



Louise Hayem Manheim

GATES PRESCHOOL

Parent Handbook

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WELCOME

Dear Parents and Families,

Welcome to the Louise Hayem Manheim Gates Preschool at Congregation Gates of Prayer. We are thrilled and honored that you have entrusted your family with us and we look forward to working closely together as partners to facilitate the transition between home and school.

We are here to provide a welcoming, safe, and developmentally-appropriate environment for every child. Our goal is to provide the highest quality care and extensive learning opportunities for your children. Our curriculum encourages learning through experience, exploration, and at each child's own pace. Small classes, an intimate environment, and a caring, nurturing staff combine to create an enthusiasm for learning that carries forward into the future.

The purpose of this handbook is to outline our school's policies and procedures. In this handbook, you'll find answers to most of your questions about our program; however, given the ever-changing nature of early childhood education, this handbook is a "living" document. You will be notified of formal policy changes during the year via a written policy notice through email. In addition, the handbook will be updated as needed. Should you have any questions or suggestions, please don't hesitate to contact me.

Sincerely,
Jessica Klein Sintes
Gates Preschool Director

SCHOOL PROGRAM

The Louise Hayem Manheim Gates Preschool was established in the fall of 1975.

We believe early childhood should be a time of exploration, discovery, and fun in an environment imbued with warmth and security. Gates Preschool's purpose is to provide such an environment.

Our staff strives to provide an atmosphere that encourages and nurtures social, emotional, physical, intellectual, and creative growth to enrich your child's overall development.

Our school's curriculum is planned within the framework of philosophy and purpose, allowing children to explore, experiment, manipulate, observe, and question:

- Learning materials promote an understanding of perceptual properties such as colors, shapes, numbers, and science concepts.
- Dramatic play, conversation, stories, and letter introduction promote language development and reading readiness.
- 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.
- Field trips throughout the community, food preparation, gardening, and other activities further enhance development skills.

Our program also emphasizes Jewish values and practices and the customs and ceremonies of Shabbat, High Holy Days, and other Jewish holidays throughout the year.

Although we've designed our program for all Jewish children in the Greater New Orleans area, parents of all children are welcome to apply.

Gates Preschool has a Type III license issued by the Louisiana State Department of Education.

Our operation is governed by the Board of Trustees of Congregation Gates of Prayer, the Preschool Committee, and the Preschool Director.

LOCATION

Gates Preschool is located at:

4000 West Esplanade Avenue

Metairie, Louisiana 70002

Telephone: 504-885-4339

Fax: 504-885-2603

Email: gatespreschool@gatesofprayer.org

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

ENROLLMENT

Children three months to five years of age by September 30 are eligible for enrollment as follows:

NEWHOUSE INFANT CARE CENTER

- Open to infants ages three months to 14 months of enrollment year
- Designed for working parents who need full-time baby care
- 4:1 Ratio
- Children are assigned their own permanent crib through 12 months of age

TODDLER PROGRAM

- Open to children 15 months to 2 years
- 15 months by September 30 of enrollment year
- Child must be walking
- Maximum 12 students per class with two teachers (6:1 ratio)
- Children grouped by age:
 - 15 – 23 months
 - 24 – 35 months

PRE-K PROGRAM

- Open to children 3 years to 5 years
- 3 years by September 30 of enrollment year
- Maximum 15 students per class with two teachers (7.5:1 ratio)
- Children grouped by age

BEFORE CARE PROGRAM

- Open to all ages
- Designed for working parents who need full-time baby care
- MUST be enrolled in Infant, Toddler, or Pre-K program
- Schedule must align with school schedule

AFTER CARE PROGRAM

- Open to all ages
- Designed for working parents who need full-time baby care
- MUST be enrolled in Infant, Toddler, or Pre-K program
- Schedule must align with school schedule

PROGRAM HOURS & DAYS

Gates Preschool is in session from August through May. Our program calendar lists closings for holidays. There is no afternoon “drop-in” option for Half Day students. Staffing is scheduled in compliance with state regulations regarding ratio of adults to children.

NEWHOUSE INFANT CARE CENTER

- Monday – Friday only
- 9AM – 3PM only
- Optional Before Care
- Optional After Care

TODDLER PROGRAM

- Schedule Options:
 - Option 1: Full week, full day — Mon – Fri, 9AM – 3PM
 - Option 2: Full week, half day — Mon – Fri, 9AM – 12PM
- Option selected is in force for duration of the school year
- Option change requests will be evaluated based on space and staff available
- Optional Before Care
- Optional After Care

PRE-K PROGRAM

- Mon – Fri only
- 9AM – 3PM only
- Optional Before Care
- Optional After Care

BEFORE CARE PROGRAM

- Schedule options, dependent on school schedule:
 - Mon – Fri, 7:30AM – 9AM
 - Mon, Wed, Fri, 7:30AM – 9AM

AFTER CARE PROGRAM

- Schedule options, dependent on school schedule:

- Mon – Fri, 3PM - 6PM
- Mon, Wed, Fri, 3PM - 6PM

ADMISSIONS

Registration for Infant, Toddler, and Pre-K programs are open to the community; however, preference is given to currently enrolled families and congregation members in good standing.

