families. As a reflection of our commitment to and our value of children.....

- We believe that each child is unique. We provide the opportunity for each child to grow, learn and develop at his/her own pace.
- We believe it's important to recognize and consider children's needs, interests, abilities, and developmental stages when planning and implementing appropriate learning experiences. We provide activities to help the child grow intellectually, emotionally, socially, physically, and spiritually.
- We believe that the first years are critical in the lives of children. Children's brains develop most dramatically during their first five years of life. By providing a high-quality early childhood program, we help stimulate this growth.
- We believe that providing children with a high-quality, nurturing program, we can touch your child's life forever. (Recent studies by **California First Five** have shown that preschool will not only help children to develop and will build their self-confidence but that, later down the road, it will help them do better in school, make them more likely to graduate from high school and go on to college.)
- We believe that the early years are a time for children to learn that they are Jewish and to equate Judaism with warm and happy experiences.

We meet the needs of the children enrolled at Temple Aliyah's Department of Early Childhood Education by creating a warm, nurturing Jewish atmosphere and hiring professional, qualified, and loving teachers.

The overall goal of our curriculum is to provide hands on, child-centered experiences that will help each child reach his/her maximum potential.

Our philosophy and program are designed to promote self-expression, self-awareness, creativity, sharing and cooperation, verbalization of feelings, conceptual development, readiness for learning, problem-solving, independence, and social and cultural awareness.

We believe that families play an important role in our program and in turn the Department of Early Childhood Education is an extended arm of each child's family. We strongly encourage involvement of parents in our program.

ABOUT OUR SCHOOL

The Temple Aliyah Department of Early Childhood Education is a non-profit, non-denominational school for children aged 18 months through 6 years, regardless of race or national origin. We are affiliated with the Association for Early Jewish Education and The Bureau of Jewish Education. We have been awarded the Solomon Schechter Award from the United Synagogue of America.

All staff members are qualified in accordance with the State of California regulations. The school is licensed by the State of California, the Los Angeles County Department of Health and California Department of Social Services (CDSS).

Our philosophy and program are based on the needs and interests of the developing child. Our staff members, all professionally trained in Early Childhood Education and are sensitive to each child's particular needs. We have regular parent/teacher conferences and parents are welcome to visit the school at any time.

Our curriculum is designed to promote self-expression, self-awareness, creativity, sharing and cooperation, love of Judaism, verbalization of feelings, conceptual development, readiness for learning, problem solving, social and cultural awareness, and just plain fun!

Our activities include:

ART - Easel painting, finger and sponge painting, clay, playdough, collage, cutting, drawing and soooooo much more!

MUSIC - Rhythm, singing, listening activities, Jewish and other folksongs, and creative movement.

GROUP EXPERIENCES - Storytime, flannel board, sharing, finger plays, dramatic play and snack and lunch time.

SCIENCE - Planting, cooking, the five senses, the seasons, animals, and parts of the body.

PHYSICAL SKILLS - Large and small motor activities, outdoor play, manipulative materials, and perceptual motor skills.

JEWISH FESTIVALS AND RITUALS - Celebration of Jewish holidays and other customs and weekly Shabbat observances.

ENROLLMENT POLICY

It is the Temple's desire to provide an opportunity for as many children as possible to benefit from Temple Aliyah's Early Childhood Education Program, and that enrollment be handled in a manner that is as fair and equitable as possible. Please be aware that space is limited in the preschool program and as the Temple grows, the issue of limited enrollment will also grow. In an effort to provide equitable guidelines to everyone, the Education Committee, in conjunction with the Temple Board of Directors and the Early Childhood Education Administration, have developed the following as procedures and policies for preschool enrollment. Temple Aliyah Department of Early Childhood Education is licensed by the State of California to serve children from 18 months through 6 years. Enrollment for the Toddler/Youngest classes will begin in March. At that time, we will only enroll children who are 18 months or older before September 1st. We will continue to accept children based on availability of space and current Temple Membership.

1. All children enrolled in the preschool program must be part of a family that are **Temple Aliyah members in good standing**. (Temple Aliyah defines a *member in good standing* as one whose dues are current or who has made satisfactory arrangements with the Executive Director and/or the VP of Finance.)
2. A child can be placed on the non-member waiting list if the family is not a member in good standing. The child will be placed at the bottom of the member waiting list once the family does become members in good standing
3. Enrollment will be based on a first-come, first-served basis. (With exceptions as noted below in #6). The earlier a family places a child on the member waiting list, the greater the chance of enrollment availability for that child.
4. There are no guarantees for placement, but we make every effort to accommodate as many families and children as possible and to anticipate the community's needs.
5. A child can be placed on a waiting list as early as birth. It is recommended that a child be placed on the waiting list no later than one year prior to the September your child is eligible to begin school.
6. An exception to the first-come, first-served policy, will be for families who had, or has, siblings in the preschool program currently or previously, and the family has remained Temple members in good standing. To maintain the priority standing for siblings, the family must place the child's name on the member waiting list no later than one year prior to the September the child is eligible to begin preschool. Failure to place a child on the waiting list may result in loss of the child's "sibling priority status" and greatly reduce his/her chance for availability for enrollment in the program.
7. Class placement **will not** be mailed until ECE and Temple Membership Accounts are current.

