



Gates of Prayer Nursery School



Parent Handbook

2018-2019



Gates of Prayer Nursery School

4000 West Esplanade Avenue

Metairie, LA 70002

Telephone: (504) 885-4339

Fax: (504) 885-2603

E-mail: nursery@gatesofprayer.org

Web: www.gatesofprayer.org

Melanie Blitz

Director

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Program

It is the philosophy of the Louise Hayem Manheim Nursery School that early childhood should be a time of fun, warmth, security, exploring, and discovery. Nursery school children are creative and receptive; the staff strives to nurture and encourage these qualities in the children who attend. The Nursery School's purpose is to provide an atmosphere that encourages social, emotional, physical, and intellectual growth to enrich the development of the child as a whole.

The program emphasizes Jewish values and practices, customs and ceremonies of Shabbat, High Holy Days and other Jewish holidays throughout the year. Although the program is designed for all Jewish children in the Greater New Orleans area, we are open to the community.

Planned within the framework of philosophy and purpose, Louise Hayem Manheim Nursery School's curriculum gives children an opportunity to explore, experiment, manipulate, observe and question. The children work with learning materials that promote understanding of perceptual properties such as colors, shapes, numbers and science concepts. Language development and reading readiness is promoted through dramatic play, conversation, stories, and letter introduction. Creative art materials encourage children to experiment and explore sensory experiences. Outdoor activities, creative body movement and music help the children develop gross motor coordination. Other activities include field trips throughout the community, food preparation and gardening.

Individual class curriculum will be explained in more detail at the September "Eat 'N' Meet".

Afternoon enrichment activities include - Computer, Yoga, Conversational Hebrew or Spanish, GymRompers, Reading Readiness, and Creative Art & Cooking.

Standards

Louise Hayem Manheim Nursery School was established in the fall of 1975. The school has a Class "B" license issued by the Louisiana State Department of Education.

Its operation is governed by the Board of Trustees of Congregation Gates of Prayer, the Nursery School Committee and Nursery School Director.

Staff

- Experienced Early Childhood Teachers
- Part-time Music Teacher
- Part-time Movement Teacher
- Part-time Hebrew, Spanish, Yoga, Gym Romper and Computer Teachers in Extended Day Program
- Director - Melanie Blitz
- Assistant Director- Jenny Ermatinger
- Rabbi- [Rabbi David Gerber](#)
- Temple Administrator—[Jack Schulman](#)
- Temple Educator—Philip Gaethe

Location

Louise Hayem Manheim Nursery School is located at:

4000 West Esplanade Avenue

Metairie, Louisiana 70002

Telephone: 885-4339 Fax: 885-2603

Please use the entrance at the main parking lot in the rear of the building.

Admissions

Children fifteen months to five years of age are eligible for enrollment.

- fifteen months of age and walking by September 1st, *of the current school year*, required for placement in the fifteen month old program
- two years of age by September 1st, *of the current school year*, required for placement in the two year old program
- three years of age by September 1st, *of the current school year*, required for placement in the three year old program.
- four years of age by September 1st, *of the current school year*, required for placement in the Pre-K class

Classes are filled on a first come / first served basis according to the date of application. Preference is given to currently enrolled families and congregation members; however, registration is open to the community.

A waiting list is available when classes become filled.

Non-Discrimination Policy- Gates of Prayer Nursery School policy prohibits discrimination on the basis of race, color, creed, sex, national origin, handicap, ancestry or whether a child is being breastfed.

Days and Hours of Operation (*open door policy, parents may stop by at any time to observe)

Nursery School is in session from late August through May.

Morning Session 9-12 p.m.

- fifteen month old program - two to five days per week
- two year old program - three to five days per week
- three year old program - five days per week (till noon minimum)

Pre-K Program - five days per week 9 a.m. to 3 p.m.

Extended Day 12 noon - 2 p.m. Enrichment Program

Afternoon enrichment program is offered one to five days a week

Our Nursery School calendar lists closings for holidays and vacations, etc.... *Missed days may not be made up on non-scheduled days*, staffing is scheduled in compliance with state regulations concerning ratio of adults to children.

Child Care

Early Morning -- 7:30-9a.m.

Late Afternoon -- 2-6p.m.

Childcare is offered one to five days a week and available for currently enrolled students only.

CHILDCARE PICK-UP ENDS NO LATER THAN 6:00 P.M. If your child stays for childcare, park your car in the parking lot, then come into the building to pick up your child. In order to insure that children are picked up on time, and to assure proper staffing, we have found it necessary to establish a penalty charge for children picked up late. **A LATE PICK-UP FEE WILL BE CHARGED AT THE RATE OF \$5.00 PER MINUTE AFTER THE 6:00 P.M. PICK UP TIME. THIS FEE WILL BE DUE UPON ARRIVAL, AND PAID DIRECTLY TO THE CHILDCARE PROVIDER.**

During childcare hours we can be reached at the regular school office phone number (504-885-4339).

