

Congregation Kol Tikvah



Phylis J. Green
Early Childhood Center

PARENT HANDBOOK

Dear Parents,

Welcome to Phylis J. Green Early Childhood Center at Congregation Kol Tikvah. We are thrilled that you have become members of our Jewish learning community.

This Parent Handbook has been prepared to explain our policies and procedures. Please take the time to read it carefully as it will give you practical information about the school. Our school is dedicated to forming a bond between parents, staff and children. If you have questions or concerns, please talk to the teachers or to me.

We will work very hard to keep the lines of communication open. I recognize the valuable assets that parents bring to a child's educational success. I thank you in advance for your cooperation and continued support.

Sincerely,

Dr. Rose Weiss
Early Childhood Director

Eileen Rosenthal
Assistant Director

MISSION STATEMENT

Our mission is to provide our children with the fundamental skills and information, which will enable them to celebrate and take pride in their Jewish identity and heritage, and to transfer what they learn to their families, their homes, and their lives.

We recognize the individuality of each child. Our curriculum weaves together all areas of the child's development: spiritual, intellectual, emotional, social and physical, within a warm, nurturing play based environment.

We are committed to an ongoing learning process to connect the child's love of learning with Jewish traditions, values and rituals.

PHILOSOPHY

The Phylis J. Green Early Childhood Center at Congregation Kol Tikvah has a caring and positive atmosphere, where we build the foundation of a warm, meaningful Jewish identity for the child and the family. We guide children in the development of a positive self image and a love of learning.

The curriculum of the young child is introduced through materials and active involvement, which are both child-centered and teacher directed. All of the activities that are planned for the child emphasize the process not the product, fostering a sense of accomplishment and pride.

We are Jewish twenty-four hours a day and therefore do not teach Judaism as a separate subject. In our program, Jewish aspects are interwoven into our daily activities: children are exposed to Jewish values, at an age appropriate level. We teach our children the love of Judaism, which they will carry throughout their lives.

Our curriculum is based on the theory that children learn through play. Classroom routines contain active, meaningful experimentation, child involvement and reinforcement through repetition. We allow children to manipulate objects and explore on their own. Concepts and skills introduced are appropriate to the child's level. The day is scheduled with a balance between organized activities and free choice activities, as well as active and quiet times.

We treat each child as an individual, working from the level that the child has attained and moving one step at a time. We allow children to experience their own stages of development, and we make each child feel successful. Throughout our program teachers provide children with a strong academic foundation that will lead to future educational success. We believe that the whole child goes to school, not just the brain. We teach a love of learning.

HOURS OF OPERATION

The Early Childhood Center is open Mon. through Fri: 7:30AM. To 6:00PM.

SECURITY

The school has a security system to ensure the safety of the children within our care. During the hours that the children are in attendance no visitor is able to enter our school without being observed (directly or indirectly) and approved. A sign in/out log clipboard is located at the front window. Anyone who enters the building at any time, must come to the front window, and sign in. Our building is monitored by the staff in the front office and equipped with an intercom system for communicating with anyone who comes to the door. Visitors are not permitted to roam freely through the building or surrounding property. All employees are assigned an identification badge/swipe card. These cards are worn at all times. Every classroom contains a telephone that has the ability to call the front office, the Director, or the maintenance personnel. The Preschool Administration is outside the building supervising and participating at all arrivals and dismissal of children. A closed circuit TV (CCTV) has been installed in the building. This coverage permits surveillance of exterior exits, interior halls, classrooms, playground, and the west wing. The main observation monitor is located in the Early Childhood Center Director's office, with additional monitors in the Temple Administrator's Office. These televisions have the capability to either display an individual room or several rooms at the same time. The monitor can either cycle through all the cameras on a rotation or it can be stopped on one specific location. These cameras run 24 hours.

RULES FOR VEHICLES WHILE ON CAMPUS

Because the safety of our children is a paramount concern to us, we require that all parents adhere to the following rules while on campus:

- There is a 11 mile per hour speed limit at all times while on school property.
- Park in designated parking spaces only
- While on school grounds, pedestrians always have the right of way.
- Vehicle ignitions **MUST** be turned off, and the keys removed, while parked on school grounds.
- Children may **NOT** be left unattended in a vehicle at any time or for any reason.

