



Parent Handbook
2019-2020

Kol Rinah Early Childhood Center
Directors: Liz Collins and Elyse Picker

Table of Contents

KRECC at a Glance	3
KRECC Overview	4
KRECC Policies and Procedures	5
Admission	5
Drop off and Pick up	5
Financial Policies and Fees	6
Vacation Credits	6
Add on Days and Schedule Changes	7
Health and Wellness	7
Illness and Injury	7
Biting	10
Emergency Preparedness	10
Toilet Training	10
Rest time	11
Discipline	11
Security	12
Snack and Lunch	12
Field Trips	13
Inclement Weather	13
Visitors	14
Dismissal	14
Your Child's Day at KRECC	15
Enrichment	15
Shabbat, Holidays, Birthdays	15
Additional Information	16
School Communications	16
Conferences	16
Assessment	16
Classroom Transitions	17
Preschool Parent Organization (PPO)	17
Kosher Lunch Suggestions	18

KRECC AT A GLANCE

<p>Contact Information</p> <p style="text-align: right;">Directors</p> <p style="text-align: right;">Address</p> <p style="text-align: right;">ECC Office Phone</p> <p style="text-align: right;">Main Office Phone</p> <p style="text-align: right;">Email</p> <p style="text-align: right;">Fax</p>	<p>Liz Collins and Elyse Picker</p> <p>829 North Hanley Road St. Louis, MO 63130</p> <p>(314) 727-2565 (314) 727-1747</p> <p>eccdirector@kolrinahstl.org (314) 727-0080</p>
<p>Hours</p>	<p>Monday – Friday 7:30am – 6:00pm</p>
<p>What should I do for a planned absence? (vacation, etc.)</p>	<p>Let the Directors know. If using vacation credits, fill out a green add/vacation form and submit to the office at least one week prior.</p>
<p>What should I do if my child will be out that day?</p>	<p>Call the ECC office or send an email as early as possible. We will inform your child’s teachers.</p>
<p>Can I add on a day to my child’s schedule?</p>	<p>Yes, if space allows. Please check with the ECC office and fill out a green add/vacation form with the requested day(s).</p>
<p>When is my child too sick to attend school?</p>	<p>Any fever of 100.4 degrees or higher, 1 episode of vomiting, 2 episodes of diarrhea within the past 24 hours; or if your child is too sick to participate in regular school activities (see illness policy on pages 7-8 for more information).</p> <p>Children sent home from school with any of the above symptoms may return after symptom free for at least 24 hours but must stay home from school the entire next day.</p>
<p>What will my child eat at school?</p>	<p>Lunch is sent from home – all lunches must be dairy/vegetarian/pareve to comply with our Kashrut (kosher) policy (see page 15 for more information) and peanut/tree nut free.</p> <p>KRECC provides 2 healthy, nut-free snacks a day (morning and afternoon), except in the baby rooms (Monkey/Owl) where parents send all food from home.</p>

KRECC OVERVIEW

Philosophy

Our goal is to provide a nurturing environment in order to encourage physical, social, emotional and intellectual growth for each child. The staff at Kol Rinah Early Childhood Center is aware of the developmental stages of children and we strive to meet the individual needs of all children enrolled in our school. When a child's developmental and self-esteem needs are met in a loving, caring and relaxed atmosphere, learning can take place and a child can then reach his/her full potential.

To achieve each child's potential growth, our program is built around the concept of learning through play. Children acquire knowledge about the physical and social worlds in which they live through discovery, experiences and interactions with people and objects.

Program Overview

Children learn best through experiences that involve all the senses. They need routine to function securely. During each school day, there will be periods devoted to routine tasks including free choice / centers and directed play, as well as quiet and active time. Our curriculum is flexible, based on these ideas and takes into consideration the interests and abilities of the children within each class.

Children's mental and social development evolves through interaction with their environment and with their peers. They discover, understand and interpret the world by being exposed to a variety of experiences. During the school day, we provide activities that incorporate music, art, science, cooking, creative movement, language, literacy and math, in an experience-oriented and age appropriate way.

As a Jewish center, our program infuses Jewish culture, language and holidays into the curriculum on a regular basis. We promote Jewish culture by participating in life experiences such as weekly celebrations of Shabbat, Jewish holidays, brachot/blessings, Tzedakah and talking about Jewish values. We are also committed to respecting and validating the religious and cultural background of each child and family.