Discharge Policy

We reserve the right to cancel enrollment of a child for the following reasons:

- Nonpayment or excessive late payment of fees
- Not observing the rules of the school
- Child has special needs which staff is not trained to adequately meet
- Physical or verbal abuse of staff or children by parent or child

Drugs, Alcohol & Tobacco Policy- We are a DRUG FREE SCHOOL ZONE. Drugs, alcohol and tobacco products are prohibited on the center premises.

DAILY ATTENDANCE/ARRIVAL AND DISMISSAL POLICY

ARRIVAL/DISMISSAL

- A **daily** attendance record for all children shall be maintained which shall include child's first, last name, arrival and departure times, as well as, first name, last name, and signature of person the child is dropped off by (at the time of drop off) and picked up by (at the time of pick up) This legal document is required by The State of Louisiana Licensing Board and is also required for any and ALL VISITORS - including independent contractors, student trainees, "extracurricular personnel", therapeutic professionals, etc., entering the building.
- The above information will accurately reflect all students and "visitors" on premises, at any given time, as well the purpose of their presence
- Parents are responsible for drop off AND pick up of children either in the carpool line (*preferred*) PLEASE REFER TO CARPOOL PROCEDURES ON PAGE 8 OF THIS HANDBOOK
- - allow the teachers on carpool duty to take your child/children out of the car and place them in the car. Driver should remain in vehicle at all times while in carpool line.
- OR - PARK your vehicle in a designated parking space located safely away from the carpool line before escorting child to/from the classroom.
- CARPOOL SAFETY -- PLEASE DO NOT WALK BETWEEN CARS, PARK, STOP, OR BLOCK THE CARPOOL LINE FOR ANY REASON AT ANY TIME!!!
- Children should *not* be dropped off before 8:50 a.m. unless they are scheduled for Early Morning Child Care.
- To insure that your child establishes good routines and participates in all projects and activities, **PLEASE HAVE YOUR CHILD AT SCHOOL ON TIME.**

Pick-Up/Release

Please notify the Director **IN WRITING**:

If someone other than the usual person will be picking up your child. Your child will be released **ONLY** to persons you so designate.

- **Child will be released from the program ONLY to those who are authorized in writing including parent(s) guardian(s), relatives, etc., without exception**
- **In the event of an emergency OR unplanned situation - the parent may authorize additional individuals via text or email to the center, and follow up with a written authorization. NO PHONE CALL AUTHORIZATION NOTIFICATIONS WILL BE ACCEPTED.**
- **A child shall never be released to anyone unless authorized in writing by parent**
- **Any additions and/or deletions to the 3rd party pick up list shall be signed and dated by the parent**
- **The center shall verify the identity of the authorized person prior to releasing the child. STAFF MEMBERS WILL ASK FOR IDENTIFICATION OF ANY UNFAMILIAR PERSON PICKING UP A CHILD.**

DISMISSAL

NOON DISMISSAL - CARPOOL BEGINS AT 11:50 A.M. AND ENDS AT 12:00 P.M.

2:00 P.M. DISMISSAL - CARPOOL BEGINS AT 1:50 P.M. AND ENDS AT 2:00 P.M.

CHILDCARE DROP OFF AND PICK-UP

If your child stays for a.m. and/or p.m childcare, park your car in the parking lot, and come into the building to pick up your child.

A.M. CHILDCARE DROP OFF BEGINS PROMPTLY AT 7:30 A.M.-

Please **do not** ring the bell before 7:30 a.m.

6:00 P.M. CHILDCARE-PICK-UP IS PROMPTLY AT 6:00 P.M.

If your child stays for a.m. and/or p.m childcare, park your car in the parking lot, and come into the building to pick up your child.

The penalty charge for children picked after 6:00 p.m shall be as follows:

A LATE PICK-UP FEE WILL BE CHARGED AT THE RATE OF \$5.00 PER MINUTE AFTER THE 6:00 P.M. PICK UP TIME. THIS FEE WILL BE DUE UPON ARRIVAL, AND PAID DIRECTLY TO THE CHILDCARE PROVIDER.

CARPOOL PROCEDURES-

The speed limit in the parking lot is 5 mph.

Please do not hold up the carpool line, if you wish to speak with your child's teacher; send a note and you will be contacted. If speaking to other parents, please park your car in a parking space.

Morning Carpool: 9:00 A. M.

- **Pull your car up to the Nursery School Entrance as far as possible**
- **Please remain in your car and allow a teacher to take your child**
- **If there is a change in your child's schedule for the day, we must have it in writing.**

Afternoon Carpool: 12:00 NOON (and) 2:00 P.M.

- **Put name card in the front (windshield)**
- **Please remain in your car while a teacher brings your child to the car**
- **Pull up as far as possible past the covered awning to buckle your child in – insurance issues prohibit staff from fastening your child in a car seat**

IF FOR ANY REASON YOU MUST GET OUT OF YOUR CAR PLEASE DO NOT DO SO IN THE CARPOOL LINE. PLEASE PARK YOUR CAR IN THE PARKING LOT.