Violations of these rules may result in a warning, if violations continue, school personnel are authorized to take a tag number for a report to the local police.

ARRIVAL

Children who enroll for morning care will be brought to the morning room where a teacher will greet them. Unless you have made arrangements for morning extended care, do not bring your child into the building before 9:00AM.

There is a car line for your convenience and we will be enforcing the traffic pattern that takes you around the north side of the building. Once you enter the campus via the north driveway, (second entrance), on University Drive and make the left, go around the back of the building past the playground and pull up in front of the school. Signs are installed that state, "No U-Turn" and "Full Stops". Additionally, once you make the turn past the sanctuary, you will be entering a "No Cell Phone Zone". No child will be put into a car or taken out of a car, if a parent is on the phone. This is for the safety of our children and the staff. Please follow these signs and the car loop rules, as it is imperative, if we are to keep our children and families safe. If you would like to come into the building, you must park your car in a designated parking spot around the sides or the back of the building.

Car line will begin at 8:55AM and end at 9:15AM. All parents will be issued a sign that must be displayed on the front dashboard of the car. Cars should enter the parking lot from University Drive and go around the back of the building, passing the playground, and proceed to the front of the building. Pull your car up to the front entrance of the school and remain in your car. **Put your car into park.** A staff member will open the door and assist your child's departure from the car into the school. You may not break out of the car line at any time. For additional safety **we are asking parents not to be on cell phones while dropping off children.** If you arrive at school after car line is finished for the day, you must park your car in the back of the building, in a designated spot, and walk your child into the school building.

To insure the safety of all the children we ask that everyone abide by the traffic procedures of the school. Please be patient as we are loading very precious cargo into and out of the cars. You are always welcome to walk your child to his/her classroom.

We would like to emphasize that children come to school on time at 9:00AM. It is desirable to start the day with the whole class and develop a routine. This ensures that your child gets the full benefit of the day's activities. It can be very upsetting for your child if he/she arrives late on a regular basis.

DISMISSAL

There will be two dismissal times when the car line will be in effect: 1:30PM and 3:00PM. If your child is enrolled in an enrichment class that ends at either 2:30 or 3:30, you must park your car in a designated spot and walk into the building. There is no car line dismissal except at 1:30 or 3:00.

If you choose to pick up your child before the pick up time, you must park your car in a designated parking spot and walk into the building. During regular car line times it is necessary to drive up to the front entrance of the school and **put your car into park.** For everyone's safety please **do not use a cell phone while**

picking up your child. A staff member will bring your child out to the car and hand the child over to the parent. A staff member **will not** buckle a child into the car seat; the parent must take this responsibility. You may not break out of the car line or drive around the car line even if you have to wait for the car in front of you to move. If you choose not to participate in the car line, you may park your car in a designated spot and walk into the building to meet your child. You may not park your car in the driveway in front of the school at anytime. After 1:30 PM or 3:00 PM all children must be picked up from the classrooms.

If someone other than the parent is picking up the child, the school must be notified in advance, either with a note or a phone call to the school office. Photo identification must be presented to a school staff member before any child will be released. **NO CHILD WILL BE RELEASED UNTIL WE HAVE THE PROPER IDENTIFICATION AND INSTRUCTIONS.** Please be cooperative as we want to ensure that all of our children are safe.

RAIN PROCEDURES

If it is raining at the time of arrival or dismissal, please drive around to the front of the Sanctuary and pull up under the overhang. Staff will be waiting to assist your child into or out of the building.

LATENESS POLICY

We must emphasize the importance of picking up your child on time. Children need to know that they will be picked up on time; that they are not forgotten or made to feel insecure about being left at school. We understand that emergencies do occur. Please contact the office if you are going to be late. A late fee of \$1.00 per minute will be charged beginning when the child is expected to leave for the day: 1:30PM or 3:00PM (1:40 or 3:10 PM is considered to be late). All measurements of time are to be calculated according to the time clock in the front office. This late fee will be added to your bill.