Our goal is to not just prepare our children for kindergarten, but for life. We look forward to you being a part of our community and working together to offer the best to your children.

KRECC POLICIES

Admission

We accept children from all religious and ethnic backgrounds. Priority enrollment in all classrooms will be given to members of Kol Rinah synagogue, members of the Jewish community and siblings of currently enrolled students. We will also fill classroom spots with five day / full time children first and then accommodate all part time requests. Once a classroom is at capacity, we will place children on a waitlist.

When a family is offered a spot, we require a \$200 tuition deposit and \$100 registration fee (\$115 if enrolling 2 or more children) to confirm enrollment. These fees are non-refundable. Enrollment paperwork is then sent home, including required health, authorization and developmental forms. All children must be up-to-date on required immunizations. Forms must be returned to the ECC office by your child's first day of school in order to be accepted into care.

Drop off and Pick up

KRECC is open from 7:30am to 6:00pm. Children must be brought into the building, signed in via the computer and brought to class by a parent or authorized caregiver.

Older siblings are not allowed in the Monkey and Owl rooms. These rooms are only for teachers, parents and the babies enrolled in these classes. We ask that any older children wait in the hallway or brought to their class first, if they also attend KRECC.

Full day children may arrive anytime between 7:30am and 9:00am. Breakfast is provided for those attending full days. If you arrive prior to 7:30am, you must stay in your car or outside our entryway with your child until we open at 7:30am. Teachers are not able to have children in their care before 7:30am as they use this time to prepare the classroom for the day.

Part day children may arrive between 8:50am and 9:00am. Part day children who arrive prior to 8:50am will be counted as an early drop off and be assessed a \$15 fee. Families will receive one reminder or we can arrange for your child to arrive early for \$15/day.

All children must be in their classroom by 9:00am.

Children must be with a parent by their pick up time (1:00pm, 3:00pm or 6:00pm) or a late fee of \$1.00 per minute will be assessed for the first 10 minutes. After that, a late fee of \$5.00 per minute will be assessed.

We understand that emergency situations sometimes occur. Please contact the office as soon as possible to let us know.

Please keep in mind that KRECC closes at 6:00pm and staff are not scheduled beyond this time. Parents who want to discuss their child's day are asked to arrive by 5:45pm to allow time for conversation.

Financial Policies and Fees

Tuition invoices are sent via email on the 1st of the month (or the first school day of the month, should the 1st fall on a weekend/holiday). Tuition payment must be received by the 5th of the month (or the next school day, should the 5th fall on a weekend/holiday). All accounts that do not reach a zero balance by the end of the month will be charged a late fee of \$10.00 per month. A family who falls behind more than 8 weeks with any fees may have their child discharged from the facility unless special arrangements are made with the Director. Families who are repeatedly tardy in their payments may be asked to leave KRECC.

There are four payment options to choose from:

- Auto pay via deduction from a checking/savings account
- Auto pay via a debit or credit card*
- Pay on site via debit or credit card*
- Pay by check

**Debit/Credit card payments will be assessed a 2.5% processing fee each month.*

Tuition is based on the number of days that school is in session during the school year and divided into 10 equal payments (August through May), regardless of how many days school is in session each month. Summer rates (June/July) are the same for families who maintain their regular school year schedule. Changing to a different schedule for summer camp is allowed, at the listed rate, provided there is space in your child's classroom. **Families who remove their child for the entire summer will be responsible for paying 25% of what their tuition would be if their child were in attendance.**

There will be no refund issued for days missed due to vacation (unless using vacation credits, see next section), illness or when school is canceled due to bad weather or "acts of God."

Need for special financial arrangements due to extenuating circumstances will need to be presented to the Director for consideration.

Vacation Credits

Families that use the center year round in set four or five day schedules receive vacation days equal to the number of days they attend per week, either part or full days (four days/week equals four vacation credits per school year, five days a week equals five vacation credits per school year). The daily credit is equal to your daily rate.

Families that use the center year round in set two or three day schedules receive one vacation day per school year, whether they attend part or full days. The daily credit is equal to your daily rate.

