



# Parent Handbook

## 2019-2020

1190 Indian Hills Parkway - Marietta, GA 30068 - (770) 977-3384

*Debbie Deutsch, Director of Education*

[www.etzchaim.net/preschool](http://www.etzchaim.net/preschool) - [debbie@etzchaim.net](mailto:debbie@etzchaim.net)

# GENERAL INFORMATION

*Ages of Children served: 14 months – 5 years*

*Months of Operation: August-May (school year) and June-July (camp)*

*Days of Operation: Monday-Friday*

*Hours of Operation for Students in Our Core Preschool Program: 9:30 am – 1:30 pm*

*Hours of Operation for Students in our Extended Day Program: 7:00 am – 5:00 pm*



# Etz Chaim Preschool

## *Vision Statement*

Etz Chaim Preschool provides a nurturing educational environment for young children and their families, encouraging the incorporation of Jewish ideals and practices into their everyday lives.

## *Mission Statement*

At Etz Chaim Preschool, we believe that learning should be meaningful and relevant while taking place in the natural environment. The incorporation of nature into our classrooms and the understanding of *Tikkun Olam*, taking care of our world, while being a *kehilla*, community, is an important component in our curriculum. Research shows that play is a key component in creating self –confident and competent individuals and we nurture the social, emotional, spiritual and academic development of our students while allowing physical activity and play to help drive the delivery of our curriculum. As part of our conservative synagogue, we incorporate Shabbat and holiday celebrations, as well as lessons reflecting the Torah, *mitzvot* and *tzedakah* into our daily routine. Understanding the needs of the whole child enables us to facilitate their readiness for school and for life.

## *Etz Chaim Preschool Philosophy*

Etz Chaim Preschool believes that all children deserve the opportunity to be children. We provide the environment and experiences to learn through play, based on the interests of the children. As learning should be meaningful and relevant, we guide children to grow through their interactions with their peers and teachers. Our goal is to help children grow to have a positive impact on others and the world.

# Etz Chaim Preschool Policies

## ACCIDENT/INJURY POLICY

All of our teachers and staff are certified in CPR/First Aid. In the case of an injury during school, a staff member will administer first aid and/or CPR. In the case of an accidental injury requiring more than simple first aid, the parent or authorized adult will be notified immediately. If we are unable to contact you immediately, we will contact the next person listed in your emergency contact list. If medical attention is required, the staff will call emergency 911, who will transport your child to Children's Healthcare of Atlanta – Scottish Rite. Incident report forms are filled out for all accidents and a record is kept in your child's confidential folder.

## ACTIVITY FEE

Each family will be charged a \$125 per child activity fee, which will be due before the beginning of school. This fee covers the following costs: Playball and other special programs, our *Chesed* Fund (providing meals to our families in good times and bad) and teacher appreciation gifts throughout the year.

## ADMISSION REQUIREMENTS

Parents are required to complete all pre-admission forms before their child can be admitted to school:

- Application For Enrollment
- Tuition Agreement
- Current Immunization Form from your child's health care provider

Once the school year has begun, it is critical that parents keep these records up to date. It is your responsibility to supply and maintain accurate information, and to notify us of any change in your children's information (e.g., contact information, health and medical changes, custody changes, etc.).

**All children must have an immunization record with a current expiration date. Failure to provide an up-to-date immunization record for your child will result in suspension from school.** Approved immunization records must contain your child's name, birth date, name, address and phone number of a Physician or Health Department, "Certified By" signature, date of issue and the dates (month, date and year) in the vaccine history that the immunizations were administered. In addition, those students who are under the age of four must have a valid date of expiration and those students four and over must have an X in the "Complete For School Attendance" box or a valid expiration date. These requirements are taken directly from Policy Guide 3231INS from the Georgia Department of Health.

Etz Chaim Preschool admits students of any race, color, nation and ethnic origin to all the rights, privileges, programs, and activities generally accorded to or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its policies and admission policies.

## ATTENDANCE

Please notify the school if your child will be absent or significantly late in arriving. You may reach the Education Office directly by dialing 770-977-3384. Please notify your child's teacher in writing when someone other than yourself or another authorized adult will pick up your child.