EMERGENCY SCHOOL CLOSING

In the event of weather emergency, (ex. hurricanes) the school will follow the Broward County recommendation concerning the closing of all schools. Should the need arise to close the school early, parents will be notified by phone and told to pick up their child as soon as possible. Please be sure that all emergency and contact numbers, and email addresses on the child's information card are up to date. We will determine when it is safe to re-open the school following the end of the weather emergency. Parents will be notified via email or phone calls with up to date information.

In the event that the school must close unexpectedly, the days missed due to the closure will not be made up with a change of calendar days or monetary credit given. Lunches and/or enrichment classes will be credited.

CLASS PLACEMENT

Class placement is at the sole discretion of the Director. Much time and thought by teachers, and the director goes into the placing of the children into classes. The school will not honor any requests for a particular teacher. If there is a particular child you prefer your child be placed with or separated from, please speak with the Director. We will take this information into consideration when placing your child, but for many reasons requests in regards to placing your child with or without a certain child cannot always be honored. We also only consider a request if it is received by both parents. Class lists are distributed to all families at the beginning of the school year.

LICENSING AND ACCREDITATION

The Florida Department of Children and Family Services license the school. Teachers are required to follow all the licensing requirements as set forth by this governing agency.

REGISTRATION

Enrollment in our program is granted without regard to a child's race, color, creed, religion, national origin, gender, or disability. Our program is open to children of all faiths and denominations. **TEMPLE MEMBERS ARE GIVEN THE COURTESY OF PRIORITY IN THE REGISTRATION PROCESS.** Registration is on a first-serve basis as completed forms, application fees and deposits are received at the school. All class sizes are limited. Minimums must be met for a class to be opened.

Classroom placement is determined at the Director's discretion. Registration includes completion of the registration forms and payment of a non-refundable application fee. If for any reason the application is withdrawn **AFTER ACCEPTANCE BY THE SCHOOL**, the application fee is forfeited, even if another child fills the vacant spot.

All children are required to have a complete up to date immunization record on file. This is per our licensing regulations. If you have chosen not to have your child immunized, you must get a waiver from the Department of Health. All health forms will be returned when your child leaves the school.

ADDRESSES AND TELPHONES NUMBERS

It is very important that all children's emergency contact information be up to date. If you make or change any of your telephone numbers, please notify the office immediately. Also, please inform us there is a change in the emergency telephone numbers of people to contact if you are not available.

TUITION

Tuition is to be paid on the first of each month. The first payment is due at registration with the remaining 9 payments beginning September through May of the following school year. This payment does not signify payment for "that month".

There are no refunds or credits due to illness or absence. Children who attend two or three days may not make up days if a school holiday falls on the day they come to school, or if they are sick on a day they come to school.

If you plan on withdrawing from the program, 30 days notification is required for any refund consideration. There are no refunds of registration and security fees. If it is determined by the Director that the school is an inappropriate placement for a particular child's needs, then that month's tuition will be refunded on a prorated basis. If the school feels that after a reasonable length of time, a child has not adjusted to school and should not attend, the tuition will be refunded on a prorated basis.

The school reserves the right to refuse admission to any child in the event tuition has not been paid. Parents enrolling more than one child in the preschool program (not including the Mommy & Me program), will receive a 5% discount for the second child. There is a 2% discount if tuition is paid in full by August 1.

There will be a \$25.00 late fee charged if payment is not made by the fifth (5th) of the month. Payment may be made by cash, check or credit card (MasterCard or Visa). Returned checks will require a \$25.00 return fee.

SCHOOL CALENDAR

The Early Childhood Center teaches and celebrates Shabbat and the following Jewish holidays: Rosh Hashanah, Yom Kippur, Sukkot, Simchat Torah, Chanukah, Tu'BiShvat, Purim, Passover and Shavuot. Secular holidays celebrated: Thanksgiving, Martin Luther King Day, President's Day, and Israeli Independence Day. We do not celebrate Christmas, Easter, Valentine's Day and Halloween in our school.