Vacation credits start in August of each school year. Families who join the school after the start of the school year will receive vacation credits at the beginning of the next school year. All credits must be used by July 31st of the current school year. Unused credits do not roll over to the next school year.

To request a vacation credit, you must submit a completed vacation form to the ECC office at least one week prior. Forms are available in the ECC office. **You may not request a vacation day after the fact.** Credits will appear on your next tuition invoice.

Add On Days and Schedule Changes

To add on a day to your child's regular schedule, you must submit a completed add on form to the ECC office at least one week prior. Forms are available in the ECC office. Requests will be approved on a first come, first serve basis unless/until the classroom is at capacity for that day. You will be notified by the Directors if there is room on the requested day. **Once a day is requested in writing and approved, you are financially responsible for that day.** Fees will be added to the family account on the next monthly invoice and must be paid by the end of that month or a late fee will be assessed.

Families who attend fewer than 5 days a week may not swap days if a child misses a day due to illness or for any other reason.

If you need to make a regular change to your child's schedule, submit a request in writing to the Directors. All families will be allowed one schedule change per year (not including summer). Additional schedule changes will be assessed a \$25 fee.

Families who leave the center for any reason before the end of the school year must give 30 days notice to the Director, in writing. Families are financially responsible for this thirty day period.

Interim Care

During certain periods of the school year (typically between Christmas and New Year's and the week of Memorial Day before summer camp begins) we offer interim care days instead of closing school. These days are not included in your regular monthly tuition and families must sign up and pay for the days they require care. Registration for interim care will be open about a month prior to these days.

Health and Wellness

The State of Missouri requires a completed and updated Health Form signed annually by your child's physician to be on file in the ECC office. An updated immunization record must also be on file. Any child with a medical exemption must have the appropriate exemption card on file, signed by their physician. Families have the right to ask the Director if KRECC has any unvaccinated children enrolled. KRECC does not allow exemptions for any other reasons other than medical.

Illness and Injury

If your child is not well, seems over tired or is otherwise not his/her usual self, keep him/her home for the day, if possible. If your child is on any medication, parents must inform the Director and child's teacher and have a completed medication authorization form on file in the office. All medications must be kept in the ECC office in their original container labeled with the child's name.

You must notify the Director if your child contracts any communicable disease, such as chicken pox, strep throat, influenza, conjunctivitis (pink eye), RSV, hand, food, and mouth, etc. or has lice. We send out notices to other families when a child has a communicable disease. The child's name will never be shared. **We require a physician's note prior to returning to school following a communicable disease.**

KRECC's illness policy is based on recommendations from the American Academy of Pediatrics and American Public Health Association. Most children with a mild illness can safely attend child care. However, there are times when you must keep your child home from school.

To reduce the spread of communicable disease, your child may not attend if he/she displays any of the following symptoms:

Symptom	Exclusion Criteria
General illness / Signs of possible severe illness	Unable to participate in routine activities or needs more care than can be provided by the staff. Until a healthcare provider has done an evaluation to rule out severe illness when the child is unusually tired, has uncontrolled coughing, unexplained irritability, persistent crying, difficulty breathing, wheezing or other unusual signs for the child.
Fever	Recorded temperature of 100.4 degrees or greater, along with any symptoms listed above and/or unable to participate in routine activities. Children must be fever free for 24 hours plus the remainder of that day before returning to school.
Diarrhea	Until the child has been free of diarrhea for at least 24 hours plus the remainder of that day or until a medical exam indicates that it is not due to a communicable disease. Diarrhea is defined as an increased number of stools compared with a child's normal pattern, along with decreased stool form and/or watery, bloody or containing mucus.
Vomiting	One episode within the previous 24 hours, unless determined by a physician to be caused by a non-communicable condition and the child is not in danger of dehydration.
Mouth sores with drooling	Until a medical exam indicates the child may return or until the sores have healed.
Rash with fever or behavior change	Until a medical exam indicates these symptoms are not those of a communicable disease that requires exclusion.
Eye drainage	When pus drainage and/or fever or eye pain is present or a medical exam indicates that a child may return.
Unusual color of skin, eyes, stool or urine	Until a medical exam indicates the child does not have hepatitis A.

*A note on immunizations – Children may return to school the same day after receiving vaccinations. However, we ask that you tell the ECC office which vaccines they received, so we may monitor for adverse reactions.