Should you need to pick up your child earlier than afternoon carpool, please adhere to the following procedure: Park in the one hour parking spaces in the front of the building. Go directly to the Director of Education's office to notify the school that you will need to take your child home early. The Director will get your child from his/her class.

No child will be released to anyone other than the people designated on your Application For Enrollment. Please be sure that the information is up to date. Please be aware that we will ask for proper identification of anyone unknown to us.

Should your child miss school due to illness or school closing please note that we do not offer make-up sessions. Should you require an additional day of school, please contact the Education Office to inquire if there is space for your child on your selected day and know that you will be charged our daily rate of \$35 in addition to your monthly tuition. *This fee does not include extended day tuition, should you utilize that as well.*

## BELONGINGS

We are a busy school and have much going on! Please be sure to mark **ALL** belongings (e.g., cups, lunchboxes, containers, clothing, shoes, coats, hats, etc.) with your child's name in permanent marker so that we can make sure your belongings get back to you.

Additionally, we ask that children leave their toys at home, unless specifically requested by the teachers for an activity. We find that special toys brought from home are difficult to share, and we certainly wouldn't want your child's "special" something to be lost or damaged during the course of the school day.

## CAR POOL

We will be utilizing our car pool line for drop off and pick up of children for the regular four hour preschool program. (If your child is participating in the Extended Care program, please see below.)

**We will begin unloading cars at 9:30 a.m.** Circle the building and come up to the overhang. Do not try to make a “u turn” once you are by the parking lot or circle through the parking lot. Please form two lines under the overhang so that we might move through carpool in a more efficient manner. We encourage families unloading more than one child to use the lane (second) outside. This will also alleviate the traffic back up around the driveway. Move into the second lane as you are approaching the straight away that is in line with gate of the playground. Please do so with caution. *Please put your car in park while waiting in your car for someone to greet your child* and escort to his/her classroom. **Please do not get out of your car.** If you want to walk your child into the building or come inside at the end of the day, please park in one of the one hour parking spaces in front of the building and enter through the glass front doors.

Please do not pass the car in front of you while we are unloading, as this would be a safety hazard. While in the carpool line, do not back up and turn back into the parking lot, unless specifically instructed to do so by the school staff.

**Children will be dismissed beginning promptly at 1:30 p.m.** All parents should arrive at the Preschool at that time and be in the carpool lane by 1:30 p.m. Please call the preschool if you anticipate arriving after 1:30 p.m. **If you would like to pick up your child without waiting in carpool, please park in the one our parking spaces in the front of the building and enter through the glass doors in front. We also ask that you arrive five minutes early and wait outside your child’s class for dismissal.**

\*\*\*If your child is participating in the Extended Day Program please park your car (in the carpool line) and walk your child to the Extended Care area and sign him/her in. Unless other arrangements have been made, please plan to walk in to pick up your child in the afternoon as well.\*\*\*

**Please be aware that all children should be seated in a car seat or booster seat, even if someone other than a parent is transporting them!! We will not put a child in any car that does not have the appropriate safety restraint for that child’s age or size.** Please be patient as we load the children. Some cars have more than one child, some have challenging car seats and/or boosters and some have children who do not sit down as quickly as others.

Please remember that when you are pulling away from the carpool lane, you should do so slowly. Obey the yield sign and allow the right of way to the traffic coming down the driveway. **PLEASE USE CAUTION AT ALL TIMES!**

**On a final note, please consider turning off your car’s engine should you arrive early and THERE SHOULD BE ABSOLUTELY NO CELL PHONE USAGE WHILE IN THE CARPOOL LINE!**

## **CHESED (KINDNESS) OUTREACH**

During the course of the school year, many events occur that are both positive and negative in nature. As a preschool, we strive to be a community and available and supportive in all situations. The *Chesed* Outreach program is designed to help our families by providing meals when the need occurs. This is done on both a school wide and individual basis. Part of your activity fee will cover the cost of a kosher meal being sent to a family who has experienced a birth, illness or surgery. This will be coordinated by the volunteer *Chesed* Chair. Additionally, the class room parent may coordinate a meal from within the classroom of the child whose family is being acknowledged.