Classes are filled on a first come/first served basis according to date of application. A waiting list is available once classes become filled. Before and After Care programs are reserved for enrolled families only and schedules must align with school schedules.

NON-DISCRIMINATION POLICY

Gates Preschool policy prohibits discrimination on the basis of race, color, creed, sex, national origin, handicap, ancestry or whether a child is being breastfed.

ADMISSIONS PROCESS & IMPORTANT DATES

Apply online at gatesofprayer.org.

● ENROLLED STUDENTS:

- Priority Application Period for Current Families January 1 – 15
- Acceptance Notifications Sent by January 20
- Enrollment Deposit Deadline January 31
- Full Payment or Automatic Payment Plan Due July 15

● NEW STUDENT APPLICATIONS:

- Application Period Begins January 16
- Acceptance Notifications Sent by February 20
- Enrollment Deposit Deadline March 15
- Full Payment or Automatic Payment Plan Due July 15

TUITION & FEES

Tuition costs listed below are inclusive of all school-year activities, materials, supplies, and field trips.

School tuition for Infant Care, Toddler, Pre-K, Before Care, and After Care Programs is calculated on a nine-month school year (August through May) as follows:

NEWHOUSE INFANT CARE CENTER

- Mon – Fri, 9AM – 3PM \$9600/year/per child

TODDLER PROGRAM

- Mon – Fri, 9AM – 3PM \$9900/year/per child
- Mon – Fri, 9AM – 12PM \$6800/year/per child

PRE-K PROGRAM

- Mon – Fri only, 9AM – 3PM \$10,900/year/per child

BEFORE CARE PROGRAM

- Mon – Fri, 7:30AM – 9AM \$1350/year/per child
- Mon, Wed, Fri, 7:30AM – 9AM \$815/year/per child

AFTER CARE PROGRAM

- Mon – Fri, 3PM – 6PM \$2700/year/per child
- Mon, Wed, Fri, 3PM – 6PM \$1625/year/per child

EMERGENCY DROP-IN RATES

- Based on availability
- Before Care: \$15/day
- After Care: \$30/day

FINANCIAL POLICIES

Enrollment Deposit

The School requires a nonrefundable \$500 enrollment deposit to reserve a place for the Student in the 2024-2025 school year. The deposit is credited towards the payment of tuition.

Tuition

You agree and acknowledge that you are obligated to pay the full amount of tuition per the 2024-2025 Tuition and Fees schedule, [as described here](#). Tuition must be paid in full, or you must have entered into an automatic payment plan for the full payment of tuition by means of Brightwheel, by July 15, 2024.

Fees

Tuition does not include fees for additional services and programs offered by the School, including before and after care, after-school activities, and Pizza Day. You will be given the opportunity to elect these services and programs. Fees must be paid in full, or you must have entered into an automatic payment plan for the full payment of fees by means of Brightwheel, by July 15, 2024.

No Refunds or Rescheduling

The School depends on tuition and fees to pay its annual expenses, which include but are not limited to, teachers' salaries, supplies and materials, utilities, facilities upkeep, and general maintenance. In order to adequately budget and prepare for the upcoming school year, the School must ensure that the tuition from those enrolled is guaranteed and paid in a timely manner. **For this reason, tuition is not refundable, transferable, or waivable after July 15, 2024, and fees are not refundable, transferable, or waivable at any time.** This is so whether the Student is absent for illness, vacation, or any other reason, or if the School is closed due to an act of nature or any other event or cause. In addition, absences and closures may not be made up on non-scheduled days or times. There is no afternoon "drop-in" option for Half Day students.

Tuition Refund Insurance

We understand that unforeseen circumstances can arise during the year, such as relocation, illness, or dismissal, that will make it necessary for you to withdraw the Student. To assist in covering you under these circumstances, the School offers Tuition Refund Insurance through A.W.G. Dewar, Inc. This program provides a partial refund of tuition in the event of the absence or separation of the Student from School, if the terms and conditions of the policy are met. The School will collect any insurance proceeds you may become entitled to under the program and will credit the proceeds to the Student's account. Any excess will be paid to you. The rate for this insurance will be 2.5% of tuition and fees for 2024-2025. **Purchase of Tuition Refund Insurance is required for all families that have not paid the full amount of tuition and fees due for the year by July 15, 2024, and will be added to your automatic payment on July 15, 2024. If you will pay tuition and fees in full by July 15, 2024, Tuition Refund Insurance is optional.** More information about the Tuition Refund Insurance program [is provided here](#).