Toddler Program (18 – 30 months old)

Our Toddler Program is all about creating experiences that are active, sensory-based and meaningful. The program is designed to develop gross and fine motor skills, imagination, and language. We know that children learn best by having a variety of choices in a safe and organized environment. Our highly trained teachers take great care to create a well-planned hands-on program that will help your child gain independence while promoting confidence in their learning abilities and also an understanding of caring relationships. Our teachers lead children through age-appropriate activities specially designed to improve coordination and increase verbal and problem-solving skills. All of these experiences pave the way for toddlers in their path towards lifelong learning.

Potty Training

Potty training is a big step for kids and parents alike. The secret to success is patience. We believe potty-training success hinges on physical and emotional readiness, not a specific age. We will work closely with you when we notice your child showing interest at school or if you notice your child showing interest at home. A few signs that indicate if your child is possibly ready are:

- Does your child seem interested in the potty chair or toilet, or wearing underwear?
- Can your child understand and follow basic directions?
- Does your child stay dry for periods of two hours or longer during the day?
- Does your child complain about wet or dirty diapers?
- Can your child pull down his or her own pants and pull them up again?
- Can your child sit on and rise from a potty chair?

If the answers are mostly yes, your child might be ready for potty training. Together, with patience and a positive attitude we will encourage your child to be successful. We teach the girls to wipe carefully from front to back to prevent infections. When it's time to flush, we teach the children to do the honors. We always make sure that the children wash their hands after using the toilet.

IN THE BEGINNING: TO HELP YOUR CHILD

First Days: In order to make your child's adjustment to the new setting easier, we need you to be available for the first few days that your child comes to school. Your availability can be most helpful in making your child's transition into preschool a successful experience. **When your child goes to preschool**, he or she is taking a first "big step" away from complete dependence on parents. Your child may need your help in adjusting even if he or she has been in a day care setting before. **You can help** by not being disturbed during the first days if your child is shy and clings to you, is aggressive and will not share, cries easily, or has toileting accidents. These are all symptoms of tension in a new situation and will disappear as your child adjusts to the school situation.

Be sympathetic, understanding, and compassionate. Realize that your nonverbal messages of confidence in the school will be transmitted to your child. If your child knows that you are comfortable here, your child will feel comfortable with your choice of school.

If needed, plan to stay as long as your child needs you here. The teacher will help move him/her into activities that will make your presence less vital. **DO NOT "SNEAK" AWAY!** This sets the tone for distrust. Let your child know that you are leaving. Our teachers are all well versed in dealing with separation, and this, along with learning school routines, will be the focus of the curriculum for the first week.

WHAT'S NEEDED THE FIRST DAY

Please send a complete change of clothing in a plastic shoe box, clearly labeled with your child's name. This box should contain socks, underpants, shirt, and pants. Please include additional pairs of underwear if your child is in the "early stages" of toilet training and may be prone to accidents. (If your child has no clean underwear available, a new pair will be provided, and your account will be billed \$2.50). These items are to be used in the event of spills or toilet accidents. Please be sure that these clothes fit (children grow rapidly!), and that they are appropriate for the season. Please send a clean replacement whenever these clothes are used. Name tags in clothes are recommended and will protect against lost clothing.

The following items **must be in the ECE office by the first day of school:**

- a. Identification and Emergency Information Form
- b. Registration and Tuition Agreement
- c. Parents Rights Form
- d. Policy Statement
- e. Physician's report- which includes a record of up-to-date immunizations:
Hepatitis B (x3) - DTP (x4) - Polio (x3) – HIB – MMR - Varicella immunization (Chickenpox)
- f. Child Pre-Admission health history - Parent's report
- g. Personal Rights Form
- h. Emergency Form
- i. Medical Release Form and Medical Treatment Form
- j. Parent's Handbook signature page

The above items are mandated by the State of California, and we must have them in order to comply with our licensing regulations. Therefore, we will not admit any child who does not have this information.