SHABBAT

One of the highlights of our program is our school-wide Taste of Shabbat celebration. Every Friday one boy and one girl in each of the classes will have the honor of being the "Aba" or the "Ima" for the day. Siblings, parents and special guests are invited to share in this day. With the help of the teacher and the parents, the two children will conduct a Shabbat service for the class. All the classes will meet in the Sanctuary to begin the Shabbat celebration. The children will be making their own kippah in the classrooms, decorating them with the colors and designs they want. These kippot should be worn for our Taste of Shabbat program. You may also choose to send one from home if your child has a special kippah he/she would like to bring. Every kippah will be labeled so that there will be no sharing.

Together everyone will participate in a joyful celebration of Shabbat with music and singing, followed by a story. The celebration will continue back in the classroom. Parents of the Aba or Ima will be charged \$5.00 to cover the cost of

challah, grape juice and cream cheese for the class. You can purchase a challah on Fridays for your child to bring home to the family to continue the celebration of Shabbat. We encourage all families (members of the temple or not) to join us at Congregation Kol Tikvah for Tot Shabbat services held on the first Friday of each month at 6:30PM. These are child-friendly services geared toward our little ones, which last about a half hour, after which the children get challah and donuts.

TZEDAKAH

Our tradition explains to us that by helping those less fortunate, we are actually working for social justice (the word Tzedakah actually comes from justice and not charity). Tzedakah is an important part of the Shabbat experience. Each child will create a Tzedakah container. This will be used each week to send a voluntary contribution (coins). A notice will be sent home giving further details about this program.

BIRTHDAY CELEBRATIONS

Children are welcome to celebrate their birthdays at school. The school is a nut sensitive school. As many of the baked goods purchased at local supermarkets have labels stating that the baked goods are processed on shared equipment, the ECC will not allow any parent to bring in food to celebrate their child's birthday with his/her class. The PTO has come up with an alternative. On the day your child celebrates his/her birthday in school, the PTO will provide your child with a block of ice cream along with sprinkles and other toppings. After your child has decorated the ice cream, the teacher will share the "cake" with the other children in the class. Additionally, a birthday hat, class birthday card, photo of your child celebrating his/her day and a book will be donated to the ECC school library in your child's name, honoring their birthday. Forms are available in the front office. All forms must be filled out in advance of the birthday celebration.

We encourage parents to invite all children in the class to any birthday celebrations that take place outside of school. Invitations and Thank you note should be mailed to the children's home and the school will provide a class list of addresses for this purpose. Please do not ask the teachers to put invitations or other notes into children's backpacks unless there is one for every child.

SCHOOL WIDE CELEBRATIONS

Throughout the school year, we have several special events. Some of these events will be held during school hours and some will take place in the evening. You will receive notification of the dates and times of each event in advance so you can plan to attend. Some of the planned events might include: Man In My Life; Lady I Love; Passover Seder, Pajama Party Book Fair; Chanukah Party; Teacher Appreciation; Purim, and Graduation. Dates will be announced as soon as the event has been scheduled. Various fundraising activities will be held

throughout the school year. Individual and class pictures will be taken once a year. You will be notified of the dates.

EARLY MORNING EXTENDED CARE

As an accommodation, we offer extended care from 7:30AM to 9:00AM. Extended care is available on a drop-off basis. There is a \$15.00 fee per day for morning care.

AFTER SCHOOL CLUBS

Our afternoon enrichment classes will allow the children to participate in various activities in a supervised, safe environment. These classes run from 1:45PM to 3:30PM each day. Creative planned activities include: Play Ball, Spanish, Ballet/Tap, Hip Hop, Music, Book Cook, and Science. Registration is required for any of these activities. The fee for each class will vary depending on the time, length of class and instructor. Classes may be cancelled due to insufficient enrollment.