Late Payment Fee

All payments are due on the 15th of each month. If payment is not received by the due date, a late fee of 3% of the payment due will be incurred. This fee will be added to the outstanding balance due.

Payment Method

If you will pay tuition and applicable fees in full by July 15, 2024, you may choose to have the total amount drafted through Brightwheel or provide a check made payable to the School. Otherwise, payments for the deposit, tuition, and fees are required to be automatically drafted through Brightwheel. The School will not accept checks for such payments.

Enrollment Terms

Admission to School, participation in before or after-care or after-school activities, access to Student records, and other school privileges will be denied if tuition and fees are not paid timely, subject to any applicable grace period described in the Parent Handbook. If you pay tuition and/or fees on a monthly basis, and payment is not received by the School by the last day of the month in which the payment is due, then the Student will not be permitted to attend School, before or after care, or otherwise participate in School-related activities as of the first day of the following month. For example, if the monthly payment due August 15th is not paid by August 31st, along with any applicable late fees, the Student will lose School privileges beginning September 1st. The School's failure to enforce any penalty against any other student shall not be deemed a waiver of its right to do so with respect to that or any other student.

Policies

You agree to cooperate fully with the School and to abide by the rules, regulations, and standards contained in the Parent Handbook and other rules, regulations, and standards that the School may issue from time to time.

Dismissal/Discharge

The School reserves the right to cancel the enrollment of the Student for any reason, including, but not limited to, nonpayment or excessive late payment of tuition or fees or failure of you or the Student to observe School rules, regulations, and standards. There will be no refund of tuition or fees upon such a dismissal, and any unpaid balance will remain payable in full.

By enrolling in our school, all students and their guardians agree to comply with this payment policy. Failure to adhere to this policy may result in administrative actions, including the restriction of attending school. We appreciate your cooperation in ensuring timely payments, which helps us maintain the high standards of education and services we provide.

FINANCIAL ASSISTANCE

Child Care Assistance Program (CCAP) provides financial assistance to low-income families while they are working or attending school to support families in accessing quality child care. Families must first apply for CCAP before seeking Financial Aid grants. To qualify, you must meet one of the following criteria:

- Employed at least 20 hours a week
- Full time student
- Actively seeking employment (with a Louisiana Workforce Commission HiRE account)

For more information about CCAP or how to qualify, please visit www.jeffersonchild.com or contact Kim Jones, Early Childhood Guide at 504.810.7746 or kim.jones@jpschools.org.

Gates Preschool partners with FACTS Grant & Aid Assessment to provide congregation members in good standing and non-members a safe, secure, flexible, and objective application and assessment of income, need, and eligibility for tuition assistance. We recommend families seeking assistance apply as early as possible as the determination process can take up to four weeks once all required documentation is received. Note, there is no Financial Aid offered for or applicable to Infant Care tuition, or Before or After Care Program costs. To apply, please visit gatesofprayer.org.

All families, including those receiving financial aid or participating in the Child Care Assistance Program (CCAP), must pay a deposit to secure their child's enrollment at our school.

DISCOUNT FOR CONGREGATION MEMBERS

Congregation members in good standing will receive a 20% discount on Toddler and Pre-K program tuition costs. Fair Share fees must be either paid by monthly ACH or in full by July 15. Note, there is no member discount offered for or applicable to Infant Care tuition, or Before or After Care program costs.

DISCOUNT FOR SECOND CHILD AND BEYOND

All enrolled families will receive a 5% discount on Toddler and Pre-K program tuition costs for their second child enrolled. Discount is applied for, calculated, and included in annual payment due July 15. Note, there is no discount for second child offered for or applicable to Infant Care tuition, or Before or After Care program costs.

WITHDRAW OR TERMINATION

No refunds are given for mid-year withdrawal, termination, illness, vacations, school closures due to an act of nature or any other cause or reason, or days missed for any reason(s).

DISCHARGE POLICY

We reserve the right to cancel enrollment of any student for any reason, including but not limited to:

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

REQUIRED ENROLLMENT FORMS

Once enrolled, families are required to provide the following documentation for each student. Forms will be emailed to each family and must be completed and returned by August 1. Please note that forms are available through Brightwheel.

- Enrollment and Tuition Agreement
- Student information form
- Immunization records or Signed Immunization Waiver
- Medical form
- Authorization and Acknowledgement form

PRESCHOOL POLICIES

DRESS CODE

Painting and other equally messy activities are all part of our preschool curriculum, so children should be appropriately attired in play clothes and athletic shoes that are comfortable enough to enjoy themselves safely, without worrying about their clothing becoming dirty or stained. In addition:

- All clothing, sweaters, jackets, and coats should be labeled with your child's full name.
- Do not send children to school wearing sandals, Crocs, belts, suspenders, or jewelry.
- For their independence, Toddlers and Pre-K students should be able to handle their own clothing. Clothing should be easy to remove and re-dress for diaper changes and pottyting.
- For safety purposes, pacifiers on a clip or string must not be placed around a child's neck or attached to their clothing.
- Please refrain from dressing your child in holiday or other attire not in keeping with our Jewish traditions.