## **COMMUNICATION**

For both ecological and expediency purposes, some of our official correspondence will be done electronically, via email and/or announcements on our school website, [www.etzchaim.net/preschool](http://www.etzchaim.net/preschool). If you would prefer to receive notices only in paper form, please notify the Director of Education.

## **CONFIDENTIALITY**

Etz Chaim Preschool is committed to the privacy of our students, their families and our staff, while ensuring that they have access to the best preschool experience possible. We aim to ensure that all parents and teachers can share information in confidence, and that it will be used to enhance the development and well-being of the children. Information is shared only on a need-to-know basis with appropriate staff, consultants, and other professionals.

We keep two kinds of records on children in our school:

1. Developmental records:

- a. These include observations of children in the school setting, samples of their work, summary developmental reports, and records of achievement.
- b. They are usually kept in the classroom and can be accessed, and contributed to, by staff, the child and the child's parents.

2. Personal records:

- a. These include registration and admission forms, signed consents, and correspondence concerning the child or family, reports or minutes from meetings concerning the child from other agencies, an ongoing record of relevant contact with parents, and observations by staff on any confidential matter involving the child, such as developmental concerns or child custody matters.
- b. These confidential records are stored in a lockable file or cabinet and are kept secure in the office of the Director of Education.
- c. Parents have access to the files and records of their own children, but do not have access to information about any other child.
- d. Staff will not discuss personal information given by parents with other members of the staff or other parents, except where it affects planning for the child's needs. Staff orientation includes awareness of the importance of confidentiality.

## **DIAPERING/TOILET TRAINING**

If you are in the process of toilet training your child, please remember to notify our staff so that we, can work with you. Remember to send in a few extra pairs of labeled underwear and pants/skirts/leggings/socks in your child's backpack each day. Our school's approach toward toilet training is one of positive reinforcement and encouragement. Children are not pushed or shamed into using the toilet. Please consider your child's teachers to be partners in this process with you, and understand that a child's readiness at home may be different than a child's readiness at school.

All children who are not toilet-trained will have their diapers changed in the designated diaper changing areas in the appropriate classrooms. Please send in enough diapers each day to allow for a diaper change every two hours that your child is in school, plus one additional diaper per day. Our teachers use the highest standards of hygiene and wear a new pair of non-latex gloves when changing diapers, as well as wash their hands before and after each diaper change.

## **DISCIPLINE/SAFETY**

It is the policy and philosophy of Etz Chaim Preschool to assist children whose behavior is out-of-control, aggressive, or disruptive. Most importantly, we never belittle or humiliate a child and our goal is to help that child learn a better way to handle those big emotions. With an understanding of the development stages of children, our teachers are aware of what is expected, behaviorally, from their students. After all, a 4 year old is differently capable than a 2 year old, when it comes to handling social situations.

First and foremost, we work hard to provide an environment that might help prevent inappropriate interactions by offering a variety of activities in the classroom, group management techniques, anticipating situations so that we can redirect behaviors, speaking with a child, and providing alternatives or choices. All children who are part of the interaction are included in the conversation to begin the awareness that my actions have impacted others. In addition to working to prevent certain behaviors from happening, our goal is to empower the "victim" in all situations. Helping a child understand and master the ability to say, "I don't like that", "no hitting", or "that hurts my feelings" will build a child's self-esteem and allow him/her to become more independent and empowered to handle situations on his/her own.

When a child's behavior seems extremely heightened, the teacher may feel the need to remove that child from the classroom. We do not refer to this as "time out" but rather explain that the child needs a break from the situation and might need some quiet time on a walk with the teacher or playing in a different area.

If your child is working with a specialist for any reason, we expect to be a partner in that situation and be apprised of any techniques or suggestions. We feel that a total team approach will be the most successful.

In all situations, we expect to partner with you to help your child grow and become more adept at handling their emotions and behavior. Every effort will be made to meet as a team to discuss the issues, develop and implement a plan of action, and meet again to discuss the effectiveness of the plan. Most often, this process works, and the child's behavior improves. However, should parents not follow



through or if the behaviors continue and negatively impact the well-being and safety of other students, the Preschool Board has developed the following policy: **if a child's behavior becomes such that the emotional and physical safety and well-being of other students is at risk, Etz Chaim Preschool reserves the right to request that a child be removed from the program.**

## **EXTENDED CARE POLICY**

Please see page 14 for specific details about our Extended Care Policies.