NUTRITION

We will provide a mid-morning and/or mid-afternoon snack such as fresh fruit, applesauce, Goldfish, pretzels, vanilla wafers, cheese crackers or Cheerios. Children are required to bring a nutritious lunch. It will not be possible to refrigerate or heat any lunches. Please clearly label the lunch box with the child's name. It is important to send healthy food that your child likes. No soda, candy, or high sugar snacks are permitted. We request that you do not send food that can be a choking hazard for young children. This includes, but is not limited to: popcorn, hard candy; hot dogs, grapes or grape tomatoes, unless they have been sliced lengthwise so they are not longer a choking hazard. Uneaten lunches will be sent home unless we are otherwise advised. **Seafood, pork or ham, peanut or tree nut containing products are not permitted in school.**

A daily hot lunch program is offered. A menu is distributed each month. This menu must be filled out and returned with payment before the beginning of the month in order to receive lunch.

PEANUT POLICY

The school is a "peanut and tree nut aware" building. We have decided to do this because peanut and tree nut allergies can be fatal and are airborne. As a "peanut and tree aware school" we have a firm "**NO PEANUTS AND TREE NUTS ALLOWED**" rule that pertains to all food brought into the school. This includes all forms of nuts, peanut butter, peanut oils, and candy or good containing such. Soy butter is allowed, but if you do send it in your child's lunch, please mark it clearly that it is soy butter. If it is not marked we will assume it is nut butter and will give your child a substitute food.

For the safety of the child, parents are required to sign Medical Form #5, detailing any allergies, food or otherwise, from which their child suffers. In addition to this form, parents must provide a copy of any additional physician's orders and procedural guidelines relating to the treatment of the child.

PARENT INVOLVEMENT

Parent participation in school activities is always welcome and encouraged. We emphasize close contact and invite all parents to get involved in our school. All children and parents will be invited to meet their teacher on the Sunday afternoon before the first day of school. An evening Back to School Night will be held right after the beginning of the school term. This is for Parents Only. Once children have made the adjustment to school, there will be many events where the parents can participate in the child's class. If any special event takes place on a day your child is not scheduled to attend school, you and your child are always welcome to attend any of these events.

Our parent organization, PTO, will be working with the school staff in such areas as social action, school policy, public relations, fundraising, and Book Fairs. Please feel free to contact the Parent Committee Chairperson and get involved. There will be times when the school or your child's class will need some extra hands to help with a particular project. Contributing your time strengthens the family/school partnership and helps build a strong community. During the course of the year there will be several special programs and occasions when parents are invited as special guests. Parents will receive plenty of notice for these events. On these occasions, it is important that every child has a special person in attendance. If you are unable to be there yourself, please arrange to have another family member or friend as a surrogate for you.

Communication with parents will be done primarily through the computer. However, we will still be sending out some paper notices so we are requiring that each child have a 9X12 folder. The backpack needs to be in school with the folder everyday. Please check this folder daily for notices. Please also use this folder to send back notices for your child's teacher, including pick-up changes. It is necessary to provide the school with your current email address. You can contact the school at any time by phone 954-346-4281 or email at drrose3@aol.com or check our website at www.koltikvah.net.

It is especially important to inform the school, in writing, or via email, of any changes-either temporary or permanent- with your child or family schedule. It is important for the school to know if you will be out of town and who is responsible for the care of your child. Please notify us about any changes immediately.

Parent/Teacher conferences will be held twice during the school year to discuss the adjustment and growth of your child. Additional conferences can be scheduled with the teacher or Director as desired by either the parent or the teacher. Please feel free to call about any questions or concerns and the teacher

or the director will call back as soon as possible. Always remember that no question or concern is too small.

Our school has an open door policy but we ask parents not to drop by the class and discuss concerns or issues with the teacher in front of the children. Hallway conferences are inappropriate and will not be allowed. We encourage you to talk to us about anything of interest but confidentiality is essential. Please feel free to call the school and schedule an appointment or stop by the office.

PARENT CODE OF CONDUCT

Our school requires the parents of enrolled children to behave in a manner consistent with decency, courtesy, and respect. One of the goals of the temple is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the teachers, but it is the responsibility of each and every parent or adult who enters the building. Parents must be responsible for and in control of their behavior at all times.