- l. Photo Release
- m. Credit Card Form

PAYMENT INFORMATION

CORE HOURS OF OPERATION: For your convenience the school opens at 7:30 a.m. for morning day care. Regular school hours are :

Toddler/2s	9:00 a.m. - 12:00 p.m.
3s	9:00 a.m. - 1:00 p.m
4s	9:00 a.m. - 2:00 p.m.

For the benefit of all your children, we strongly recommend that you make every effort to be punctual. It can be difficult for a child to make a smooth transition once the morning has begun. **Extended hours** are available for all programs except our Toddler Program until **5:30 p.m., Monday through Friday.**

Tuition: Tuition is based on a yearly fee, billed August through May, which may be divided into ten (10) equal payments for your convenience. Tuition is due in the Accounting Office by the 10th of each month, starting in August and ending in May. It is the policy of the Department of Early Childhood Education that your tuition must be current and not fall into arrears. Tuition will be considered delinquent on the 11th day of the month, and your account will be charged a **\$30.00 late fee.**

WITHDRAWAL: The Department of Early Childhood Education requires two (2) weeks prior notice or two (2) weeks tuition upon a child's withdrawal from our program. All children enrolled in our school as of May 1st will be required to meet the yearly tuition commitment .

REFUNDS: All deposits and tuition payments are non-refundable and non-transferable.

LATE CHARGE: The Temple Aliyah Department of Early Childhood Education enforces a tardiness policy pertaining to the closing time of our school day. This policy states that a **\$25.00 fee** for *each* 15 minutes of tardiness per occurrence will be assessed for parental tardiness at the end of the school day. At the beginning of each month, you will be responsible for paying the late charge fees accrued for the previous month along with your regular tuition.

BILLING DISPUTES: If you believe that a charge was made to your account in error, you must notify the Accounting Office within 30 days of receiving your tuition statement.

ABSENCES: If your child will be absent for an extended amount of time, please contact the ECE Office to inform us of the absence. Since your child's teacher makes "Get Well" calls, it helps us to relay illness information to your child's teacher.

DISMISSAL CLAUSE: Temple Aliyah's Department of Early Childhood Education reserves the right at its sole and absolute discretion to dismiss or expel any family (child, children, parent) for any of the following reasons:

1. Willful disruptive or abusive behavior by parents and or child(ren)
2. Nonpayment of School or Temple fees
3. Noncompliance with the school's policies and/or rules

Temple Aliyah is a preschool staffed with professionals educated in caring for typical learners. We are very accepting of differences and support one-on-one specialists if your child should need. It is left to the discrepancy of the teachers and the ECE Director whether or not our facility is equipped to meet the needs of children with special needs. If your child does have a specialist, we would like to devise a plan (team meeting) so that we can help your child meet their goals. In the infrequent event of a child's disenrollment, the ECE Director will set up a meeting with the parents and classroom teachers. Children who are not able to function appropriately in our school environment or present a threat to the safety of others will be dis-enrolled after documentation of these behaviors and unsuccessful progress.

HEALTH POLICIES AND EMERGENCY PROCEDURES

HEALTH POLICIES: See COVID-19 Sick Policy in the COVID-19 Guidelines . The COVID-19 guidelines are being followed in addition to this health policy. To maintain the health of all the children and staff we ask parents to observe the following health procedures:

1. Please do not bring your child to school if there are any symptoms of illness (i.e., excessive tiredness, unaccounted for rash or 24 hours following a fever, vomiting or diarrhea.)
2. If your child becomes ill at school, you will be notified and asked to pick him/her up at once. Please be sure to keep emergency numbers current in the event the school needs to reach you, should illness or emergency occur.
3. Please inform the school if your child develops any contagious illness other than a common cold (chicken pox, conjunctivitis etc.)
4. If your child is absent from school due to contagious illness, please bring a doctor's note when he returns. If your child must come to school with restricted activities, a doctor's note with instructions must be on file in the ECE office.
5. If your child has any allergies or special health problems, please discuss them with the Director **prior** to your child's attendance at school. This information should be noted on enrollment forms.

6. If your child has lice, they will be sent home. Please check your child in through the office. Your child must be NIT-FREE prior to returning to school.

DISPENSING MEDICATION: If your child needs medication while at school we require the following:

1. All medications **MUST** be brought to the ECE office **with a doctor's note**
2. Only doctor prescribed medications will be administered at school. No vitamins or over the counter medications will be given.
3. Medications must have an unaltered pharmacy label with the child's name on it.
4. The label must have specific directions for storage and dispensing.
5. An Authorization to Dispense Medication Form must be obtained in the ECE Office filled out and signed by the parent or guardian.