## **FUNDRAISING**

Every year, a fundraising line item is included in the preschool budget, which allows us to keep tuition costs down. We will have a few fundraising opportunities that we are asking you to support this year and will inform you of them in a timely manner. Kids Night Out is one of those opportunities. On Saturday evenings throughout the year our faculty will be here to watch your children in a familiar, comfortable environment while you go out for a few hours. You will receive information on those when they are scheduled.

Many of the improvements to our preschool are made possible through donations to our Preschool Fund. Please keep us in mind when you are celebrating a birth or other simcha, or an accomplishment as well as sending condolences and wishes for a speedy recovery.

## **ILLNESS**

Please keep your child home from school:

- **if your child has a fever or has had one during the previous 24-hour period.**
- if your child has been experiencing vomiting or diarrhea within the last 24 hours.
- if your child has been on an antibiotic for **less** than 24 hours.
- if your child has a heavy nasal discharge (**clear or green**) and/or constant cough.
- if your child is fussy, cranky, and generally not him/herself
- if your child has a communicable or contagious disease or a parasitic condition, such as lice, pinworm or scabies.

We will notify you if your child develops a fever, experiences diarrhea or doesn't seem to feel well during the school day. Please be prepared to be asked to pick up your child in the Director's office should any of these symptoms occur.

Notification will be sent to all families whose children have been exposed to certain communicable illnesses, when appropriate.

## INCLEMENT WEATHER/EMERGENCIES

In case of inclement weather, Congregation Etz Chaim Preschool will *generally* follow the Cobb County guidelines for school closing. However, based on our later arrival time, we often find it appropriate to conduct school, with an amended schedule i.e. no morning care or early dismissal. You will receive an electronic notification of all school schedule changes via email or Mail Chimp.

Etz Chaim Preschool has detailed Emergency Response procedures which are available for your review at any time upon request, and are also posted in the office of the Director of Education.

## MEDICATION

In general, children needing over-the-counter medication, such as Tylenol, should be kept at home until feeling better.

Except for first aid, our staff will not dispense prescription or non-prescription medications to a child without specific written authorization from you or your child's physician. (Medical Authorization Form)

Unless otherwise agreed upon with the parents, medications will only be dispensed by the Director of Education. Medication shall only be dispensed out of its original container which must be labeled with the child's name. **Written authorization to dispense medications shall be limited to two (2) weeks unless otherwise prescribed by a physician.** We will return to you the unused portion of medicines which are no longer to be dispensed.

In the event that a child has an adverse reaction to any prescribed medication, parents (or other emergency contact if parents are unavailable) will receive an immediate phone call and 911 will be called if deemed necessary by the preschool staff and/or the parents.

## PARENT VOLUNTEERS

Volunteers are a necessary part of a successful preschool! You will have an opportunity to sign up for activities both inside and outside of the classroom. Example of classroom volunteer opportunities include, holiday preparation, challah preparation, journal writing, and cooking. We also expect that every preschool family will volunteer in some way toward our fundraising opportunities. Room parents are also needed. Our success depends on you! Please sign up when you receive your information. If you have volunteered your time but cannot make it into the classrooms, please try to switch dates with another parent or contact the teacher or Director as soon as possible.

## PRESCHOOL DIRECTORY AND ADDRESS USAGE

The Preschool directory is for personal communications only and should not be used for the purpose of fundraising and/or business promotions. Please do not use email addresses or mailing addresses for anything except preschool-related communications.

## SECURITY

All outside doors will remain locked at all times. After carpool drop off concludes at 9:45am, all visitors and parents should enter through the front entrance of the synagogue. **Please identify yourself by name when you buzz the intercom into the front office and remain standing in front of the camera.** As the employees in the main office have our safety at heart, please be understanding should they ask you for additional information such as the name of your child or his/her class.

