

# Beth Jacob Pre-School



A fun place to grow

## A COMPLETE GUIDE TO BETH JACOB PRESCHOOL PARENT HANDBOOK

2018-2019  
5777-5778

Robyn Grossblatt, Preschool Director  
Judy Weisberg Thomas, Administrator

# TABLE OF CONTENTS

## BEGINNING THE SCHOOL YEAR

- What does my child need for school? 3
- Daily procedures 4
- Before and After Care 4
- Carpool 4
- Snack, Lunch, Kashrut 5

## GENERAL POLICIES

- Communication 6
- Clothing 6
- Birthdays 6
- Bringing Items from Home 6
- Toilet Training Policy 7

## SAFETY POLICIES

- Fire Drills 7
- Severe Storm Warning 7
- Physical Facility Problems 7
- Snow, Ice Days 7

## HEALTH POLICIES

- Definition of Illness 8
- Preschool Health Policies 8
- Re-admittance to School 8
- Administration of Medicine 8
- Additional Illnesses and Symptoms 9
- Common Infectious Disease Chart 9

## What Does My Infant Child Need for School?

***All items should be clearly labeled.***

### **Daily:**

- Bottles must be prepared by you each day and must be labeled with your child's first and last name and the date. We will send home the used bottles each day along with the used crib sheet for laundering.
- Lunch, as needed.

### **Weekly:**

- Parents will provide 5 port-a-crib-size sheets and 5 bibs.
- To be kept in school:  
Extra changes of clothing, spoons, diapers, wipes and any desired diaper cream.

## What Does My Age 1+ Child Need for School?

***All items should be clearly labeled.***

### **Daily:**

- Full size backpack to accommodate lunch, projects, and rest mat cover.
- Pareve or dairy lunch in lunch bag or box (no refrigeration available).
- A snack in his/her lunch clearly labeled "snack."
- Sippy cup (if used)

### **To be kept in school:**

- Seasonally appropriate change of clothing in a labeled Ziploc bag. Please include extra if your child is toilet-training! Due to extra stimuli in school, please have ample changes available during the training process!
- Supply of diapers, wipes and any necessary creams.
- Nap/ rest time for full day students:  
Bright from the Start requires each student to have a 2-inch thick rest mat, crib size sheet, and light blanket. BJ Preschool will provide the matts. Parents must provide clean crib sheets each Monday. Dirty sheets will be sent home each Friday.
- Children under three years old are encouraged to take a nap. Child older than age 3 will have a 30 minute rest period.

## DAILY PROCEDURES

### Before and After Care

- There is no curbside carpool available for the Before/After Care program. Students must be personally escorted or picked up by a parent or authorized caregiver to the Before Care room between 7:30-8:45am and/or the After Care classroom.
- Parents of children registered for extended care hours will be given the door code for easiest access to use during Before and After Care hours. Please make sure to inform other authorized caregivers of the code!
- Late Policy: A \$15 fee will be incurred for picking up after the registered scheduled time.

**We no longer have 1:00 carpool. Parents/guardians are now asked to pick up half-day children from his/her classroom. For children who nap, it is important that the class not be disturbed so we ask that you please be prompt.**

### MORNING CARPOOL

The Carpool line begins along the curb on the west side of the building by the ECD 'No Parking' sign.

- Drop off 8:45-9:05am
- Children should exit and enter the car from the curb-side door only.
- Please wait in the car until a morah approaches as drivers ahead of you may continue to pull up closer to the school.
- Morahs will meet and escort students into their classrooms.
- Please do not pull around cars in front of you unless otherwise directed by preschool staff.
- If you prefer to walk your child into or from school, please park along the wooden fence and use caution when crossing the carpool line.
- Parents of infants are requested to bring their children in to the infant classroom and be prepared to inform their morah of their morning feeding, etc.

### AFTERNOON CARPOOL

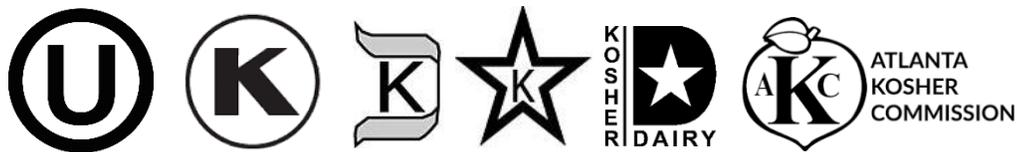
- 3:00pm Pick up; Carpool runs M-F 2:50-3:10pm.
- Morahs will escort students to their cars.
- Safety regulations state that we cannot buckle your child into his or her car seat.
- Afternoon carpool is completed by 3:10. Parents arriving after that time will be charged a \$15 late fee.
- Children will only be released to parents or adults authorized on the Emergency Contact and Carpool Information form. Please make sure to keep the office informed of any updates to this list.

**Carpool changes should be communicated to the office as soon as possible via email or phone: [bjpreschool@bethjacobatlanta.org](mailto:bjpreschool@bethjacobatlanta.org) or 678/244-6659.**

## SNACK AND LUNCH

NEW!