MEDICAL EMERGENCY: In the event of a medical emergency, we will attempt to first contact a parent. If a parent cannot be located, we will contact persons listed on your emergency list. If a serious situation exists, we will first call 911.

INJURIES: We will notify parents, in writing, of any injuries to the child while at school. The accident form will include information such as where, how, and when the accident occurred, which staff was present, and what treatment was administered to the child. We will contact parents when there are injuries to the head or any injuries that may need your immediate attention. Safety is our primary concern. All of our staff has been trained in First Aid and CPR and we are well stocked with emergency supplies.

SUNSCREEN: Sunscreen is treated in the same manner as medication. Because some children are allergic to sunscreen, **we request that you apply plenty of sunscreen to your child prior to arriving to school.** If sunscreen needs to be reapplied throughout the day, a sunscreen authorization form must be filled out. Sunscreen must be clearly labeled with your child's name. Only sunscreen that you provide will be applied to your child and no other type will be used.

UNSCHEDULED SCHOOL S: Temple Aliyah will send an alert through **Brightwheel** if there are any unscheduled school closures.

INFECTIOUS DISEASES: The Temple Aliyah Department of Early Childhood Education has adopted the Jewish community HIV/AIDS policy. As stated in the policy, state and federal law has declared that persons with HIV/AIDS are physically handicapped and shall not be discriminated against. Therefore, like anyone else with a physical handicap, children who are infected with HIV/AIDS shall be permitted to attend school. HIV/AIDS is not transmitted through casual contact involved in attending school.

Only the Director of the school shall know the identity of an infected student unless the child's parents determine that other staff should be informed. In the event that some staff members are informed, they shall treat this information as highly confidential.

All staff are trained in the use of Universal Precautions for infectious diseases. When changing diapers and for all incidents when ANY child is bleeding, staff uses gloves and cleans up with a bleach solution.

CHILD ABUSE REPORTING: In accordance with school policy and California law, school staff are *obligated* under penalty of fine and jail term to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. In this very serious and legally narrow area, the school does not contact parents in advance of making a report to legal authorities. The clear intent of the law, based on the seriousness of the crimes listed above, to mandate that a report of any reasonable suspicion of abuse be made. School staff members are legally required to make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

POLICIES AND PROCEDURES

SIGN-IN/SIGN-OUT PROCEDURES: Prior to the first day of school, you will be guided to create a profile on the Brightwheel app. Each day you will use the QR code posted at your child's classroom door to sign in and out. No child will be allowed to leave the school with anyone other than authorized persons listed on their enrollment papers/Brightwheel account, or unless we have additional information from the parents. All persons picking up a child must be prepared to identify themselves with a photo identification.

Parents are responsible for logging their children in and out on a daily basis, this is a State mandated law. It is the parent's responsibility to **sign in/out** upon arrival. If someone other than a parent is dropping off or picking up, they must have access to your Brightwheel account or create them themselves. *The State of California requires this law be strictly adhered to.* Please be aware that the Department of Social Services does random checks of all schools in this area. They check many areas.....one of which is our "sign-in/sign-out" sheets. Log ins that are missing are subject to a fine. We are required to keep this information for a minimum of 3 years. Social Services can check any or all of this information for the past 3 years.

CLOTHING: Children should wear washable, comfortable easy to put-on and take-off clothing. Suitable clothes are extremely important for the freedom and enjoyment of a good school experience. If children worry about soiled clothing, it may interfere with their creative experiences. When dressing your child for preschool may we make some helpful suggestions:

1. Dress your child in clothes and shoes that can get dirt, mud, paint, or glue on them.
2. Save your special clothes for Fridays when we celebrate Shabbat.
3. Make sure clothes are easily laundered.
4. Garments should be easy for little fingers and hands to manage.
It helps lead to the independence the children strive for.
5. Sandals and cowboy boots are unsafe for running and climbing. Socks and closed-toe shoes should be worn. Rubber soled shoes are recommended.
6. Please label all clothing, Particularly, sweaters and jackets. Parents and children get upset when their belongings are misplaced or lost, yet too often we must place items brought from home in our lost and found because they are not labeled. Equally important is the inability to teach responsibility if we cannot identify items dropped or misplaced.

TOYS FROM HOME: Children enjoy sharing toys, books, jewelry etc., However we cannot be responsible for their care. Please **DO NOT SEND** guns, weapons or toys that encourage violent play. We appreciate your help and understanding in this matter.