Some children may also develop a fever 24-48 hours after routine vaccinations or other mild side effects. If this happens, we require children to be kept home or be picked up from school if the fever is 100.4 degrees or greater. Likewise, if a child is fussy or inconsolable to the point where they need consistent one-on-one care from a teacher, we will call to have your child picked up, as this can leave other teachers responsible for too many other children.

Your child may not attend if he/she has any of the following diagnoses from a health provider until treated and/or no longer contagious:

- Infectious conjunctivitis/pink eye (with eye discharge) until a minimum of 24 hours after treatment started
- Hand, Foot and Mouth disease, until fever free for 24 hours and any mouth sores have healed over
- Scabies, head lice or other infestation, until a minimum of 24 hours after treatment and free of nits
- Impetigo, until 24 hours after treatment started
- Strep throat, scarlet fever or other strep infection, until a minimum of 24 hours after treatment started
- Pertussis, until 5 days after treatment started
- Tuberculosis (TB), until a health care provider determines that the disease is not contagious
- Chicken pox, until 6 days after the start of rash or all sores have crusted over
- Mumps, until 9 days after the start of symptoms
- Rubella (German measles), until 6 days after the start of rash
- Oral herpes (if child is drooling or lesions cannot be covered), until lesions heal
- Shingles (if lesions cannot be covered), until lesions are dry
- Shigella (vomiting, diarrhea, abdominal cramps and high fever), treated with antibiotics and may return with physician's written permission.

Should your child become ill at school, we will call you to pick him/her up within one hour of being contacted. If we are unable to reach either parent via phone or email, we will call your child's emergency contacts. No exceptions will be made. Families who do not pick up their child within one hour will be assessed a late fee and repeat offenders may be asked to leave KRECC.

WHEN A CHILD IS SENT HOME FROM SCHOOL WITH FEVER, VOMITTING OR DIARRHEA THEY MUST STAY HOME FOR 24 HOURS PLUS THE REST OF THAT DAY BEFORE RETURNING

For example, if a child is sent home with diarrhea at 10:00am on a Tuesday and has no more episodes after going home, they may not return to school until Thursday. This ensures that a child is truly better and will be able to fully participate in all school activities.

Should your child be injured while at school, appropriate first aid will be followed and a report will be written to document the incident. We will not contact parents for minor accidents/injuries such as scrapes, small cuts, or bites that do not break the skin. For any serious injuries or anytime the staff is unable to provide medical care, we will contact parents during the day.

Should a situation arise where the child needs immediate medical attention, staff will contact 911. Our staff are all CPR and First Aid certified. Universal precautions are used in dealing with bodily functions.

Biting

Young children engage in physical behaviors and don't always have the verbal skills to communicate their wants and needs. Biting is one of the most frequent and frustrating behaviors in this age group. Reasons for biting range from exploration to frustration, teething, health problems and a lack of language skills. Biting is not necessarily an indication of aggression toward another. When biting occurs, the teacher shows immediate support for the injured child. Both children are treated with respect and support. The child who did the biting is reminded that teeth are for biting food only. Teachers encourage the child to offer "to make it feel better" by offering an ice pack or other soothing action. A forced, insincere statement of "I'm sorry" is not encouraged. After the biting incident, the child exhibiting the biting behavior is observed, supervised and redirected.

KRECC will inform both families about any biting incident. If a bite breaks the skin, the Director will call the family of the bitten child immediately in case it warrants additional medical attention. KRECC will not inform families about the identity of the children involved in a biting incident.

Emergency Preparedness

KRECC practices regular fire drills so that the children are familiar with the sound of the alarm and with the procedures for emergency exiting. In the event of a tornado or tornado warning, each classroom has a designated spot within the building away from glass, doors and exterior walls.

KRECC has lock out and evacuation procedures in place and staff receive training in what to do in case of an intruder or other need to implement these procedures. In the case of such an emergency, the Directors and staff will first work to make sure all children are safe and follow direction from emergency responders before communicating information to parents.