FOR YOUR CHILD'S SAFETY AND THE SAFETY OF OTHERS:

DO NOT PARK IN THE CARPOOL LINE

DO NOT WALK BETWEEN CARS in the Carpool Line

Please do not drop child off in foyer or at the door unattended

PLEASE ALWAYS: Hold child's hand at all times

Always walk along grass by building to the entrance

Please do not drop child off in foyer or at the door unattended

PICK-UP OTHER THAN CARPOOL LINE: If coming into the building to pick up your child, at any time, please park in the lot, NOT in the carpool lane. Please do not hold up the carpool line, if you wish to speak with your child's teacher; send a note and you will be contacted. If speaking to other parents, please park your car in a parking space.

Emergency/Severe Weather Procedures

IN THE EVENT OF SEVERE WEATHER, OR ANY EMERGENCY SITUATION WHICH MAY ARISE PLEASE FOLLOW THE JEFFERSON PARISH PUBLIC SCHOOL CLOSURE ANNOUNCEMENTS ON YOUR LOCAL TV AND RADIO STATIONS.

The following procedure(s) will be in place for inclement weather and/or **emergency conditions arising during the time school is in session: When the conditions surrounding the Nursery School are hazardous (flood, etc.) all parents will be called to pick up their children. Parents should pick up children as soon as possible. The children will remain supervised until picked up by a parent or designated party.**

EMERGENCY EVACUATION PLAN- Students and staff will follow normal fire drill procedures unless director or asst. director alters route to **St. Clement of Rome Catholic School**. All parents/guardians will be **contacted by phone, text or email** to pick up their child within the hour. A command post will be set up at said location, law enforcement will be in charge of evacuation procedures, and students will be released after parents sign release form. **PRIMARY LOCATION CENTER is ST. CLEMENT OF ROME SCHOOL 3978 W ESPLANADE METAIRIE, LA. 888-0386** If instructed to evacuate the neighborhood we will go to the Jewish Community Center 3747 W Esplanade. Metairie, La. 887-5158

Tuition

SCHOOL Tuition is calculated on a nine-month school year

- Tuition may be paid in full at registration
- Tuition payments are due on the first of each month, and must be paid in full by May 1st
- Arrangements need to be made with the Temple Administrator for any other payment schedule

SUMMER CAMP TUITION IS DUE ON A SESSION BY SESSION BASIS

You must be current in tuition payments before you may register for the next year

no refunds are given for illness, vacations, or days missed for any reason(s)

missed days may not be made up on non--scheduled days-- tuition is based upon regularly scheduled days and times of attendance

It is very important that tuition is paid on time- In the event that tuition payments are late, parents will be given **fourteen days** to bring payments current. If after fourteen days payments have not been made, the parents will be asked to **WITHDRAW** their child from the Nursery School, and further action will be taken to secure payments.

Health Information

MEDICAL FORMS

- Each child is required by state regulations to have a Medical Form on file that includes a record of up-to-date immunizations and the signature of the child's doctor. If a child's fully completed Medical Form is not submitted by the first day of enrollment the child will not be admitted to school.
- Before each child enters the Nursery School, he/she must have a physical examination for that school year. A physician must do the examination.
- Each child must have on file at the Nursery School a signed Medical Release Form authorizing emergency care and transfer of medical records to the local hospital. Emergency numbers for reaching the parent or guardian and another authorized person must also be on file.
- The official Nursery School doctor is Dr. Michael Wasserman of the Rothschild Pediatric Group. He will be called if we cannot reach you or your child's doctor. Your child will be taken to East Jefferson General Hospital in an emergency.

In the event that a child is transported to the hospital, his/her Medical Forms will be sent along. A staff member will accompany the child and stay until the arrival of a parent or guardian.

Accident/Incident/Observation Report

Upon arrival at the center, the physical condition of each child shall be observed for possible signs of illness, infections, bruises, or injuries, and when something is observed, it shall be documented and such documentation shall include an explanation from the parent or child.

Reporting- Incidents, injuries, accidents, illnesses, and unusual behavior shall be documented and reported to the parent no later than when the child is released to the parent or authorized representative on the day of the occurrence.

Information regarding the medical condition of a child may be posted in public view if the center obtains a signed and dated statement from the parent regarding such permission (allergies or other life threatening medical conditions)

Immediate Notification- The parent shall be immediately notified in the following circumstances:

- Blood not contained in an adhesive strip
- Head, neck or eye injury
- Human bite that breaks the skin
- Animal bite
- Impaled object
- Broken or dislodged teeth
- Allergic reaction skin changes (rash, spots, swelling, etc.)
- Unusual breathing
- Symptoms of dehydration
- Temperature reading 100 degree orally
- Injury or illness requiring professional medical attention

In an emergency the center shall not delay seeking care while attempting to contact a parent if emergency medical attention is required.

You will receive a written Accident Report if your child has had an accident at school. We will phone a parent immediately in case of a head injury. The original report shall be filed in the Accident Log and a copy shall be given to the parent.

Medication Administration

Medications are kept the Director's office.