All parents have the right to access all areas used by their child and we ask your cooperation in keeping our school's perimeter as secure as possible. Please do not let in anyone unknown to you when entering, or leave a door propped open for any reason.

## SHABBAT, HOLIDAY AND BIRTHDAY CELEBRATIONS

Every Friday at 9:45 am, our school celebrates a *Shabbat Shira*, Shabbat Sing in Phillip's Library. Parents are always welcome to join us. In addition, each class has a special Abba and/or Imah (father, mother) who will be honored with leading the Shabbat blessings either during or after lunch. Your child's teacher will notify you of the time for the Shabbat celebration, so you can join us as your time permits. Parents will be asked to choose and sign up for one or two days over the year for your child to be the Abba or Imah Shabbat. You may want to select the Shabbat closest to your child's birthday.

Etz Chaim Preschool does not celebrate the following secular holidays: Halloween, Christmas, Valentine's Day, St. Patrick's Day or Easter. Halloween parties and costumes, as well as Valentine's Day cards are not appropriate for our program. If you are having a party in celebration of one of these events, please do not utilize the Preschool as a way to send home invitations.

Birthdays are a special time in every child's life. At school we will sing "Happy Birthday" to your child during morning sing or *Shabbat Shira* and will acknowledge each child's birthday on our welcome board at carpool. Should you want to celebrate your child's special day, we request that rather than focus on a snack, parents give the gift of time to their child. To that end, we are inviting you or a special someone, to join your child in class for about 20 minutes during a time determined by you and the child's teacher. This will allow you the opportunity to spend some time visiting and then read a story to the class (perhaps your child's favorite book.) If you would like to add to the celebration by donating the book to the class, it is a wonderful way to mark the occasion in a more permanent way.

*When planning an out of school party, please be aware that many of our families observe Shabbat and attend synagogue services on Saturday and holiday mornings. As a synagogue Preschool, we strongly request that birthday parties not be planned for Shabbat or any other Jewish holiday. We will gladly distribute your party invitations in the backpacks ONLY if the entire class is invited and the party is not scheduled for Shabbat or Jewish Holidays.*

## **SNACK/LUNCH**

Please send in only **DAIRY OR PAREVE** as well as **NUT FREE** foods for lunch, so we may continue to observe the synagogue's policy of Kashrut. In addition to a daily lunch, parents should provide snacks for their own children on a daily basis.

If you are sending in a substitute for a nut product, such as sunflower butter, please clearly mark the item so that we can be sure it is safe for all. If you need a list of appropriate food items, your child's teacher or the Director can provide one.

Please consider using re-sealable containers to minimize waste associated with pre-packaged convenience foods. In addition, this will help to better evaluate your child's lunchtime needs when you see what and how much food comes home. As we encourage independence, all our students are tasked with cleaning up after themselves, with modeling and encouragement. In some instances, unfortunately, this means that some utensils/containers might get thrown away by your child. We try to keep a close eye on things but please understand when this happens. In addition, someone else's containers may be in your child's lunch bag (not to mention clothing in your child's backpack). When this happens, just send the items back to school and we will get it to its rightful owner.

## **SUSPECTED ABUSE.**

It is mandated by State law that any teacher who suspects child abuse, neglect, exploitation or deprivation reports that to the Department of Family and Children Services. If a teacher suspects such treatment, he/she will report it to the Director of Education immediately, and then to the appropriate authorities.

## **TUITION AND FEES**

There are two options for tuition payment. You may choose to pay your entire annual tuition in one payment *or* monthly, by the 10<sup>th</sup> over a 10 month period. If you choose to pay your tuition monthly, we require 10 post-dated checks or a VISA or MC number on file. If any payment is returned unpaid, you will owe the bank service charge. An invoice will be sent home in your child's bag at the beginning of each month with an invoice indicating any fees due at that time. Please make checks payable to Etz Chaim Preschool and return it to school at your earliest convenience. If you arranged to pay your tuition using a credit card, we will charge that card accordingly. We will pro-rate tuition for students who enter at mid-month. Etz Chaim Preschool makes every effort to accommodate the financial needs of each family. Please contact the Director of Education if you are in need of a tuition assistance form.