TOYS FROM HOME

Due to the risk of damage, sharing issues, and loss, children are not permitted to bring in toys from home, unless specifically requested by the classroom teacher for use as part of the curriculum. Parents are responsible for enforcing this policy with their child.

DRESS CODE

Children come to school to be active and have fun. During the day the children will be using paint, clay, water, glue and they will get messy. We will always put on smocks but clothing will get dirty. Please do not send your child in party clothes or expensive outfits that might get ruined and inhibit your child's exploration of materials. Sneakers are the only safe footwear for the playground. Open toed shoes, clogs, crocs, sandals or party shoes are not safe for school, only rubber soled shoes are acceptable. Children will not be permitted to play on the playground without safe foot wear. Clothing should be easy for the child to get on and off to encourage independence in dressing and toileting. Belts are very difficult for little fingers to manage. You will need to send a complete change of clothing-LABELED in a plastic shoe box container. If clothing is not labeled, it might become lost. When dirty or wet clothes are sent home it is very important to send a replacement, the NEXT DAY.

Every child will be given one shirt that is to be worn on Friday during our Shabbat celebration. Parents are encouraged to purchase additional t-shirts to be worn daily.

RELEASE OF CHILDREN

We must have on file the names, addresses and telephone numbers of the individuals permitted to take your child from our school. If someone other than yourself or your spouse is going to be picking up your child, and we have not been introduced or notified, we **WILL NOT** release your child or permit your child to leave the premises. A driver's license will be used as a form of identification and if the names do not match exactly, we will not release the child. Please make the person picking up your child aware that we will be demanding proper identification before releasing your child. Please notify us whenever there will be a change of pickup for your child. Please inform your child who they will be going home with as this will avoid any embarrassment or inconvenience for the child and the adult.

CHILDREN WILL ONLY BE RELEASED TO INDIVIDUALS LISTED ON THE PICK UP LIST UNLESS WE RECEIVE WRITTEN AUTHORIZATION. NO EXCEPTIONS WILL BE MADE.

EMERGENCY CONTACTS

The school must have an emergency contact form for each child. This form is kept in the child's file in the front office. This form allows our school to seek emergency medical care for your child. In case of an emergency, **PARENTS** are always called **FIRST**. If a parent cannot be reached, the names indicated as emergency contacts on the *Written Instruction for Emergency Form* will be called. This form must be kept updated and current. If the school deems it is necessary we will call 911 and have the child transported to the nearest hospital for prompt medical attention.

HEALTH AND ILLNESS

All children in the school are required to have in their file the *Florida Department of Health Form DH 3040* and the *Florida Department of Health Form DH 680*. Both of these forms are available from your pediatrician. No child can begin school without these forms!

If your child is not feeling well, he/she does not belong in school. This protects the other children and the staff. For this reason any child appearing ill will not be admitted to school. If your child should become ill while in school, the child will be isolated in the front office under adult supervision. The parent will be called to pick up the child. Any child displaying the following symptoms will be sent home:

- Severe pain or discomfort
- Loose bowels (for any reason including food or medication)
- Vomiting
- Fever of 100 or above
- Sore throat or persistent coughing
- Red eyes with or without discharge
- Yellow eyes or jaundiced skin

- Change in temperament (a normally active child becomes lethargic)
- Uncontrolled cold symptoms (runny nose with yellow/green discharge)
- Head lice

Children who exhibit any of the above listed symptoms should be kept home or will be sent home from school. Keep in mind the 24 rule: **A CHILD WILL NOT BE READMITTED TO SCHOOL FOR 24 HOURS AFTER BEING SENT HOME FROM SCHOOL ILL.**

Please notify the school immediately in writing or by phone if your child develops a contagious illness or head lice. We will then notify the other families (without using any names) so proper precautions can be taken. Please remember that if your child needs an antibiotic, they should not come back to school until 24 hours after starting the medication. If your child has head lice, he/she may not return to school until treatment has been administered and it is determined that there are no nits remaining.

If your child is going to be absent from school for an illness or vacation, please call and notify the school.