- All medicines will be given to the Director or the Teacher.
- All medicines will be dispensed at 12:30 p.m. and 4:30 p.m.
- All medication shall be sent to the center in its original container, shall not have an expired date, and shall be clearly labeled with the name of the child to ensure that medication is for individual use only.
- No medication or special medical procedure shall be administered to a child unless prior written authorization is received from parent. Such authorization shall include full name of child, drug name and strength, date(s) and time(s) to be administered; directions for use, including the route (oral, topical), dosage, frequency, time and schedule and special instructions, if any. It is not acceptable to note "as indicated on bottle"; and signature of parent and date of signature.
- Medicine permission slips need to be signed by a parent and will be kept in a log in the office. This includes all topicals, prescription and non-prescription.
- Medicine permission slips will be available in the Nursery school office.
- Please do not put medication in the lunchbox.
- All medicines requiring a measured amount should be sent with a medicine-measuring spoon.
- **REQUIRED CONTAINER/PACKAGING**
- For nonprescription medication to be administered, the center shall maintain the original bottle packing for the medicine or a printed document from the manufacturer's website, which shall include the drug name and strength and clear direction for use. If the non-prescription medication label reads "consult a physician, a written authorization with child's name, physician's name, medication, dosage, frequency, starting date and expiration date (if applicable) must be obtained from a licensed health care provider for the child to take the medicine.
- For any prescription medication to be administered by a staff member must be in its original container with the complete pharmacy label. The label is to contain the child's name, physician's name; pharmacist, medication, dosage, frequency, starting date and expiration date (if applicable). This will only be administered with written permission.
- Aerosol Medication- All aerosol medication shall be delivered to the center in pre-measured dosages.
- Topical Medication- The center shall not apply topical ointments, sprays or creams without written authorization signed and dated by parent.
- Self-Administration- NO CHILD shall administer their own medications.

EMERGENCY MEDICATIONS

Children who require emergency medications, such as an EpiPen or Benadryl, shall have a written plan of action from their licensed health care provider. The action plan shall be updated as changes occur or at least every six months and shall include:

- Method of administration
- Symptoms that indicate the need for the medication
- Actions to take once symptoms occur
- Description of how to use the medication
- Signature of parent and physician and date of signature
- Medication administration records for emergency medications shall be maintained and include the following: symptoms that indicate the need for the medication; actions taken once symptoms occurred; description of how medication was administered; signature of administering staff and phone contact with the parent after administering emergency medication.

HEALTH & ILLNESS POLICY

ILLNESS

For the well-being of all our children, we cannot accept sick children. CHILDREN ARRIVING TO SCHOOL NOTICEABLY ILL, WITH A RASH, PINK EYE, OR FEVER WILL NOT BE ALLOWED TO ATTEND SCHOOL ON THAT DAY.

Should a child become ill during the day the parent will be notified and the child shall be picked up immediately. The child will be taken to the office and remain there under adult supervision until the parent or authorized person arrives to take the child home. A child should be fever free for 24 hours before returning to school.

In the event a child contracts a communicable disease and exposes the other children, notice of such exposure will be sent home to all parents by letter. The ill child will not be allowed to return to the Nursery School until a note from the doctor states that the child is safe to return to school.

Health Related Policies: The center shall provide a written copy of all health-related policies regarding accidents, allergic reactions, fever, illness, immunizations, infection, and injuries to the parent or guardian of each child attending or enrolled in the nursery school. These policies are stated in the parent handbook.

Illness Policy

CHILDREN WILL BE SENT HOME FOR:

CHILDREN MAY RETURN TO SCHOOL WHEN:

1. Temperature of 100 orally, or 99 axillaries, or higher.	2. Fever free for 24 hours without the aid of medication.
2. Temperature of 100 orally, 101 rectally or 99 axillary or higher, plus one of the following: a) severe cold with yellow-green nasal discharge b) cough c) sore throat d) sneezing e) swollen glands f) skin rash other than mild diaper rash	2. A) Free of fever for 24 hours and note is required from physician stating that the child is not communicable.
3. Red, watery or draining eye(s).	3. All discharge has ceased.
4. Drainage from the ear(s).	4. a) All drainage from ear(s) has ceased. Note from physician stating that the child is not communicable.
5. Lice	5. After treatment, free of lice and nits.
6. Skin lesions i.e. impetigo, ringworm, scabies	6. Skin sores are healed. Note is required from a physician stating that the child is not communicable.
7. Vomiting	7. Free of upset stomach and vomiting for 24 hours.
8. Diarrhea (2 or more loose, watery stools per day).	8. Diarrhea free for 24 hours.
9. Fainting or seizures or general signs of listlessness, weakness, drowsiness, flushed face, headache, or stiff neck.	9. Free of symptoms and note required from a physician stating that the child is not communicable.
10. Fever with any specific signs and symptoms of a communicable disease to which the child has been exposed.	10. Free of fever for 24 hours.
11. Any combination of symptoms for consecutive days of attendance.	11. Free of symptoms.

Under no circumstances are sick children allowed to attend Gates of Prayer Nursery School, this is in the interest of the sick child, as well as, children who may become ill after contact with a sick child. If you are unable to remain home with your child, it is your responsibility to make alternate childcare arrangements. Obviously, it is not possible to prevent the spread of all illnesses; however, minimizing exposure will help.

Please notify the school office by phone (885-4339) or email nursery@gatesofprayer.org if your child will be unable to attend school due to illness.