Toilet Training

Teachers and parents will work together when a child starts showing signs of readiness. When working on toilet training at home, you must inform your child's teachers and keep them updated on your child's progress. All children in the process of toilet training or who are fully toilet trained must have a full set of extra clothes in their cubby, including **two pairs** of underwear. Accidents do happen but for sanitation reasons, children must be in diapers or pull ups or in underwear and able to get to the toilet in time. If a child has one bowel movement accident or two urine accidents in one day while wearing underwear, we will put a diaper or Pull-up on for the remainder of the day due to sanitation concerns for others at the center.

Children meet this developmental milestone at different ages. Children in the Penguin class (turning 4 that school year) and Starfish class (turning 5 that school year) must be fully toilet trained and able to use the restroom independently. These classrooms do not have their own bathrooms or a sink for handwashing, so staff may not change diapers in these rooms. Therefore, we focus on toilet training in the Koala class (turning 3 that school year) and ask that parents work together with staff to make this a positive experience for their child. Children in younger classrooms who express an interest in toilet training will be taken to the in-class toilet during diaper changes but with no pressure to go. School is a fun, busy place and younger children aren't always ready to stop what they are doing to take care of toileting without having accidents, even if they are successful at home.

Teachers and the Director are always available to meet with parents to discuss their child's toilet training progress and help assess whether or not a child is truly ready.

Nap / Rest Time

Time to nap and rest is an essential part of the day, as a time to reset after an active morning and recharge for the afternoon.

Infants in the Monkey room will take naps based on a schedule created by the teachers and parents. Older babies in the Owl room take a morning and afternoon nap, with the ability to transition to one afternoon nap when ready. Babies will nap in a crib or pack and play. Babies 12 months and older may transition to a cot when ready. Sheets are provided by the school and washed at school. Swaddles / sleep sacks may be sent from home. Babies under one year of age may not use a blanket.

All other rooms have a nap / quiet rest time from approximately 1:00-3:00pm. A cot will be provided for your child; you may send a sheet (crib size), blanket or other comfort item from home. These will be sent home weekly for washing. Children who wake up prior to the end of the rest period, will be asked to remain on their cot for the duration of quiet time. Children must remain on their cot for at least 30 minutes but cannot be forced to stay on their cot for more than one hour. This is a state-mandated policy. If a child becomes disruptive to other napping children, they will be taken into the hallway to stay with a floating teacher (younger children) or will be given a quiet activity on their cot or at a table (older children).

Discipline

Discipline in the classroom exists to promote behaviors that are beneficial to the child's development and welfare while changing or eliminating behaviors that are injurious to his/her well-being. When used positively, it contributes to the growth and development of a child and establishes positive patterns of behavior. Guidance plays an important role in positive discipline and children should be familiar with what is expected from them. Rules should be simple, consistent and developmentally appropriate. When there is disruptive behavior, the child will be reminded of the rules and redirected to another activity. Classrooms have quiet corners or areas where a child may sit quietly for a few minutes before returning to an activity. There will never be any physical, verbal or mental punishment at any time at KRECC.

Security

Kol Rinah has a synagogue-wide security system. All families will be issued two key fobs, each with a unique 4-digit code. All lost or stolen key fobs must be reported to the ECC office immediately. Replacement key fobs may be purchased for \$10 each. When a family leaves KRECC or their youngest child graduates, key fobs must be returned to the ECC office within one week or you will be assessed a \$25 charge. If you forget your key fob or another person is dropping off / picking up your child, you must utilize the door buzzer to be let in. Office staff may ask for identification and has the right to refuse entry to any person they are uncomfortable letting into the building.

The door has an 8 second reset timer, so it is important to be aware of who follows you into the building. If you feel someone followed you in who does not belong in the building, notify the Director immediately.

The doors at the end of the KRECC hallway is locked at all times on the main synagogue side. Parents leaving through these doors will need to be let back in by an ECC staff person.

We share our space with Kol Rinah congregation and The Journey church. The Journey does not have use of our ECC hallway at any time. The downstairs gym and playground are only accessible to their families on Sundays. Anyone using this building for non-ECC purposes are required to use other entrances.

All children must be signed in and out on the computer located outside the ECC office each day. If you forget to sign in or out or have any technical difficulties with the system, notify the Director.

Children will only be released to parents or individuals authorized by parents to pick up their child. If someone different will be picking your child up, you must notify the Director in writing. A phone call is acceptable in the case of emergencies. Picture identification must be presented before the child is released. A child cannot be released to anyone under 18 years of age.