Cubby Clothing

Families should send a complete, labeled change of clothing in a zip-lock bag for each enrolled child. Cubby clothing should include shoes and socks, underwear, shirt, pants or shorts, and clothes and should be kept up-to-date for sizes and seasons. Families should also replace used clothing.

Diapers

Children and infants who are three months to three years of age are not required to be toilet trained.

Families of children in diapers should send a box of disposable diapers and all other equipment needed for diapering including wipes and diaper cream, which will be kept in student's cubbies at school. A note will be sent home when supplies are low and families are asked to replace items immediately. Staff respond promptly to any request from a child for toileting assistance and will immediately change diapers when wet or soiled. Staff members wear gloves and follow all established child care licensing diaper changing procedures.

SUPPLY LIST

Each student should bring the following items to preschool on or before the first day of school. Please label all personal items.

- Backpack (large enough to carry a folder, lunch etc.)
- Lunch (for students enrolled in Full Day)
- Water bottle or sippy cup to keep in classroom (2 if enrolled in After Care)
- Cubby clothes
- Diapers and wipes (if needed)

ATTENDANCE RECORD

Gates Preschool maintains a daily attendance record with the following information:

- Student's first and last name
- Student's arrival and departure time
- First and last name of person who drops off and picks each student

The State of Louisiana Licensing Board requires all visitors, including independent contractors, student trainees, extracurricular personnel, therapeutic professionals, etc. to sign in upon entering the building.

Information will accurately reflect all students and visitors on premises, at any given time, as well the purpose of their presence.

ARRIVAL

The arrival carpool line begins at 8:50 AM. We will not begin morning carpool until this time. If you need to drop off your child earlier than 8:50 AM, you must register for Before Care. To drop off your children, either use the carpool lane, or you may park and escort your child to the entrance or classroom.

DISMISSAL

Half-day dismissal begins at 11:50AM and ends at 12:10PM.

Full day dismissal begins at 2:50PM and ends at 3:10PM.

A late fee will be charged at the rate of \$1.00 per minute after dismissal end time.

If anyone other than the usual authorized person will be picking up your child, please notify the Director in advance by emailing the name of the person designated to pick up your child and on what day(s). Without exception, students will only be released early from school to persons authorized in writing including parents, guardians, relatives, etc.

Gates Preschool will verify the identity of the authorized person prior to releasing your child by checking a valid ID.

In the event of an emergency or if for any reason your child needs to be picked up from school early, please notify the preschool in advance by emailing the Director.

CARPOOL PROCEDURES

The speed limit in the parking lot is 5 mph. If you wish to speak with your child's teacher, do not hold up the carpool line. Instead, please contact your child's teacher by email and you will be contacted. If speaking with other parents, please park your car in a parking space.

Arrival

- Pull your car up to the Preschool Entrance as far as possible.
- Please remain in your car.
- Students must exit on the passenger side of the car.
- If your child cannot exit on the passenger side, please park your car and escort your child to the entrance.
- Check in your child through the Brightwheel app.

Dismissal

- Put your child's name card in the front windshield.
- Please remain in your car while a teacher escorts your child.
- Students must enter the car from the passenger side.
- If your child cannot exit on the passenger side, please park your car and escort your child to the entrance.
- Louisiana State regulations prohibit staff from fastening your child in a car seat so please pull forward and park in the designated parking area to buckle your child.
- Check out your child through the Brightwheel app.

For your child's safety and the safety of others:

- Do not park in the carpool line.
- Do not pass cars in the carpool line.
- Do not walk between cars in the carpool line.
- Please do not drop off your child at the door or in the lobby unattended.
- Do not park in the fire lane in front of the building.
- Hold your child's hand at all times.
- Always walk along grass or sidewalk by building to the entrance.

EMERGENCY & SEVERE WEATHER PROCEDURES

In the event of severe weather or any emergency, please check the Brightwheel app for information regarding school closures and reopenings. Your child's teacher will also text or email you.

Should inclement weather or an emergency condition arise when school is in session, all parents will be called to pick up their children. Parents should pick up children as soon as possible. All children will remain supervised until picked up by a parent or designated party.

In case of an emergency evacuation, we require that students keep their shoes on at all times in order to safely exit the building.

Emergency Evacuation Plan

Students and staff will follow normal fire drill procedures (unless the 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 the release form.

Primary Evacuation Location

St. Clement of Rome School
3978 W Esplanade Ave
Metairie, LA
504-888-0386

Secondary Evacuation Location

If instructed to evacuate the neighborhood:
Jewish Community Campus
3747 W Esplanade
Metairie, LA
504-887-5158

PHYSICAL ACTIVITY POLICY

All children are provided time and space for age-appropriate physical activity for a minimum of 60 minutes per day, which includes a combination of teacher-led and free play.