PREVENTION & CONTROL OF COMMUNICABLE DISEASES IN SCHOOLS

Hand Hygiene

HANDWASHING

Good hand hygiene is the most effective way to stop the spread of disease-causing germs and hand washing is one of the best techniques for preventing and controlling the transmission of infection. All students and staff should regularly perform effective hand washing, which will reduce the amount of infection spread in schools.

We always remind students and staff that hand washing will stop the spread of pathogenic germs which might cause disease.

HANDWASHING TECHNIQUE

- Wash hands for at least **10-15 seconds**.
- Use **SOAP** and warm **RUNNING WATER**.
- **RUB** hands vigorously as you wash them.
- **WASH ALL** surfaces including the back of hands, wrists, between fingers and under fingernails.
- **RINSE** hands well.
- **DRY** hands with a paper towel or air dryer.
- If using paper towels, turn off the water using a **PAPER TOWEL** instead of bare hands.

WHEN TO WASH YOUR HANDS

- Upon arrival for the day or when moving from one childcare group to another
- After coughing, sneezing, wiping your nose, and cleaning up messes.
- After using the toilet.
- Before and after providing assistance to another person on the toilet.
- After cleaning potentially contaminated surfaces.
- Before/after eating or drinking.
- After handling animals.
- Whenever hands are soiled or dirty.
- Food handlers should wash hands before handling food and when hands are soiled.
- Staff should assist students who are unable to wash their own hands.

USE OF ALCOHOL-BASED HAND RUBS BY STAFF

Sanitizing alcohol-based hand rubs (liquid, gel or foam hand sanitizers) have increased in popularity as they can provide an effective and convenient alternate solution to hand hygiene in school. Instant alcohol-based sanitizing hand rubs can be used during the day by the staff. School staff should closely supervise the use of these products by young children and should be safely stored out of reach of children.

Teaching Hand Washing- Children often learn by watching adults. Young children are often unaware of washing their hands properly. Our school staff will practice good hand washing techniques. This will ensure that they can show students the proper techniques in addition to telling them.

HANDWASHING POLICY Louise Hayem Nursery School of Congregation Gates of Prayer has adopted the following **HANDWASHING POLICY**

- Staff and children shall wash their hands at least at the following times: upon entering the center, before preparing or serving meals, after toileting or changing diapers, before and after eating meals or snacks, and anytime hands become soiled with body fluids (urine, stool, saliva, blood, and nasal discharge).
- Procedures shall ensure the staff teaches use of running water, soap, and single use of disposable towels. Hands shall be washed and scrubbed for at least 10 seconds with soap and running water. Warm running water is required in sinks.
- Weekly monitoring by the center director shall ensure that hand washing and cleaning procedures are followed as specified in the center's plan.

RESPIRATORY ETIQUETTE

Respiratory infections can be spread through coughs or sneezes. Tissues are available in all classrooms. Students and staff should cover their mouths when coughing and use a tissue when sneezing or blowing noses. Tissues should be thrown away immediately, followed by proper hand washing. Alcohol-based hand gels may be used with proper supervision. If a tissue is unavailable coughing or sneezing into the crook of the elbow or into one's upper sleeve, instead of the hands, will also help to reduce the risk of infection, transmission and/or contamination of objects within the school.

Any student, teacher, or staff member suspected of having a respiratory illness should not attend school as the transmission of respiratory disease is expedited through all types of close social contact.

Due to the possible risk of Reye's syndrome- do NOT give aspirin or salicylate containing medicines to a child or teenager who has or may have an acute respiratory disease.

STUDENTS AND STAFF ARE REMINDED TO ALWAYS:

- 1. Cover their nose and mouth** with a tissue or with the crook of their elbow when they cough or sneeze.
- 2. Wash their hands often with soap and water**, especially after coughing or sneezing if water is not nearby, use an alcohol-based hand cleaner with proper supervision.
- 3. Advise not to touch eyes, nose or mouth.** Germs are often spread in those ways.

General Cleanliness

Children are encouraged and helped to keep themselves clean. Soap and paper towels are provided for their use. Children are also encouraged in proper toileting and hand washing. Please teach your child age-appropriate habits regarding personal hygiene including proper hand washing methods, when to wash hands and proper toileting procedures.

Child Abuse and Neglect

Unfortunately, we must all be aware of and concerned with child abuse and or neglect. **As mandated reporters, all staff and owners shall report any suspected abuse or neglect of a child to the Louisiana Child Protection Statewide Hotline (855) 4LAKIDS (885-452-5437. An early learning center shall not delay the reporting of suspected abuse or neglect to the Child Protection Statewide Hotline in order to conduct an internal investigation to verify the abuse or neglect allegations. An early learning center shall not require staff to report suspected abuse or neglect to the center or management prior to reporting it to the Child Protection Statewide Hotline in accordance with Louisiana Revised Statutes 14:403.**

Dress

Please label all clothes with your child's full name (especially jackets, coats and sweaters.) Unlabeled clothing is impossible to return. Children are encouraged to wear play clothes and tennis shoes. Daily activities include active and messy play, and the children should feel comfortable enough to enjoy themselves safely, without worrying about their clothes. For their independence children should be able to handle their own clothing.