Snack and Lunch

Our school observes the Jewish dietary rules of Kashrut (kosher). A kosher, healthy and nut free snack will be provided in the morning to all children in the Sea Turtle through Starfish rooms and a second snack in the afternoon following nap/rest time. Lunches brought from home must be meatless. Dairy, vegetarian and pareve (neither meat or dairy) lunches are acceptable. Lunch should be sent in a reuseable lunch bag labeled on the outside with your child's name. Lunches are refrigerated until lunch time and meals can be reheated in the class microwave if desired. Do not send your child to school with candy or gum.

Infants and older babies in the Monkey and Owl rooms will bring all their food (including breastmilk, formula and milk) from home.

A note on glass containers – we understand that many parents prefer to send food in glass containers and breastmilk/formula in glass bottles.

- When food is sent in a glass container, we will warm it up (if needed) in the container and then transfer the food to a plate or piece of wax paper.
- Glass bottles are permitted in the Monkey room, but must be in the silicone sleeve.
- Glass bottles will not be permitted in the Owl room, as babies at this age are encouraged to feed themselves and will also be transitioning to sippy/straw cups at this time.

NUT FREE, PEANUT FREE POLICY:

For the safety of our students, products that contain tree nuts or peanuts may not be present at Kol Rinah Early Childhood Center. This includes snacks and other food provided by our school and lunches that students bring to school from home. Please use the following guidelines to determine if something is okay to include in your child's lunch:

Not acceptable for school:

- “Contains peanuts and/or tree nuts”
- “May contain peanuts and/or tree nuts”

Acceptable for school:

- “Made in a facility with peanuts and/or tree nuts”
- “Made on shared equipment with peanuts and/or tree nuts”

Please be sure to remind all of your children’s caretakers of our nut free status to ensure that they pack appropriate foods in your child’s lunch. If items are included in a child’s lunch that is not within school guidelines, a friendly call to the child’s family will be made to clarify these requirements

See page 15 for additional information on Kosher symbols and a list of suggested lunch ideas.

Field Trips

Our preschool classes go on field trips during the year. Advance notice and permission will always be provided for these trips and we depend on parent volunteers to help drive and chaperone. Drivers will be asked to show proof of a current driver’s license and insurance. All children must travel in an appropriate car seat in the back seat of the car, provided by the child’s family. Drivers are responsible for the children in their car throughout the field trip. Siblings are not allowed on field trips.

Occasionally, all children will take impromptu walking or stroller trips around the neighborhood. Parents give consent for these trips in their enrollment forms, permission for individual outings will not be requested.

Inclement Weather

We make every effort to remain open and the decision to close or have a delay in opening will be made no later than 6:30am. If we decide to have a delay in opening, school will open at 8:30am. When there

is bad weather in the morning, please be sure to stay with your child until we have sufficient staff, as many of our staff live further away from school and may need more time to get to school.

When it becomes necessary to close school or have a delayed opening due to inclement weather or other acts of God (e.g., power outage), we will notify parents via text message, email and on KSDK. Be sure to notify the office if your cell phone or email address changes at any point, so our contact lists can be updated.

No Visitors

KRECC has a no visitors policy. Children or other adults who are friends or relatives may not visit your child's class unless for a scheduled special program by the school. Parents are allowed at any time but are asked to check in with the ECC office before visiting their child's classroom.

Dismissal

After attempts have been made to meet a child's individual needs, any child who demonstrates an inability to benefit from the care offered by the Kol Rinah Early Childhood Center or whose presence is detrimental to other children may be discharged from the facility.

Care of a child may also be discontinued if KRECC staff and the parent(s) cannot establish a mutually satisfactory working relationship.

Your Child's Day at KRECC

KRECC offers full day programming for children 6 weeks to 5 years of age and part day programming beginning in the Sea Turtle room. KRECC offers summer camp programming in June and July for all our regular year families. When space allows, we accept additional families for summer camp.

We ask that all children are settled in their classroom by 9:00am. This enables all babies to be in the room at the start of morning nap without interruptions and all older children to be present for circle time and other beginning of the day routines. Full day children who arrive prior to 9:00am will be in their classroom for free play and centers.