SLEEP/RESTING

All children enrolled for a full day must rest. A cot will be provided for each child to use for the year. Labeled blankets, pillows or nap mats may be brought from home. They will be sent home each Friday to be washed. Children under age four will have at least 75 minutes of rest time. Children ages four and older will be given the opportunity for quiet time. Infants will be allowed to sleep according to their individual schedules.

LIFTING OF CHILDREN

Staff members and teachers adhere to proper techniques for lifting a child, and will not lift a child by one or both arms.

TOYS

Gates Preschool provides toys and equipment for children to enjoy. Please do not send toys to school unless it is for Show and Tell on Friday, or a lovey for naptime. Please do not send toy weapons to school at any time.

SHOW & TELL

This is a time for your child to bring in one book or toy they want to share. We ask that you send only one item so all children will have time to share. For hygienic reasons, please do not send mouth toys such as whistles or horns. Please do not send toys in lunchboxes.

SPECIAL PROGRAMS

Special Holidays & Events

Special programs are very important to your child. To ensure your child receives the most from our programs, please adhere to the following guidelines:

- Please check with the office before including siblings in special functions, as siblings may distract a parent's attention away from interaction with the student at certain events.
- Each child should have at least one family member or friend present.

Shabbat

Each Friday, students will celebrate Shabbat with a Song Session in the sanctuary with our clergy staff. We make Kiddush (blessings over "wine"), light candles, and enjoy our students' involvement. Each classroom may set their table with challah, juice, flowers, and other appropriate items.

Tzedakah

One of the most beautiful mitzvahs we perform in Judaism is to give Tzedakah (charity). As such, we teach and instill the values of kindness and Tzedakah as part of our daily curriculum and activities. It has been the tradition of Jewish homes to give Tzedakah, especially on Friday before lighting our Shabbat candles. We strongly encourage families to send their children with Tzedakah each Friday 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 are donated to Second Harvesters.

Birthdays

Students may celebrate their birthdays in school. Snack day is coordinated so your child can have a special snack for his/her birthday. Please make arrangements with your child's teacher a week before. Parents are welcome to come for the celebration during snack time. 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 in advance of all upcoming field trips in advance through newsletters and flyers. We need the cooperation of all parents to make our field trips a success. Each child must be accompanied by an adult. Parents who volunteer to drive must have current insurance coverage. We ask that no siblings attend please.

DRUGS, ALCOHOL, & TOBACCO POLICY

Gates Preschool is a drug-free school zone. Drugs, alcohol and tobacco products are prohibited on Gates Preschool premises.

PROGRAMS, MOVIES & VIDEO GAMES

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

ELECTRONIC DEVICES

Devices are prohibited for children under the age of two. The time allowed for electronics for children ages two and older will not exceed two hour per day per state licensing regulations. Electronics are not regularly used in our program.

COMPUTER PRACTICES

Computers with internet access require monitoring and filtering of software at all times to limit children's access to inappropriate internet, web sites, email, and instant messaging.

BABYSITTING POLICY

Teachers are prohibited from engaging in babysitting or any other compensated or non-compensated service for parents or legal guardians of current students, whether during school hours, non-contracted hours, or holidays. This restriction encompasses any form of childcare, supervision, or overnight stays.

MONITORING POLICY FOR PROVISIONALLY EMPLOYED STAFF

A provisionally employed staff member 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 Gates Preschool to monitor a specific provisionally-employed staff member. Gates Preschool 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 the employed staff member every 30 minutes showing written documentation of the monitoring of the provisionally-employed staff member. (Provisionally Employed Staff Monitoring Log for CCCBC- #1811.D.3)

NEWHOUSE INFANT CARE CENTER POLICIES AND PROCEURES

REQUIRED FORMS

Each child will need the following forms submitted before the 1st day of school or camp:

- Enrollment and Tuition Agreement
- Immunization records
- Student information form
- Medical form
- Medication form
- Authorization and Acknowledgement form
- Application of Topical Products form

WHAT TO BRING

Please label all personal items.

- Cubby Clothes - including shirts, bottoms, socks, bibs
- Diapers and wipes
- Daily bottles premade with formula or breastmilk, labeled
- Water bottle or sippy cup (for infants who drink water)
- Solid food lunch (for infants on solids)

- 2 crib sheets (pack and play sheets fit our crib sizes)
- Sleep sack (if needed)
- Sunscreen (labeled)

DIAPERS

Families of children in diapers should send a box of disposable diapers and all other equipment needed for diapering including wipes and diaper cream, which will be kept in student's cubbies at school. A note will be sent home when supplies are low and families are asked to replace items immediately.