FOR SAFETY PURPOSES: PACIFIERS WITH STRINGS OR RIBBON SHALL NOT BE PLACED AROUND NECK OR ATTACHED TO CLOTHIG. Please do not send your child to school wearing boots, sandals, belts, suspenders or jewelry. Also, we ask that you please refrain from dressing your child in, holiday or other, attire that is not in keeping with our Jewish traditions.

Cubby Clothing

Please send a complete **labeled** change of clothing in a zip-lock bag. These should include socks, underwear, shirt, pants or shorts, and shoes. Keep them up to date and seasonal, please.

Painting and other equally messy activities are all part of the curriculum, please send an old shirt or smock.

Diapers

Children who are fifteen months, two years and three years of age are not required to be toilet trained. **Diapers shall be changed when wet or soiled. Children shall be changed immediately following a toileting accident. Staff will respond promptly to a request from a child for toileting assistance.** Our staff members wear gloves and follow established childcare licensing diaper-changing procedures. Please send a box of disposable diapers and all other equipment needed for diapering (wipes, lotion). These will be kept in the cubbies at school. A note will be sent home when the supply is low. Please replace immediately.

Physical Activity Policy

Children under age two shall be provided time and space for age appropriate physical activity for a minimum of 60 minutes per day; children age two and older shall be provided a minimum of 60 minutes of physical activity per day that includes a combination of both teacher led and free play.

Sleep/Resting

All children who are in our program after 2:00 p.m. must rest. A cot will be provided for each child to use for the year. Labeled blankets or pillows may be brought from home. They will be sent home on Friday to be washed. Children under age 4 shall have rest time of at least 75 minutes in programs open 5+ hours/day. Children ages 4 and older shall be offered the opportunity for quiet time. In case of an emergency evacuation we require that students keep their shoes on at all times in order to safely exit the building.

(Infants shall be allowed to sleep according to their individual schedules **not applicable to Gates of Prayer Nursery School**).

Lifting of Children

Staff members shall adhere to proper techniques for lifting a child. Staff members shall not lift a child by one or both arms, but rather lift the child under their arms pits.

Toys

We have toys and equipment at the nursery school for the children to enjoy. Please do not send a toy to school unless it is for Show & Tell on Friday. Please do not send toy guns, etc.... to school at any time.

Show and Tell is on Friday. This is a time for your child to bring in one book, one tape, or one toy they may want to share. We ask that you only send one item so that all the children will have time to share. We discourage the children from bringing mouth toys, i.e. whistles or horns, for hygienic reasons. Please DO NOT SEND TOYS IN THE LUNCHBOX.

Please DO NOT SEND MONEY TO SCHOOL. We are concerned for safety reasons. Coins are objects that children might swallow.

Food

Congregation Gates of Prayer dietary policy stipulates:

- *NO pork or shellfish are allowed on the premises for any reason*
- *NO king cakes*

SCHOOL POLICY ---Due to an increase in children with nut allergies, as well as choking hazards we are **nut free**. Please keep this in mind when packing a lunch for your child or providing snacks for the classroom. **This includes peanuts as well as tree nuts such as almonds, walnuts, cashews, pine nuts etc.**

If there is child who has food allergies in a classroom, parents of all children in the same classroom shall be advised of known allergens, and should not send/bring those foods into the center.

FOODS CONSIDERED TO BE CHOCKING HAZARDS FOR CHILDREN UNDER 4YRS. p. 31

Children under age four shall not have foods that are implicated in choking incidents.

Examples of these foods include but are not limited to: hot dogs, hot dogs sliced in rounds, raw carrot rounds, whole grapes, hard candy, all nuts including peanuts, seeds, raw peas, hard pretzels, chips, popcorn, marshmallows, spoonful of peanut butter, and chunks of meat larger than what can be swallowed whole. **PLEASE DO NOT SEND THESE FOODS TO SCHOOL**

Snack

Water is provided at snack time. Each child will have a specific day to bring a nutritional snack such as fruits, vegetables, cheese (pre cut into small bites) and crackers, muffins, cereal mixtures, etc. Snack is also provided for late afternoon childcare children by the school.

Lunch

Children who are participating in the **extended afternoon program** (12-2 p.m.) will need to bring their own lunch and a BOX drink. PLEASE NOTE: WE ARE A **NUT FREE ZONE**.

- Mark each lunchbox clearly with the child's first and last name.
- Please send a nutritional lunch that does not need heating.
- **Children shall be allowed a reasonable time to eat each meal and snack. Children shall not be forced to finish all their food.**
- Send food in precut pieces that your child can easily handle.
- No pork, shellfish, gum, king cake or candy please.
- Children are encouraged to eat their lunch first and then their dessert.

BEHAVIOR MANAGEMENT POLICY

Giving verbal rewards encourages acceptable behavior. This reinforces a child's good feeling about his/her behavior and serves as an example to the other children. Asking a child to stop and think about unacceptable behavior enables that child to work at self-control. For a child not cooperating in a group listening situation the child is seated by the teacher and reminded of acceptable behavior.

We strive to redirect in most situations. Timeout shall not be used for children under age 2, may not last longer than 1 minute per year of age and must take place in sight of staff. Timeout may only be used during an active play time for infractions occurring during the play time.