NO CELL PHONE ZONE: For the safety of the children in the parking lot and on campus, we ask you to **refrain from using your cell phone** anywhere on campus including classrooms, offices and ESPECIALLY in the parking lot (whether walking **OR** driving). **Give your children your full attention!**

PHOTOS/VIDEOS: The Temple Aliyah website, The Pulse, and E-Mail server are tools to communicate with Temple Aliyah families, students, teachers, prospective families and students,

and the larger Jewish community. To enhance this experience, we use photos and videos to show student involvement in various Temple Aliyah activities. On a rare occasion, there will be times that we will invite the Local Media to our campus to cover an event and your child's picture may be taken. At no time are any child's names associated with a photograph.

Please feel free to contact the ECE Office should you have any questions.

POLICIES AND PROCEDURES (CONT.)

EXTRA CLOTHES BOX: Please send a complete change of clothing in a plastic shoe box, clearly labeled with your child's name. This box should contain socks, underpants, shirt and pants. Please include additional pairs of underwear if your child is in the "early stages" of toilet training and may be prone to accidents. These items are to be used in the event of spills or toilet accidents. Please be sure that these clothes fit (children grow rapidly!), and that they are appropriate for the season. Please send a clean replacement whenever these clothes are used. If your child does not have extra underpants in their extra clothes box, we will provide them with a new clean pair of underwear and bill your account \$2.50.

LUNCH: The lunch program is an integral part of preschool with both educational and social components. Please send your child to school each day with a lunch and a beverage. Our emphasis is on good nutrition, we recommend small portions for young children. If your child needs more food for lunch, we will tell you. At the Temple Aliyah Department of Early Childhood Education, we observe the Kosher dietary laws. Please send a dairy or parve lunch only **NO MEAT**. To be Kosher products must indicate 100% vegetable shortening. NO animal fats, lard, or meat products may be included in the ingredients. We recognize that this is the age where good eating habits are being developed, we strongly recommend that sweets not be included with lunch. Please label your child's lunchbox with his/her name and room number. **Our school is making every effort to be a Peanut-free and Nut-free environment.** All of us at Temple Aliyah are very excited to support our families with allergies...and it's something that is so easy to do! **PLEASE! NO NUTS OR NUT PRODUCTS AT TEMPLE ALIYAH!**

HOT LUNCH PROGRAM: Optional Hot Lunch Programs are available. You may choose one, two, three, four or five days a week to enroll your child in our hot lunch programs. Please be assured that all our lunches are prepared by a Kosher caterer.

SNACKS: Snacks are provided daily by Temple Aliyah ECE and are Kosher and Nut Free. We offer a wide variety of snacks, including but not limited to yogurt, fresh fruit, pretzels, graham crackers and applesauce. Snack is offered mid-morning and mid-afternoon if your child stays extended day.

BIRTHDAYS: Children love to celebrate their birthdays with their school friends. We encourage this and we suggest keeping it simple. Cupcakes, cookies, or donuts, plus birthday napkins are sufficient. In accordance with the laws of Kashrut and Temple Aliyah policy all baked goods brought into the school must be purchased from approved Kosher bakeries. We would appreciate it if favors of candy and hats be reserved for home parties. The teacher will make a special "crown" and celebrate during school time. Please make arrangements with the teacher at least one week in advance to make sure there are no conflicts in the schedule and to be aware of any food restrictions of any of the children. For private birthdays please avoid hurt feelings. If invitations are placed in cubbies please include all children in your class, otherwise please mail invitations. **In addition, scheduling parties on Shabbat prevents children whose families observe Shabbat from attending.**

INDIVIDUAL TUTORING: No *Educator* shall engage in compensatory individual tutoring/or childcare of students enrolled in *their* classroom. If arrangements are made for after school activities with another staff member, a release of liability waiver will need to be signed by both parties.

INSPECTION AUTHORITY OF THE CDSS: The Department of Social Services has the authority to interview children or staff without prior consent. (1) The licensee shall ensure that provisions are made for private interviews with any children or staff members.

Discipline Policies

THE ABC'S OF CONFLICT RESOLUTION:

We use the ABC approach to finding ways to meet the needs of each child.

A: Antecedent – Why is the child behaving in a particular way?

B: Behavior – Identifying the behavior and what information it is giving us.

C: Conflict Resolution: How can we help teach the child to get their needs met without conflict?

When a conflict occurs, we:

1. Talk to the child/children, use positive reinforcement, or try to redirect. Children are taught the logical and natural consequences of their actions. They are not punished or humiliated.
2. If the child has lost control, is unable to reason, or the behavior continues, we remove the child from the situation. This is to give the child a chance to calm down, think about his or her actions, and prepare to rejoin the group. Any separation from the group will always be within sight and hearing of the staff or ECE Director. Reoccurring behavior resulting in another child's safety being harmed may result in the child in conflict being picked up early so that the school and home can work together to remedy the behavior. It may be

necessary to bring in a specialist to help the staff and children develop healthy peer relationships.