DROP OFF PROCEDURES

Infant Center parents must park in the temporary loading/unloading area and walk their child into the classroom. Please remove shoes before entering the Infant Room. Each day, parents must fill out a daily report form for their child. This form will be completed by the teachers and sent home each day. Parents may put their child's belongings in their cubby and cold items may be stored in the refrigerator. Parents must bring car seats and strollers with them - strollers and car seats may not be left at school.

PICK UP PROCEDURES

Parents must park in the temporary loading/unloading area and walk into the classroom to pick up their child. Please remove shoes before entering the Infant Room.

FOOD AND BOTTLES

- Mark each container clearly with your child's first and last name.
- All bottles for the day should be premade and labeled with your child's first and last name.
- Bottles may be warmed if needed.
- For infants on solid food: please send a nutritional lunch that does not need heating.
- Send food in pre-cut pieces your child can easily handle.
- All food may be kept in the refrigerator.
- No pork, shellfish, peanut butter, honey, gum, or candy please.
- **All food items, bottles, cups, containers (both tops/lids and bottoms) MUST BE LABELED.**

In compliance with licensing regulations (Chapter 19 #1919 p. 36 no.2 of La. Early Learning Center License Regulations), foods considered choking hazards will not be served to any child under age four, including whole hot dogs, hot dogs sliced rounds, raw carrots, whole grapes, raisins, hard candy, ALL NUTS including seeds, raw peas, pretzels, chips, peanuts, popcorn, marshmallows, spoonfuls of peanut butter, and chunks of meat than what can be swallowed whole. Please do not send these items for snack or lunch.

CHILD CARE PROGRAM

Gates Preschool's Before and After Care Programs are designed for working parents who need full time care. Before and After Care are offered three or five days a week, depending on the student's schedule and are available for currently enrolled students only.

If your child is enrolled in Before or After Care, please park your car in the parking lot and enter the building to drop off or pick up your child. Do not park in the carpool lane in front of the building.

Before Care begins at 7:30AM. Please do not ring the bell or enter the building before that time.

After Care ends at 6:00PM. In order to ensure that children are picked up on time, and to assure proper staffing, we have found it necessary to establish a penalty charge for children who are picked up late. A late fee will be charged at the rate of \$1.00 per minute after 6:00PM. This fee will be due upon arrival, payable directly to the child care provider. Contact 504-885-4339 during child care hours.

PARENT COMMUNICATION POLICIES

DISCLOSURE OF INFORMATION

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.

OPEN DOOR ACCESS, & INVOLVEMENT

We encourage all parents to be involved in Gates Preschool 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, curriculum night, parent and staff conference, family 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. If you would like to observe your child's class, please contact your teacher to set up a time in coordination with the class's schedule. Parents wishing to be involved are strongly encouraged to do so.

Parents are informed of the activities of the center 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 email 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 504-885-4339 if you would like to request a conference with a teacher or the Director.

COMPLAINT POLICY

Please feel free to contact the school office at any time. Our center 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. 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 center to a satisfactory conclusion for all of the parties involved. All complaints will be recorded and kept on file,

ensuring that the matter is dealt with in a timely manner. If a parent has cause for concern, please contact the Gates Preschool. The Director may be contacted at: Gates Preschool, 4000 W. Esplanade Ave. Metairie, LA 504-885-4339, gatespreschool@gatesofprayer.org or you may contact the State Dept. of Education, Licensing Section at ldelicensing@la.gov or 225-342-9905.

LICENSING INFORMATION

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 website 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.

MEAL POLICIES

FOOD

Congregation Gates of Prayer dietary policy stipulates no pork (ham, bacon, etc.) or shellfish are allowed on the premises for any reason.

In addition, due to an increase in children with nut allergies, as well as choking hazards, we ask that families do not send nut products to school. This includes peanuts, as well as tree nuts such as almonds, walnuts, cashews, pine nuts, etc. Please keep this in mind when packing a lunch for your child or providing snacks for the classroom.

If any student has food allergies, we will advise parents of all children in the same classroom of known allergens and which foods should not be brought into the preschool as a result.

Children under the age of four shall not have foods that are implicated in choking incidents, including, but are not limited to: whole hot dogs, hot dogs sliced in rounds, raw carrot rounds, whole grapes, hard candy, nuts, seeds, raw peas, hard pretzels, chips, peanuts, popcorn, marshmallows, spoonfuls 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.

Gates Preschool provides snacks for children enrolled in our After Care Program.

Children are not forced to finish all of their food. They are encouraged to eat their lunch first before eating their desert.