Corporal Punishment- Cruel, severe, unusual or unnecessary punishment shall not be inflicted on children. Removal from the group for a period of one minute per year of age (and in plain sight of staff) is the next tactic used for a child (2 yrs. and older) who continually demonstrates unacceptable behavior. This time out is not a punishment, but rather a time when the child may calm down, remember what behavior the teacher is asking for, and decide for himself/herself when he/she is ready to rejoin the group with acceptable behavior. If the unacceptable behavior persists, the child is sent to the Director's office. The parents will be asked to a conference to discuss what may be helpful in motivating the child to behave in an acceptable way. It may be suggested that the child be involved in a behavior modification program with the parents having the option of being involved in the process as well. As required by State licensing regulation, the following discipline statements are provided:

Cruel, severe, unusual or unnecessary punishment shall not be inflicted on children.

Derogatory remarks shall not be made in the presence of children about: a) family members of children in care, or b) about the children themselves.

No child or group of children shall be allowed to discipline **or bully** another child.

When a child is removed from the group for disciplinary reasons, he will never be out of sight of a staff member.

No child shall be deprived of meals or **beverages or** any part of meals for disciplinary reasons.

No child shall be restrained by devices such as high chairs or feeding tables for disciplinary purposes. (not used in our school)

No child shall have active play time withheld for disciplinary purposes, except timeout may be used (if over 2 yrs. of age) during active play time for an infraction incurred during the playtime.

Aggressive Behavior

Gates of Prayer Nursery School is committed to providing an environment that is free from abusive/aggressive behavior for its students and staff. Respect for peers, teachers, and school property; must be adhered to by all parties, at all times, in order to maintain an atmosphere conducive to learning and for the safety of all associated with the school. Parents of students unable or unwilling to comply will be notified if a behavioral problem occurs. If an administrative intervention is in order, parents will be contacted and notified of appropriate measures (determined by the child's teacher and Nursery School Director) that will be taken.

After three (3) written reports have been issued for abusive and/or aggressive behavior (*towards another child or a staff member*) the offending child will be asked to withdraw from the school effective immediately.

BITING

Louise Hayem Manheim Nursery School of Congregation Gates of Prayer, like all schools, will occasionally have a child who will bite another child. The following procedure will be taken when a bite occurs:

- *The child who was bitten is consoled and the teacher will wash the affected area with soap and water.*
- *If necessary, ice is applied to reduce any swelling or bruising.*
- The child who did the biting is immediately removed from the group with a firm, “NO”.
- The child who did the biting will have a discussion with a teacher about the incident; the situation will be assessed and may require an appropriate “time out” for the child.
- The parents of the child who did the biting will be notified that their child has bitten another child, without making reference to which child he/she has bitten.
- We work with the child who did the biting on resolving conflict and/or frustration in an appropriate manner.
- We make every effort to extinguish the behavior quickly; we will work with parents to reduce any stress on the child.
- We review the context of each biting incident intensively for a pattern, in an effort to prevent future biting incidents.
- We make every effort to protect potential victims.
- **After 3 (three) biting incidents, a parent of the “biter” will be contacted and asked to pick the child up from school immediately.**
- We will help the child acquire acceptable behavior skills to the best of our ability. If the child continues to bite, a determination will be made as to whether or not the child should remain in our program.

DISCLOSURE OF INFORMATION POLICY

Information pertaining to an individual child and/or the parent/guardian of the child shall not be disclosed to persons other than the facility staff unless written permission is granted for any such disclosure OR an emergency arises. All information is kept strictly confidential.

Children's records are open to the child's teacher, the Director, an authorized employee of a licensed agency, or the child's parent or legal guardian.

Special Holidays and Events

These special programs are very important to your child. It is recommended that you follow these guidelines to insure that your child receives the most from the programs.

- Siblings may distract a parent's attention away from interaction with the student at certain events. Please check with the office before including siblings in special functions.
- Each child should have at least one family member or friend present.
- If a function occurs on a child's non-scheduled class day, he/she need not switch days but can attend the specific function (field trips, holidays) with the parent accompanying the child.

Shabbat and Tzedakah

Fridays are designated as a special "**Shabbat Day.**" The children bake challah with Mrs. Melanie, we make Kiddush (blessings over "wine"), light candles, and enjoy the involvement of our school children. Each classroom will set their table with "yummy" challah, juice, flowers and other appropriate items. Our students enjoy their visit to the sanctuary with the Rabbi and Ms. Tory every Friday.

One of the most beautiful "mitzvahs" we can perform within Judaism is to give Tzedakah (charity). We teach the children in our daily activities and curriculum at *GOP* the values of kindness and Tzedakah, which help in many different ways. This is an ongoing awareness at our school as we always encourage Tzedakah as part of our daily curriculum. It has been the traditions of Jewish homes to give Tzedakah especially on Friday before lighting our Shabbat candles. **We strongly encourage Tzedakah to be sent to school with children each Friday. Tzedakah can be in the form of small amounts of money to be put in the classroom Tzedakah Box or a non-perishable food item for our food bank.**

At the end of the school year the money collected by the children will be donated to a charity designated by that year's graduating Pre-K Class. Food items will be donated to Second Harvesters.