The Preschool Board has implemented the following policy regarding delinquent tuition:

*"Tuition is due by the 10<sup>th</sup> of each month. Tuition not received by the 10<sup>th</sup> of the month is considered delinquent. By the 10<sup>th</sup> of the following month, unless (1) all delinquent and current tuition payments have been paid for in full, or (2) the family has contacted the Director of Education and made alternative arrangements, then the child will be considered no longer enrolled or eligible to attend class. Alternative financial arrangements will be approved by the Preschool Board Finance Committee (consisting of the Preschool Board Chairperson, the Preschool Board Finance Chairperson, and the Director of Education)."*

All Registration and Activity fees must be paid in full before a child will be admitted to school. No refunds or credits will be issued for vacations, sick days, or other absences.

9:30AM - 1:30PM	Fee for Members		Fee for Non-Members	
	Monthly Tuition	Annual Tuition	Monthly Tuition	Annual Tuition
Days of the Week				
2 Days per Week	\$274	\$2740	\$315	\$3150
3 Days per Week	\$370	\$3700	\$426	\$4260
4 Days per Week	\$438	\$4380	\$405	\$5050
5 Days per Week	\$479	\$4790	\$552	\$5520

8AM - 1:30PM	Fee for Members		Fee for Non-Members	
	Monthly Tuition	Annual Tuition	Monthly Tuition	Annual Tuition
Days of the Week				
2 Days per Week	\$340	\$3400	\$380	\$3800
3 Days per Week	\$469	\$4690	\$525	\$5250
4 Days per Week	\$570	\$5700	\$637	\$6370
5 Days per Week	\$640	\$6400	\$717	\$7170

8AM - 5PM	Fee for Members		Fee for Non-Members	
	Monthly Tuition	Annual Tuition	Monthly Tuition	Annual Tuition
Days of the Week				
2 Days per Week	\$442	\$4420	\$483	\$4830
3 Days per Week	\$610	\$6100	\$667	\$6670
4 Days per Week	\$740	\$7400	\$807	\$8070
5 Days per Week	\$834	\$8340	\$907	\$9070

7AM - 5PM	Fee for Members		Fee for Non-Members	
	Monthly Tuition	Annual Tuition	Monthly Tuition	Annual Tuition
Days of the Week				
2 Days per Week	\$488	\$4880	\$530	\$5300
3 Days per Week	\$679	\$6790	\$736	\$7360
4 Days per Week	\$832	\$8320	\$899	\$8990
5 Days per Week	\$950	\$9500	\$1,023	\$10,230

7AM - 1:30PM	Fee for Members		Fee for Non-Members	
	Monthly Tuition	Annual Tuition	Monthly Tuition	Annual Tuition
Days of the Week				
2 Days per Week	\$389	\$3890	\$430	\$4300
3 Days per Week	\$543	\$5430	\$600	\$6000
4 Days per Week	\$667	\$6670	\$735	\$7350
5 Days per Week	\$767	\$7670	\$840	\$8400

9:30AM - 5PM	Fee for Members		Fee for Non-Members	
	Monthly Tuition	Annual Tuition	Monthly Tuition	Annual Tuition
Days of the Week				
2 Days per Week	\$416	\$4160	\$457	\$4570
3 Days per Week	\$576	\$5760	\$633	\$6330
4 Days per Week	\$704	\$7040	\$771	\$7710
5 Days per Week	\$801	\$8010	\$874	\$8740

## Extended Care Policies

Etz Chaim Preschool is a licensed facility through the state of Georgia's Department of Early Care and Learning and are able to offer extended hours to our families.

In order to maintain some consistency and help you understand our expectations, we have put together a list of policies and information of which you should be aware.