LUNCH

All children enrolled in Full Day Programs must bring their own lunch and a drink. **Lunches cannot be refrigerated or microwaved. All food items, bottles, cups, containers (both tops/lids and bottoms) MUST BE LABELED.** Please adhere to the following guidelines regarding student lunches:

- Mark each lunchbox clearly with your child's first and last name.
- Please send a nutritional lunch that does not need heating.
- Send food in precut pieces your child can easily handle.
- No pork, shellfish, gum, or candy please.
- In compliance with licensing regulations (Chapter 19 #1919 p. 36 no.2 of La. Early Learning Center License Regulations), foods considered choking hazards will not be served to any child under age four, including whole hot dogs, hot dogs sliced rounds, raw carrots, whole grapes, raisins, hard candy, ALL NUTS including peanut butter, seeds, raw peas, pretzels, chips, peanuts, popcorn, marshmallows, spoonfuls of peanut butter, and chunks of meat than what can be swallowed whole. Please do not send these items for snack or lunch.

PIZZA FRIDAYS

Parents have the option to order a pizza plate for all Fridays. Pizza plates include cheese pizza, and sides. Sign up for Pizza Fridays for the whole school year through your Brightwheel enrollment application. We are unable to accept weekly pizza orders. Pizza Friday fees must be paid in full by July 15 or automatically paid in monthly installments through Brightwheel. Families will have one opportunity to add or drop Pizza Fridays once the school year commences.

DISCIPLINARY POLICIES

BEHAVIOR MANAGEMENT

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. "Taking a Break" shall not be used for children under age two, may not last longer than one minute per year of age, and must take place in sight of staff. "Taking a Break" 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 (two years and older) who continually demonstrates unacceptable behavior. This 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.
- No child shall have active play time withheld for disciplinary purposes, except timeout may be used (if over two years of age) during active play time for an infraction incurred during the playtime.

AGGRESSIVE BEHAVIOR

Gates Preschool is committed to providing an environment that is free from abusive or 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 the appropriate measures that will be taken. This will be determined by the child's teacher and the Gates Preschool Director.

After three 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

Gates Preschool, 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 reminder of acceptable behavior.
- 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
- The parents of the child who was bitten will be notified by an incident report. Parents will be notified immediately by phone for bites that break the skin.
- 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 three biting incidents, a parent of the "biter" may 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.

CHILD ABUSE & NEGLECT

Unfortunately, we must all be aware of and concerned with child abuse and neglect. As mandated reporters, all Gates Preschool staff must report any suspected abuse or neglect of a child to the Louisiana Child Protection Statewide Hotline (855) 4LAKIDS (885-452-5437). Further, Gates Preschool will 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. Staff is not required 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.

MEDICAL POLICIES

State regulations require every student to have a Medical Form on file that includes a record of up-to-date immunizations or a signed immunization waiver and their doctor's signature following an annual examination. Each student must also have on file a Medical Release Form authorizing emergency care and the transfer of medical records to the closest hospital, and emergency contact information to reach the student's parent or guardian, or another authorized person.

ILLNESS POLICY

For the well-being of everyone, sick children are not allowed to attend Gates Preschool Programs, or Before or After Care. Per the Teacher or Director's discretion, any student who arrives at school noticeably ill (e.g., pink eye, fever, rash, etc.), will not be allowed to enter the premises, and any child who falls ill during the day will be sent home. **Please refer to the chart on the following page.**

It is your responsibility to make alternate childcare arrangements. Should your child be unable to attend school due to illness, please notify the school office by phone at 504.885.4339 or email gatespreschool@gatesofprayer.org.

CHILDREN WILL BE SENT HOME FOR:	CHILDREN MAY RETURN TO SCHOOL WHEN:
Temperature of 100 orally, or 99 axillaries or higher	Fever-free for 24-hours without the aid of medication
Temperature of 100 orally, 101 rectally, or 99 axillary or higher plus one of the following: <ul style="list-style-type: none"> - Severe cold with yellow-green nasal discharge - Cough - Sore throat - Sneezing - Swollen glands - Skin rash other than mild diaper rash 	Fever-free for 24-hours and not is required from physician stating that child is not communicable
Red, watery, or drainy eye(s)	All discharge has ceased
Drainage from the ear(s)	All drainage from ear(s) has ceased; note from physician stating that child is not communicable
Lice	After treatment, free of lice and nits
Undiagnosed Generalized Rash	Well or cleared by child's physician as non-contagious
Skin lesions, i.e. impetigo, ringworm, scabies	Skin sores are healed; note is required from physician stating that child is not communicable
Vomiting	Free of upset stomach and vomiting for 24-hours
Diarrhea (two or more loose, watery stools per day)	Diarrhea-free for 24-hours
Fainting or seizures or general signs of listlessness, weakness, drowsiness, flushed face, headache, or stiff neck	Free of symptoms and note required from physician stating that child is not communicable
Fever with any specific signs and symptoms of a communicable disease to which the child has been exposed	Free of fever for 24-hours
Any combination of symptoms for consecutive days of attendance	Free of symptoms

ACCIDENTS, INCIDENTS, & OBSERVATION REPORTS

Per Louisiana State regulations, all students must be observed for possible signs of illness, infection, bruises, or injuries daily upon arrival to school, with any visible signs documented in our Daily Observation Log, including any explanation from the student or parent.