Birthdays

Children may celebrate their birthdays in school. Their snack day is coordinated so that your child can have a special snack for his/her birthday. Please make arrangements with the teachers a week before. Parents are welcome to come for the party. We will be happy to assist you by sending home invitations for your child's private party, but only when all children in your child's class are included.

Field Trips

Parents will be informed of field trips in advance through newsletters and flyers. Parents are frequently asked to drive for field trips. We need the cooperation of all the parents to make the trips a success. **NO SIBLINGS PLEASE.** We need to have an adequate parent-child ratio. The requirements for drivers are that they carry only the number of children they can buckle into individual seat belts, and that their insurance coverage be current.

Parent Communication

PARENT OPEN DOOR /ACCESS AND INVOLVEMENT POLICY

We encourage all parents to be involved in the activities. **Parents shall be offered a minimum of two opportunities for involvement each year, which may include but are not limited to, an open house, parent education session, parent and staff conference, family pot luck dinner, holiday party or “special person” day.** We believe parental participation is key to any successful preschool program. We welcome parent visits. We have an **OPEN DOOR** policy to allow parents access to the school during operational hours. Parents wishing to be involved are strongly encouraged to do so.

Parents are informed of the activities of the Nursery School through weekly newsletters from the teachers and the Director. The newsletters include weekly unit topics, class activities, field trips, and suggestions for parents.

Parent Conferences Two parent conferences are offered during the year, one in the fall and one in the spring. A letter of scheduled times for conferences will be sent out in advance.

Please call or write if you cannot attend. Either the parent or the teacher may request an additional conference any time there is a special concern. Please contact the Director at 885-4339 if you would like to request a conference with a teacher or the Director.

Parent Association

We are fortunate to have a very active and involved parent association. Plan to be involved in your child's education by volunteering your time. A packet explaining the various activities and functions of the committee is enclosed.

Complaint Policy

Please feel free to contact the school office at any time. Our preschool is committed to providing a safe, stimulating, consistent, and accessible service to children and all parents. We always aim to provide high quality services for everyone and we believe that children and parents are entitled to expect courtesy and prompt attention to their needs and wishes. We welcome suggestions on how to improve our setting and will give prompt and serious attention to any concerns about the running of the setting. We anticipate that most concerns will be resolved quickly by an informal approach to the appropriate member of staff. If this does not achieve the desired result, we have a set of procedures for dealing with concerns. We aim to bring all concerns pertaining to the operations of our setting to a satisfactory conclusion for all of parties involved. All complaints will be recorded and placed in the “complaint file”, ensuring that the matter is dealt with in a timely manner. If a parent has cause for concern please contact the director of the nursery school. The director may be contacted at: Gates of Prayer Nursery School 4000 W. Esplanade Ave. Metairie, La. 504-885-4339, nursery@gatesofprayer.org or you may contact the State Dept. of Education, Licensing Section at ldelicensing@la.gov or (225) 342-9905.

HOW TO REQUEST INFORMATION ON LICENSING COMPLIANCE

At the conclusion of each licensing visit when an area of non-compliance with the licensing regulations is noted, a Statement of Deficiencies is given to your child care provider. The Statement of Deficiencies may be found on the Dept. of Education's Web site at www.louisianabelieves.com. A hard copy of the Statement of Deficiencies may be obtained by submitting a request to: Dept. of Education Division of Education P.O.Box 4249 Baton Rouge, La. 70821 FAX: (225) 342-2498. If you would like any additional information on how to view or obtain copies of the statement of deficiencies, please contact the state office at (225) 342-9905.

PROGRAMS, MOVIES, AND VIDEO GAMES POLICY

Programs with violent or adult content are prohibited; all content must be suitable for youngest children present. Videos are not used regularly in our program. Exceptions are made for films that relate to a topic being discussed in the classroom and Jewish holiday videos. Occasionally our area has inclement weather for many days in a row. In this case, the teachers may choose to show an educational or interactive music video during regularly scheduled playground time.

ELECTRONIC DEVICES POLICY

Devices are prohibited for children under age 2. Time allowed for electronic for children ages 2 and above shall not exceed 2 hours per day.

COMPUTER PRACTICES POLICY Computers that allow internet access by children will require monitoring/filtering of software to limit children's access to inappropriate internet, web sites, e-mail and instant messaging at all times.

MONITORING POLICY FOR PROVISIONALLY EMPLOYED STAFF

A provisionally employed staff may be counted in child to staff - ratios, but will be monitored at all times. An adult staff member, for whom the center has a CCCBD-based determination of eligibility for child care purposes, will be designated by the center to monitor a specific provisionally-employed staff member. The center will designate a monitor for each provisionally- employed staff member present at the center. The monitor shall be physically present at the center at all times when the provisionally-employed staff member is present. Monitor must remain within close enough physical proximity of their staff member to be able to intervene at any time if deemed necessary. The monitor shall perform at least one visual observation of employed staff member every 30 minutes showing written documentation of the monitoring of provisionally-employed staff member. (Provisionally Employed Staff Monitoring Log for CCCBC- #1811.D.3)