3. Staff will document incidents with a written “Incident Report” so that parents and staff can stay in constant contact to help the child make good choices, be safe and not cause harm to other children or staff.
4. Sometimes, we need to talk with the parent and develop a plan that fosters the child’s ability to become self-disciplined.
5. If a problem persists, we will schedule a conference with the parents and the ECE Director to resolve the situation.

Teachers at Temple Aliyah ECE will never physically reprimand, belittle or yell at any child, and children will never be deprived of snacks.

Teachers at Temple Aliyah ECE will never use CORPORAL PUNISHMENT – any conduct causing a child physical pain or injury including slapping, spanking, hitting, squeezing or an unexplained injury.

Policies and Procedures (Cont.)

PERSONAL RIGHTS

Child Care Centers

Personal Rights, See Section 101223 for waiver conditions applicable to Child Care Centers.

(a) Child Care Centers. Each child receiving services from a Child Care Center shall have rights which include, but are not limited to, the following:

- (1) To be accorded dignity in his/her personal relationships with staff and other persons.
- (2) To be accorded safe, healthful, and comfortable accommodations, furnishings, and equipment to meet his/her needs.
- (3) To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.

(4) To be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.

(5) To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In Child Care Centers, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s), or guardian(s) of the child.

(6) Not to be locked in any room, building, or facility premises by day or night.

(7) Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

EMERGENCY PROCEDURES:

1. In the event of an emergency, the staff of Temple Aliyah ECE will remain at the school with the children until all the children are picked up.
2. In the event that the Temple Aliyah buildings are not safe and we need to evacuate, children and staff will walk to St. Bernardine, 24410 Calvert Street, Woodland Hills, CA 91367. Children will be released to parents or those authorized on their Emergency Cards only by the ECE Staff.
3. In the event of a disaster which disrupts major phone services, we will notify Temple Beth El, 1118 W. Glendale Ave., Phoenix, Arizona, 602-944-3359, our out of state Emergency contact with all pertinent information.

CALENDAR

CALENDAR: The Department of Early Childhood Education operates in accordance with the Bureau of Jewish Education and recognizes their yearly calendar. We observe all holidays, both legal and Jewish. No credit on tuition is given for regularly scheduled school holidays and vacation periods. In addition, no allowances or make-up days are available for absences during school and /or summer camp. Please refer to the school year calendar for important events and school closures.

SHABBAT: Shabbat at school is a very special and beautiful experience which is enhanced by the involvement of parents. It begins at home. Children can wear special clothing and love to bring fresh flowers to put on the Shabbat table. Special activities are

planned for that day and each child will have a turn to welcome his/her Shabbat "Eema" or "Abba". You will be asked to sign up for your special Shabbat.

As "Shabbat Helper" you are welcome to bring Candlesticks, a Kiddush Cup, a Challah Cover, or something special from your home. The children feel so much joy and pride in being able to share these special items with their friends. Working parents who cannot join their children still become part of the ceremony, because of the thought that goes into sending special items from home. If your work schedule determines that certain Fridays are better than others, please inform your child's teacher. These moments create special memories that remain with your children long after the preschool years.

SANCTUARY MANNERS: The children look forward to coming to the Sanctuary every Friday to help celebrate Shabbat. The Sanctuary is a place to sing, pray and rejoice. We encourage parents to participate in our songs and prayers. It is also a place to show respect and reverence. Please help us to reinforce the importance of good **Sanctuary Manners**. Please **no running** in the Sanctuary. **No standing** on the seats. Parents, please set a good example for your children by **refraining from talking** during songs and prayers. Help us to make Shabbat a fun and meaningful experience for everyone.

HOLIDAYS: Temple Aliyah observes all legal and Jewish holidays. Our school devotes itself to the development of both the Jewish and American identity of the child. In our school setting children learn to integrate compatible elements of the respective parts of their heritage. Therefore, holidays such as Thanksgiving, President's Day, and other American holidays of a national or secular nature, are an integral part of our program. It is our policy that non-Jewish holidays which are of a religious origin, such as Halloween and St. Valentine day, are not celebrated at our school. We ask that your children not bring Valentines cards or wear Halloween costumes or bring candy for these holidays. Thank you for your cooperation and understanding.

TZEDAKAH AND SOVA: Tzedakah (*righteous giving*) is the best of Jewish traditions. At Temple Aliyah we practice many forms of tzedakah, such as collecting canned food on Shabbat, used clothing drives, and toy drives. Through these efforts we strive to teach the children the importance of giving to those less fortunate than ourselves. Periodically we may make special tzedakah appeals.