At KRECC, your children will get messy! Art projects, easel painting, playground time, nature walks and exploring our outdoor classroom are all an integral part of your child's day. Please dress your child in comfortable clothing that you don't mind getting dirty, closed toe shoes and seasonally appropriate outerwear (sun hat/sunglasses in the summer; coat, hat/mittens and warm shoes/boots in the winter). **Closed toe shoes are the only appropriate footwear for your child while at school.** If a teacher feels a child's footwear is not conducive to active play, they will be asked to sit out during gym / playground time.

Your child's cubby should always have a spare outfit, including extra socks and underwear (if potty trained). Please check this outfit throughout the year to make sure it is seasonally appropriate and the correct size. We do water play during summer camp, so a swim suit and closed-toe water shoes are essential on those days.

Enrichment

KRECC offers diverse and developmentally appropriate enrichment programming with experienced specialists. Enrichment programming includes music (secular and Jewish), creative movement, yoga, art, science/outdoor learning, and social-emotional skills development.

Shabbat, Holidays and Birthday Celebrations

Every Friday morning at 11:30am, the entire school comes together to welcome Shabbat with the Kol Rinah rabbis through music, stories and saying the blessings over the candles, grape juice and challah. Parents are always welcome to join us during this time.

We recognize all the Jewish holidays throughout the year plus Thanksgiving and recognize most with special family programs, specific dates and times can be found in your school calendar. **Valentine's Day and Halloween are not Jewish holidays and are not observed at KRECC.** Please respect this by refraining from sending in holiday-specific cards, treats or sending your child in costume. Children are always welcome to discuss their own holiday traditions in their class.

Parents are invited to visit their child's classroom for afternoon snack on their child's birthday. Birthday treats are welcome, as long as they are kosher and peanut/tree nut free. Any baked item made by Entemann's, Schnucks bakery at Ladue Crossing (and a few other locations), Dierbergs bakery in Brentwood, Breadsmith Bakery in Kirkwood and The Dapper Donut in Creve Coeur are fine. **An**

acceptable kosher symbol (hechsher) must be visible on the packaging and checked by the Director. Let your child's teacher know ahead of time that you'll be sending in a special snack.

****Although these are not nut-free bakeries, they do make nut-free products. Please check with the ECC office first to see if your child's class has someone with a peanut/tree nut allergy. If they do, then you may only bring in a snack that is certified "school-safe" / free from allergens so that all children in the class can enjoy the same snack. If your child's class does not have anyone with a peanut/tree nut allergy, then any nut-free item from a kosher bakery is acceptable.**

Additional Important Information

School Communications

We communicate with parents primarily through email. All families receive a monthly newsletter from the Director with classroom news, upcoming events, photos and other important information. Individual classrooms send home weekly or biweekly newsletters, either by email or hard copy. Check your child's cubby and lunchbox daily for any notes from your child's teacher. The Monkey (infant) and Owl (mobile baby) rooms use a daily record sheet to keep track of your child's feedings, diaper changes and naps for parents to take home at the end of each day. Older classrooms keep important information about your child's day on the classroom chalkboard and/or white board.

All parents will be added to Remind, an app that allows us to send group messages to all parents. We use to remind parents of upcoming holiday closings, early dismissals or if we are closed for inclement weather. You may opt to receive these alerts as text messages or download the free app. If you do not receive alerts via Remind, please let the ECC office know.

Conferences

Teachers will schedule parent conferences twice each year, in the fall and in the spring, to discuss your child's progress, discuss any developmental concerns and answer any questions you may have. Conferences are generally held between 7:30 and 9:00am and 4:00 and 5:30pm. Should you have any questions or concerns at other times of the year, you are welcome to schedule a time to meet with your child's teachers and/or the Director at a mutually agreeable time.

Assessment

At KRECC, we firmly believe that children should be treated as the individuals that they are and acknowledge that children achieve developmental milestones when they are ready. To ensure that we are doing our jobs the best we can in fostering each child's development, KRECC conducts two developmental screenings during a child's time at our school.

Shortly after children turn 2 but before they turn 3, we do an Ages and Stages Questionnaire (ASQ). After children turn 3 but before they turn 4, we conduct a Developmental Indicators for Assessment of Learning (DIAL-4). These results allow teachers insight into how the children in their class acquire and obtain new information and help us identify any areas of concern. Parents are informed of the results

as well. Should the findings suggest that any child might benefit from additional support, the Director will meet with the parents to discuss next steps.