ACCIDENTS

All accidents that occur in school will be documented on the *Accidents Form*. These forms must be signed by the parent at the time of departure from school. The original signed form will be kept on file and a copy will be given to the parent. Accidents that result in a bruise on the face, or seem more serious will be reported to the parent immediately. Any accident judged to be more major in severity will have the parent called for medical attention or 911 if deemed necessary.

MEDICATION

The school does not administer any medication to children at any time. If it is necessary for your child to have medication during the day, the parent may come to the school and give it. If your child needs emergency medicine kept at school to avoid life threatening situations, a medication release form must be obtained from the office and filled out by the child's physician, indicating the exact dosage and information for administration of the medication. The parents must also provide a signed communication regarding the situation and releasing the school from any liability. See the Director for these forms.

TOILET TRAINING

We accept children in the program who are still in diapers.

Diapers will be changed as needed using the diaper changing table in the classroom. Gloves are worn by the staff at all times. Please send in a box of baby wipes and a package of diapers clearly labeled with your child's name on the first day of school. You will be asked by the teacher to send in more as the

need arises. The teachers will work with the parents' efforts at toilet training. We need you to communicate your child's toileting needs, including the language used with the child, to the teaching staff so the entire process can be less stressful and calm. If a child is in the midst of mastering toilet training and has 2 or more accidents per day while at school, we will put your child in a pull up for health and hygiene reasons.

Children who use the bathroom are responsible for their own cleanliness. Our staff will assist the children in becoming independent in their use of the bathroom. We suggest you dress your child in clothing that they can manage pulling up and down by themselves. The children are required to wipe themselves and wash their hands after toileting. Supervision includes watching and responding to each child's needs. Helping the child to develop good self-help skills as they work towards independence is the desired outcome. Teaching the child to clean up after using the bathroom is much better for the child and teachers will both guide and support the child's efforts in these matters.

DISCIPLINE

All schools that care for children must ensure that age-appropriate, constructive disciplinary practices are used with the children in their care. Our policies state that we will not subject children to discipline which is severe, humiliating or frightening. Discipline will not be associated with food or rest or toileting. Spanking and any other forms of physical punishment is prohibited. Our approach to discipline is to increase the child's self-esteem. Children are never put into "time-out" as children may feel humiliated by the experience. Our center employs the use of "redirection." This method allows the child to feel valued as children are given explanations of why some behaviors are unacceptable and given alternative acceptable activities. Negative behavior is ignored while positive behaviors are given attention through praise. Respect for our peers, property and the rights of others are stressed at all times. Children are able to feel safe and enjoy school to the fullest when they are aware that we do not hurt anyone physically, or emotionally.

The ECC does not screen children entering our programs. A child is allowed to attend our school, as long as they can function within the structure and ratio of our classes. If on a regular basis, a child requires the individual attention of one of our staff members to function in his or her class, the teacher, the Director and parents will meet to discuss the situation. If it is determined that the child requires a teacher to shadow them, for them to be able to remain at the school, any expense required for additional staff, will be paid by the parents of the child. It is up to the sole discretion of the Director of the school whether or not a child can attend the ECC.

Behavior modification techniques that are used at the school involve discussing with the child what is happening and attempting to find the reason for the behavior. The teacher will attempt to change the child's activity, removing

him/her from the situation and redirecting the child to more appropriate behavior. If this does not result in a positive change, the teacher will call the Director to intervene in the classroom. The Director will make a decision if the parents need to be called. A meeting will be called with the parents to discuss possible reasons for this behavior and how we can BOTH achieve positive behavior.

When any child is involved in hurting another child by hitting, biting, or if any other type of aggressive behavior is displayed, both parents will be contacted about the incident. To maintain privacy, and for confidential reasons, the names of the children involved will not be given out. If a child's behavior problem poses a risk to the safety of the other children in the class, at the Director's discretion, the child may be asked to leave the school.



Please sign and return this form to the school.

I have read the Phylis J. Green Early Childhood Center parent handbook, located on the website at www.koltikvah.net. And I understand the policies and procedures.

Parent Signature

DATE