PARENT-SCHOOL COMMUNICATION

PLEASE NOTIFY US OF ANY CHANGES IN YOUR PLACE OF LIVING OR EMPLOYMENT. WE MUST HAVE A WORKING EMERGENCY NUMBER AT ALL TIMES, AND WE MUST BE ABLE TO REACH YOU.

In order to work effectively with your child, it is important that we have a full understanding of him/her. If there is information which is not covered on your intake form, but which will give us a more comprehensive understanding of your child, please discuss this information with your child's teacher and the Director. All such information is strictly confidential.

Also, throughout the year, it is vital that we are well informed about your child. Please share with us any events which may affect your child's feelings or behavior patterns. Close ties between home and school are important.

CLASSROOM/TEACHER REQUESTS: Students are divided and placed in classes based on teacher recommendations of the previous year, along with other criteria such as boy/girl ratio, personalities of both teachers and children, styles of teaching / types of learners, number of children with special needs per age group. Therefore, parent requests for teachers will be heard and given consideration, **but not guaranteed.** A great deal of thought and consideration are put into the placement of all children, therefore, there are to be no changes in classroom placement during the first two weeks of school.

CONFERENCES: Formal Parent conferences occur annually. This time is set aside to discuss your child's progress and goals in school. We encourage both parents to attend the conference. We will be CLOSED on the day of conferencing. We will provide childcare for your scheduled conference time only. In addition, conferences can be set up on an "as needed" basis by the parents, teachers, or ECE Director. Please notify the teacher or Director if your child is under any stress at home, (family illness, death, parental absence, etc.) since this information will help us provide the best care at school.

PARENT INVOLVEMENT: Every parent is asked to become involved. Your commitment makes the difference between a custodial-type school where children are "dropped-off" and an educational experience where home and school care cooperate for the best interest of the child. Parent participation is enriching and satisfying to both parent and child.

Parents can participate in many ways, by attending holiday and Shabbat celebrations, supporting ECE and Temple fund-raising activities, sharing your talents, hobbies, or occupation with your child's class. The presence of an interested parent at school is a valuable addition to our program.

THE JEWISH HOLIDAYS

Shabbat: Although the Sabbath lasts from sundown Friday to sundown Saturday, we celebrate Shabbat at school every Friday morning. We sing Judaic songs, learn about the holidays, and end with a traditional blessing and the Shema. The children enjoy a snack of grape juice and challah after reciting the blessing over the candles, juice, and challah.

Rosh Hashanah: The Jewish year begins with Rosh Hashanah which usually falls in September. It is the first day of Tishri in the Jewish calendar. The children enjoy apples and honey which are symbolic of hope for a sweet new year, and the sound of the shofar announcing the start of the holiday.

Yom Kippur: This is the most solemn holiday of the year -- the Day of Atonement. People may not go to Synagogue to atone for their sins before they try to right all their wrong doings to people from the previous year. We say we are sorry to our friends and discuss the nice things we can do for others during the coming year.

Sukkot: The "Feast of Tabernacles," or Sukkot recalls the journey of the Jews from Egypt to the promised land when they lived in tents and booths (the Sukkah). The harvest season is symbolized by the lulav (palm branch) and etrog (citrus). During this week at school, we decorate the Temple Sukkah with fruit and greenery and enjoy our snacks outdoors.

Simchat Torah: This holiday is associated with Sukkot, but is actually an independent holiday, falling on the day after the Sukkot week ends. Throughout the year, passages of the Torah are read aloud in the Synagogue. On Simchat Torah, the reading is completed with the last two chapters of Deuteronomy, then immediately begin again with Genesis. This symbolizes the fact that study of the Torah has no beginning and no end. The children parade around the Sanctuary seven times. They carry hand-made Israeli flags and sing festive songs. The seven processions are in honor of Abraham, Isaac, Jacob, Moses, Aaron, Joseph, and David.

Hanukkah: "The Festival of Lights" celebrates the Maccabean victory, when brave Judas Maccabaeus and his small band of followers saved the Jewish nation from the Syrians. For eight days each year, the Hannukkah or eight branched candelabra, is lighted to recall their rededication of the Temple in Jerusalem and to give thanks for the great miracle of the survival of the Jewish people. You can expect handmade gifts from your children. You'll be surprised!

Tu B'Shevat: On Tu B'Shevat (Israeli Arbor Day) we celebrate the New Year of the Trees and our own belief in the future of the world. The Jewish calendar, with all its holidays, is tied to the cycle of growing things. As Jews, we have a kinship with trees, especially fruit trees. Trees are a symbol of life, a symbol of the Jewish people. We will be talking about ecology and studying plant life.