- **KEY FOBS** - all families who arrive before 9 am and /or stay in aftercare on Friday afternoons will be issued a key fob to gain access into the building. There is a *one time*,
- \$5 per family administrative fee to cover the cost of the fob and additional items purchased for aftercare.
- **MORNING CARE POLICY** - Morning Care begins at 7:00 am and ends at 9:30 am. If your child arrives at school any time before the carpool doors open at 9:30a am, he/she will be sent to the Morning Care room.
- **AFTERCARE POLICY** - Aftercare begins at 1:30 pm and ends promptly at 5:00 pm. If your child is picked up after 1:40, he/she will be sent to the Aftercare program.
- All monies paid in advance are non-refundable, non-transferrable and cannot be carried over if your child does not attend.
- **DROP OFF CARE OPTION** - Drop off care is available on a first come, first served basis, based on availability and our minimum staffing requirements. Please do your best to let us know as early as possible if you plan to have your child attend either a Morning Care or Aftercare session. You will be billed at the end of each month for any extended tuition you may have accrued.
- **LOCATION** - Morning Care will be held in Phillip's Library or on the playground. Aftercare will be held in multiple rooms including the Figur Family Outdoor Classroom and Phillip's Library. Any changes in location will be posted at the door to the Education wing.
- **DROP OFF POLICY** - When dropping off your child before school, please enter through the Preschool carpool doors. Your child should deposit all backpacks, lunchboxes and other belongings in his/her classroom before heading to the library. Please drop off any car seats you may be leaving inside the door at the carpool area before you leave, please put your child's name on it. You must sign the check-in sheet when you drop off your child. Your signature ensures we have an accurate attendance record and indicates your agreement to pay any fees that may be associated with your child's stay.
- **PICK UP POLICY** - You are required to pick your child up in their Extended Care classroom. You must sign the check-out sheet when you pick up your child. Your signature indicates that your child is no longer the responsibility of Etz Chaim Preschool and indicates your agreement to pay any fees associated with your child's stay. For ease of pick up, we will bring any children left in the building down to the carpool area at 4:55pm daily.

- **LATE POLICY** – In respect of our teacher’s time, we request that you arrive in the building with enough time to exit promptly by 5pm. *This year, please be aware of the following changes:*
  - *You must call by 4:30 pm to notify us of your anticipated late arrival;*
  - *We will call your emergency contacts if you are more than 15 minutes late;*
  - *Those who are late 3 times or more in a month will be asked to meet with the Director and may incur additional charges to cover the salary of the person who stayed after 5 pm with your child.*

Please be in communication with the Director if you have extenuating circumstances.

- **SNACK POLICY** – If your child is staying after school, please provide a small snack that is labeled and packed specifically for Aftercare.
- **DIAPER AND/OR WIPIES POLICY** – If your child is still in diapers, please ensure you provide enough supplies to your classroom teacher that there will be plenty available to our Aftercare staff.
- **SUPPLIES** – Please make sure you pack all items required for Extended Care in the bag provided by the Preschool. This should include, but is not limited to, a sheet for your child’s mat, a blanket & any lovey they need to rest. The bag will be returned to you each Friday so that you can clean the contents and return them the following Monday.
- **STAFF** – Our Extended Care Program is staffed with qualified caregivers. This year, we are fortunate to have the following staff working with your children:
  - Tiana Plendl (Aftercare Coordinator) – 678.787.1617
  - Sheri Frohlich (AM) – 770.298.6583
  - Linda Marcus (AM/PM) – 205.753.8777
  - Nandi Topiwala (PM) – 704.907.8649

- **COMMUNICATION POLICY** –Should you need to communicate about the Extended Care program during school hours please contact the Director of Early Childhood Education at 770-977-3384. Should you need to communicate before or after school hours, please contact our Extended Care instructors at the numbers listed above. In the event you are unable to reach someone at any of the numbers listed, you can call the main synagogue office at 770-973-0137 between the hours of 9:00am-5:00pm Monday through Thursday and 9:00am-3:00pm on Fridays. If you need to communicate any changes to your child’s schedule in advance, please email Tiana Plendl at [tiana@etzchaim.net](mailto:tiana@etzchaim.net).

- **PAYMENT POLICY** – Families who utilize extended care on a part time basis will be billed at the end of each month for any drop-in care dates attended. Payment for these dates will be due upon receipt of your invoice.
  - Families must be in good standing and current in their tuition payments to utilize our extended care program.

We hope that this program will allow your family some extra flexibility at a reasonable cost. Please contact, Director of Early Childhood Education, Debbie Deutsch at 770.977.3384 or [debbie@etzchaim.net](mailto:debbie@etzchaim.net).