If your child has sustained an injury at home (e.g., bruise, bite, scratch, etc.), we ask parents or guardians to send an email or signed and dated written note explaining the circumstances.

Incidents, injuries, accidents, illnesses, or unusual behavior will be documented by Gates Preschool and reported to parents no later than when the child is released to the parent, guardian, or authorized adult on the day of the occurrence.

Information regarding your child's allergies, or other life-threatening medical condition may be posted in public view if Gates Preschool obtains a signed and dated statement from the parent or guardian requesting such permission.

EMERGENCY NOTIFICATION

In the event of an emergency, Gates Preschool will not delay seeking care while attempting to contact the child's parent or guardian should medical attention be required. Your child will be taken to the closest hospital, East Jefferson General Hospital. His or her medical forms will be sent along and a Gates Preschool staff member will accompany and remain with your child until the arrival of a parent or guardian.

Parents will be notified immediately to pick up their child 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

Once parents are notified, parents must pick up their child within one hour. Parents will receive a written Incident Report, which will also be filed in the Incident Report Log.

MEDICATION ADMINISTRATION

- No medication or special medical procedure, including prescription and non-prescription medication, as well as topical ointments, sprays, or creams, shall be administered to a child unless prior written authorization and a signed Medication form is received from the parent.
- Such authorization shall include the full name of child, drug name and strength, dates and times to be administered, directions for use (including the route), dosage, special instructions, and parent signature and date. It is not acceptable to note "as indicated on the bottle" as directions.
- All medicines requiring a measured amount should be sent with a measuring spoon or syringe. All aerosol medication shall be delivered to school in pre-measured doses.
- All medication shall be given to the Gates Preschool Director or student's teacher in its original container and be clearly labeled with the name of the child, and must not have an expired date.
Medication MUST NOT be delivered in your child's lunchbox or backpack.
- For non-prescription 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 directions for use. If a non-prescription medication

label reads “consult a physician,” the preschool shall also maintain a written authorization from a licensed health care provider for the child to take the medicine.

- For prescription medication to be administered at Gates Preschool, the school shall maintain the original pharmacy container with the complete pharmacy label.
- No child shall administer their own medications.

Emergency Medication Policy (Including Epinephrine)

1. Children who require emergency medications, such as an EpiPen or Benadryl, shall have a written plan of action that 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; and
 - signature of parent and date of signature.
2. Medication administration records for emergency medication shall be maintained and include the following:
 - symptoms that indicated the need for the medication;
 - actions taken once symptoms occurred;
 - description of how medication was administered;
 - signature of administering staff member; and
 - phone contact with the parent after administering emergency medication.

GENERAL CLEANLINESS

Children are encouraged in proper toileting and hand washing. Families should teach children age-appropriate, personal hygiene habits including proper hand washing methods, when to wash their hands, and proper toileting procedures.

HAND HYGIENE POLICY

Good hand hygiene through hand washing is the most effective way to stop the spread of disease-causing germs and is one of the best techniques for preventing and controlling the transmission of infections. All students and staff are required to wash their hands regularly as follows:

Hand Washing Procedure

- Wash hands vigorously for at least 20 seconds using soap and warm running water
- Take care to ensure you wash front and back of hands, wrists, between fingers and under fingernails
- After washing with soap and water, rinse hands well and dry hands with a clean, single use paper towel
- Turn off the water using a paper towel instead of bare hands

When to Wash Hands

- Upon arrival at Gates Preschool
- When moving from one child care group to another

- After coughing, sneezing, wiping your nose, or anytime hands become soiled with body fluids (urine, stool, saliva, blood, and nasal discharge)
- After cleaning up messes or cleaning potentially contaminated surfaces
- After using the toilet
- Before and after providing assistance to another person on the toilet or changing diapers
- Before preparing or serving meals
- Before and after eating or drinking
- After handling animals
- Whenever hands are soiled or dirty

The Gates Preschool Director and teachers will assist students who are unable to wash their own hands, and the Director will monitor hand washing to ensure all processes and procedures are followed as specified.

Use of Hand Sanitizer

Sanitizing alcohol-based hand rubs (liquid, gel, or foam hand sanitizers) are a safe, effective, and convenient alternate solution to hand hygiene that may be used during the day by staff. School staff will closely supervise the use of such products by young children and ensure they are safely stored out of reach of students.

RESPIRATORY ETIQUETTE

Respiratory infections can be spread through coughs or sneezes. 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.

Students and staff should cover their mouths when coughing and use a tissue when sneezing or blowing noses. Tissues are available in all classrooms. Used tissues should be thrown away immediately, followed by proper hand washing, or alcohol-based hand gels 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.

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:

- Cover their nose and mouth with a tissue or with the crook of their elbow when they cough or sneeze.
- 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.
- Not touch eyes, nose or mouth as germs are often spread in those ways.