- The Preschool will no longer provide a morning snack and you are asked to provide snack in your child's lunch Monday through Thursday. Please label the snack food item clearly. Some snack suggestions include: cheese sticks or sliced cheese, crackers, fruit, vegetables and granola bars. Cookies and sweet treats are discouraged. Afternoon snacks will be provided by the school for After Care students only.
- We WILL continue to provide snacks at Shabbos Party.
- You will be notified if there are any restrictions to the foods you can send in your own child's lunch because of a classmate's food allergy. We thank you in advance for your cooperation!
- Please DO NOT send chewing gum, soda, or candy to school.
- Each child should bring a pareve or dairy lunch in a labeled bag.
- Per our licensing agency: "Children 3 years old and younger **cannot bring** or be served **grapes, peanuts, hot dogs, raw carrots, fish with bones, and popcorn** as these foods could pose a choking hazard. Children older than 3 may be served these foods if they are cut in such a way as to minimize choking." However, we request the entire school to follow these guidelines, as well.
- Beth Jacob Preschool follows the kashrut guidelines as maintained by the Atlanta Kashrus Commission (AKC). We ask your cooperation in maintaining those standards by sending only items approved as kosher by the AKC; including bread from a bakery under Rabbinic supervision. Items such as cheese, snacks containing cheese, yogurt, and juices must also be Kosher. There are many other hechschers that are accepted by the AKC, as well. Please feel free to ask in the Preschool office any time if you are unsure about the status of a food item.
- Commonly found acceptable kosher symbols (or hechschers) on foods that you send to school are:



# GENERAL POLICIES

## Communication

- Messages may be left for teachers with the preschool office at 678-244-6659 or [bjpreschool@bethjacobatlanta.org](mailto:bjpreschool@bethjacobatlanta.org).
- Your child/ren will receive a clear 'Communication Pouch' attached to their backpack at the start of the year. This pouch will be used for written communication between school and home and vice versa.
- Please keep your child's teachers and office informed about a change in your child's normal routine; parents going out of town, atypical or change in sleep schedule, etc.
- Emails are sent out on Friday s with a link to photographs of our kids in action throughout the week.
- Parents are responsible for informing the school office of any changes in address, phone number, health, custody or emergency contact information.
- Teacher conferences are held twice a year. They are a good time to review your child's progress and share objectives for the next phase of the year. You will receive an email with a link for an online sign-up to choose your ideal time slot.
- Carpool changes should be communicated to the office as soon as possible via email ([bjpreschool@bethjacobatlanta.org](mailto:bjpreschool@bethjacobatlanta.org)) or phone (678-244-6659).

## Clothing

- For safety reasons, do not send children in flip-flops, Crocs, or open-toed sandals. Sneakers are highly encouraged!
- Clothing should be washable and easy for a child to manage independently.
- Please do not send hoods with drawstrings around the neck.
- Boys older than 3 are encouraged to wear a kippah or a hat to school and, if potty-trained, tzitzis, although it is not required.
- Jackets and seasonal accessories must be clearly labeled with your child's name.
- We love rainy days. Please send rain boots and jackets for outside rainy day play.

## Birthdays

Parents interested in celebrating a child's birthday in the classroom should contact the teacher to plan an ideal time, quantity and any food allergy-specific information.

- All foods must be purchased from an AKC approved establishment. Suggested locations include Spicy Peach, Brusters, Toco Hill Kroger, Toco Hill Publix, Costco's kosher bakery and Fromaggio Mio.
- No goody bags or balloons, please!

## Bringing items from home

- Personal toys and games should not be brought to school at any time by students younger than the three year old class.
- Children in the three and four year old classes are invited to bring one small item from home that can easily fit in their backpack on their designated show-and-tell day only. Please leave toy weapons at home.

### **Toilet training policy**

- All children entering a three year old class are expected to be using the bathroom for toileting. Parents of rising three year old children who are not yet toilet trained should speak to the director well in advance of the start of school so we can develop a plan for success.
- Our staff is happy to partner with you in the toilet training process once your child has shown signs that they are ready. Readiness is defined as: being able to tell an adult they need to go potty BEFORE they have to go AND has successfully and consistently been using the toilet at home for BOTH urinating and bowel movements for 3 days in a row.
- Children who are newly potty trained may have accidents, so please send in ample changes of clothing while your child is newly toilet trained (including underwear, bottoms, & socks). Wet clothes will be sent home in a plastic bag and heavily soiled underwear may be thrown away. We will communicate your child's potty training success for the day via the "My Toilet Training Day" communication form. Our classroom bathrooms are equipped with child sized toilets; potty chairs from home are not allowed due to sanitary reasons.

## **SAFETY POLICIES**

### **Fire Drills**

- Fire drills are held monthly.
- Fire drill instructions and emergency evacuation plans are posted in each room.
- Fire drill procedures are discussed with the children before a fire drill occurs.

### **Severe Storm Warning**

In the event of a severe storm watch, the children will be moved to play in areas of the school away from windows and doors. In a severe storm warning, the children will be moved to designated inner areas of the building.