Purim: Purim is the jolliest of all the holidays, commemorating how Queen Esther and her uncle Mordechai, saved the Jews of Persia from a plot by the Prime Minister, Haman, to destroy them. On this day we eat Hamantaschen, which the children enjoy making at school. The children are encouraged to come to the Megillah Reading and Purim carnival in costume .

Passover: Passover (Pesach) commemorates the experience and ordeals of slavery in Egypt and the exodus following them. The Seder meal is a special family occasion. Prayers and songs from the Haggadah are read and certain foods are eaten. The best known of these is the Matzo, or unleavened bread. The school celebrates Pesach with a school-wide Model Seder, where the traditional foods are eaten. The children will make gifts for the family which can be used at your Seder. School is closed during Passover.

Shavuot: Shavuot, a thanksgiving and harvest feast, also commemorates the giving of the Ten Commandments on Mount Sinai. Known as the Feast of Weeks, Shavuot is celebrated seven weeks after Pesach . It is a custom to decorate the house with plants and flowers -- the greens recall the green mountain of Sinai where Moses received the Commandments as well as the fruits of the ancient harvest festival. In school, the children discuss the concepts of "commandments" and formulate their own classroom rules.

Because You Care

As most of you know, although the majority of the funding for the Department of Early Childhood Education of Temple Aliyah comes primarily from tuition, we are always working hard to supplement those dollars through our fund-raising efforts.

One of the ways we raise funds is through our special events (challah sales, t-shirt sales, our annual fund raising event and the Holiday boutique). You will be receiving details about these and other major fund-raising events.

Another way that we raise necessary dollars is through donations to our **Hy Steinberg Scholarship Fund**.

Hy Steinberg ECE Fund: This fund was established in memory of a beloved husband, father, and grandfather, Hy Steinberg. It provides funds for worthy preschool families who, due to financial hardship, cannot otherwise afford school tuition.

All gifts to this fund are greatly appreciated, and all contributions will be acknowledged with a donation card and will be recognized in a monthly email. You can make \$18.00 (minimum) donations for all occasions:

- * A new baby, a baby shower, a bris, a baby naming
- * A birthday of your children, your parents, or friends
- * The celebration of a holiday, a new home, a special thank you
- * In honor of graduations, or culminations
- * In memory of a loved one

Stop by the ECE Office and fill out a simple form or go online to templealiyah.org/donate, look under Education and Youth Section, Click on Hy Steinberg and follow the prompts. Thank you for your donation, kindness and Mitzvah.

WAYS TO BE INVOLVED

The Temple Aliyah Department of Early Childhood Education strongly urges parents to become actively involved in their child's earliest learning experiences. Parent participation is enriching and satisfying to both parent and child. Parent volunteers are needed to serve as room parents, to work on special projects, to participate on committees and in many other areas where parental time and expertise can be helpful. Following is a summary of committees that we ask you to support:

Annual Fundraising Event: This ECE committee will work hand-in-hand with the Temple committee for the "Gala" Fundraising Event and our own **ECE Luncheon**.

Welcome Back to School Event: Consider this a "fun-raising" rather than fund-raising event. Help with our PTA "Welcome Back Brunch".

Toy/Book Fair: This committee will work in conjunction with the **Hanukkah Boutique** committee and help with Scholastic Book fundraiser.

Community Tzedakah: This committee will supervise the collection of food for Sova, blankets for the needy, teddy bears for needy young children and many other heartwarming, much appreciated events.

Room Mothers: This is an "at home" committee involvement. Coordinate telephone trees and pass important school messages along to other room parents. This is an important on-going job which is activated several times a year.

Yearbook Committee: Responsible for photographing ECE events throughout the year, handling school photographs, and working with a graphic artist to lay out the photos for our school yearbook.

Challah Committee: Label each challah with the purchaser's name on Friday morning after drop-off and sort into classroom numbers.

Community Helper Day: Organize and coordinate the visitation of the phone company, police, fire department, trash collectors, etc. This is a fun day where the children have the chance to interact with our community helpers.

Publicity: Notify newspapers and news stations of special ECE events.

Parent Handbook

I have read, understand, and accept the policies and procedures in the Temple Aliyah Department of Early Childhood Education Parent Handbook. **Please note there are policies and procedures that are different due to COVID-19. Refer to the COVID-19 policies for the most updated information.**

Child's Name _____

Parent's Signature _____

Date _____

Accepted By: _____

Robin Wayne, ECE Director

This signed form must be returned immediately to complete your child's file.