More information and consent forms are sent home to families prior to starting any assessment.

Classroom Age Ranges and Transitions to Next Class

KRECC has 7 classrooms for ages 6 weeks through 5 years of age. Infants and toddlers may transition to a new classroom mid-year, when they are old enough and developmentally ready, should a spot become available in the next room. Otherwise, children transition to the next classroom in June (at the start of our summer session) or August (the start of the school year). The classes are grouped by age, roughly following the ranges below:

Monkey – infants 6 weeks up to 8-12 months

Owl – older babies from 8-15 months, sometimes up to 18 months

Turtle – toddlers ~15 months to 2 years (or longer, depending on when your child's birthdate falls)

Panda – younger 2 year olds

Koala – turning 3 during the school year

Penguin – turning 4 during the school year

Starfish/PreK – turning 5 during the school year

Parent/Teacher Steering Committee and Preschool Parents Organization (PPO)

KRECC is guided by a steering committee composed of parents, teachers, the co-directors and a synagogue representative. This group meets throughout the year to discuss school policies, collaborate on programming ideas, assist with calendar planning, help with identifying room parents and coordinate with the PPO.

The KRECC PPO is comprised of families who want to provide additional experiences for children and support for classroom teachers. Annual dues are \$40/family and all families are encouraged to join. In past years, the PPO has provided the following:

- Funds for beginning of the year classroom supplies
- Teacher appreciation breakfasts
- Teacher snack breaks
- Holiday and year end gift cards for staff
- Lunch during teacher training week
- Gym Bus, Pizza Party and other special programming for summer camp
- Birthday gifts for teachers

If you are interested in volunteering with the PPO, you may contact the PPO co-presidents. Additional information and contact info can be found in your enrollment packet.

Kosher Lunch Suggestions

Kosher foods are divided into three categories: meat, dairy and pareve. Meat and dairy products may not be cooked or eaten together. Pareve refers to “neutral” foods such as fruits, vegetables and fish, which may be eaten with either meat or dairy.

We are a kosher facility but recognize that not all our families keep kosher. As such, all lunches sent from home be either dairy or pareve, even if your family keeps kosher at home. Below are some suggestions that may be helpful when packing your child’s lunch each day:

<p><u>Sandwiches</u></p> <ul style="list-style-type: none"> 🍎 Bagel, pita or whole wheat bread with hummus and/or avocado 🍎 Sunflower seed or soy butter on a bagel, whole wheat bread or tortilla 🍎 Tuna or egg salad sandwich 🍎 Cheese quesadilla 🍎 Vegan “meat” substitute sandwich 	<p><u>Hot items (can be warmed up in class)</u></p> <ul style="list-style-type: none"> 🍎 Macaroni and cheese 🍎 Pasta with sauce and cheese 🍎 Vegetable or lentil soup / stew 🍎 Cheese or vegetable pizza 🍎 Veggie/bean chili 🍎 Vegan nuggets, patties or sausages 🍎 Falafel 🍎 Fish sticks 🍎 Rice/quinoa/other grain and beans
<p><u>Fruits and Veggies</u></p> <ul style="list-style-type: none"> 🍎 Cut up fruit with yogurt dip 🍎 Veggie sticks with hummus or guacamole 🍎 Fruit salad 🍎 Celery sticks with cream cheese or nut/sunflower seed butter 🍎 Raisins or other dried fruit 🍎 Cottage cheese and fruit 🍎 Edamame 🍎 Applesauce or other fruit/veggie pouches 	<p><u>Other ideas</u></p> <ul style="list-style-type: none"> 🍎 String cheese 🍎 Cheese and crackers 🍎 Dry cereal 🍎 Granola bar (peanut/tree nut free) 🍎 Pancakes or waffles 🍎 Yogurt 🍎 Hard boiled eggs 🍎 Cheese or veggie quiche 🍎 Pasta salad 🍎 Fish (Kosher fish must have fins and scales. Shellfish and bottom feeders like catfish are not kosher.)

When purchasing packaged foods, look for a hechsher (symbol of kosher certification). Here are common examples:



*Not acceptable for meat