### **Physical Facility Problems**

Any problems such as power failure that affect climate control, water supply, or structural damages will be immediately reported to the synagogue's Executive Director. If the problem cannot be resolved and the School cannot operate safely, parents will be notified to pick up their children. It is essential that we have a current emergency number where you can be reached. Parents are responsible for informing the school of any changes in phone number or emergency contact information.

### **Snow and Ice Days**

In the case of snow or icy roads we may need to close school for the day and this will be communicated via email (please make sure you update your email with us throughout the year if it changes). We do not follow DeKalb County schools for our closings. School days missed to weather or emergencies will not be made up.

## HEALTH POLICES

**Definition of Illness:** Any child who exhibits the **following conditions** (but not limited to the following conditions) is considered ill and should be kept at home or will be temporarily sent home, regardless of contagion level:

- extreme discomfort in teething, ear pain, stomachache, or similar ailment;
- extreme lethargy and/or inability to participate in typical classroom activities;
- rashes of unknown origin;
- fever over 100.4°F, diarrhea, vomiting (presently or within past 24 hours);
- a bad cold with constantly running nose, thick mucus, runny eyes, cough and/or heavy congestion;
- any contagious condition including strep throat, thrush, ringworm, impetigo, lice, scabies, or pinkeye.

### Preschool Health Policies

- The preschool enforces frequent hand washing, regular antibacterial disinfecting of surfaces and hygienic practices.
- Staff reserves the right to decide that a child should be sent home if he/she appears ill on arrival or becomes ill while at school. The child's parent will be contacted to pick up the sick child immediately. If that parent cannot be reached, the other parent, and (if necessary) then the next available person on your emergency list will be contacted. Children who become sick or injured at school will be taken to the preschool office to wait with the preschool director or office administrator for a parent to arrive. Please notify the office immediately if your child has a contagious disease or illness.

### Re-admittance to School

The preschool enforces a 24 hour symptom-free policy for children absent from school with fever, diarrhea, vomiting or any other contagious illnesses. Illnesses treated with antibiotics must have been administered at least twice before re-admittance to school.

- Lice: Child must be fully treated with recommended shampoo and may only return to school when all evidence of nits or lice has been eliminated.
- Rashes of unknown origin are treated as if they are contagious. As such, a pediatrician must check the child, and a statement that the child is not contagious must accompany the child when he or she returns.
- Other contagious conditions such as pink-eye are treated as if they are contagious until contagious symptoms are no longer evident and appropriate medication has been administered.

### Administration of Medicine

- No medicine may be brought to school or administered at school without making special arrangements with the Preschool Director or Administrator.
- Medicine will only be administered per instructions on the Bright from the Start medication form provided by the Preschool director: a parent's note is not sufficient instruction for administering medication. This form (Authorization to Dispense Medication) can be found in the forms section of [www.bethjacobatlanta.org](http://www.bethjacobatlanta.org).

**Additional Illnesses and Symptoms:** Please review the illnesses on the following pages. Children with these infections or exhibiting these symptoms may NOT attend school until the illness has passed or until a doctor provides authorization to return to school.

<b>Common Infectious Illnesses Communicable Disease Recommendations*</b>	<b>Incubation Period</b>	<b>How is it spread?</b>	<b>When is child most contagious?</b>	<b>Return to school?</b>
<b>Chickenpox (Varicella)</b>	10-21 days	Airborne or direct contact with droplets from nose, mouth and skin lesions of infected persons	From 2 days before rash until all lesions are dry and crusted	When all lesions have crusted (usually 7-8 days)
<b>Cold Sore (Herpes Simplex)</b>	2 days - 2 weeks	Direct contact with infected oral lesions or secretions	While lesions are present	After lesions have scabbed over
<b>Common Cold (upper respiratory infection)</b>	1-5 days	Contact with droplets from nose, eyes, or mouth -- virus can live in environment 24 hours	Variable -- from day before symptoms until symptoms resolve	No exclusion, unless fever, child too ill to attend
<b>Conjunctivitis (pinkeye) -- may be viral, bacterial, or allergic</b>	Variable, depending on cause	Contact with secretions from eyes or contaminated surfaces	Variable (allergic conjunctivitis is not contagious)	When cleared by physician, after 24 hours treatment if bacterial
<b>Croup (viral respiratory infection)</b>	Variable -- usually 2-6 days	Contact with droplets from	Variable -- usually from day before	When breathing comfortably

\*Adapted from Common Infectious Illnesses poster -- 2000 edition Georgia Department of Human Resources and Children's Healthcare of Atlanta Disease, Illness, Organism

**Please return this page signed and dated before September 5, 2018.**

We have read the entire parent handbook for the 2018-19 school year. We understand the policies and procedures written in this handbook and we agree to abide by these regulations while our child/ren \_\_\_\_\_ is/are attending Beth Jacob Preschool.

Mother's name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Father's name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

My child's t-shirt size is: \_\_\_\_\_