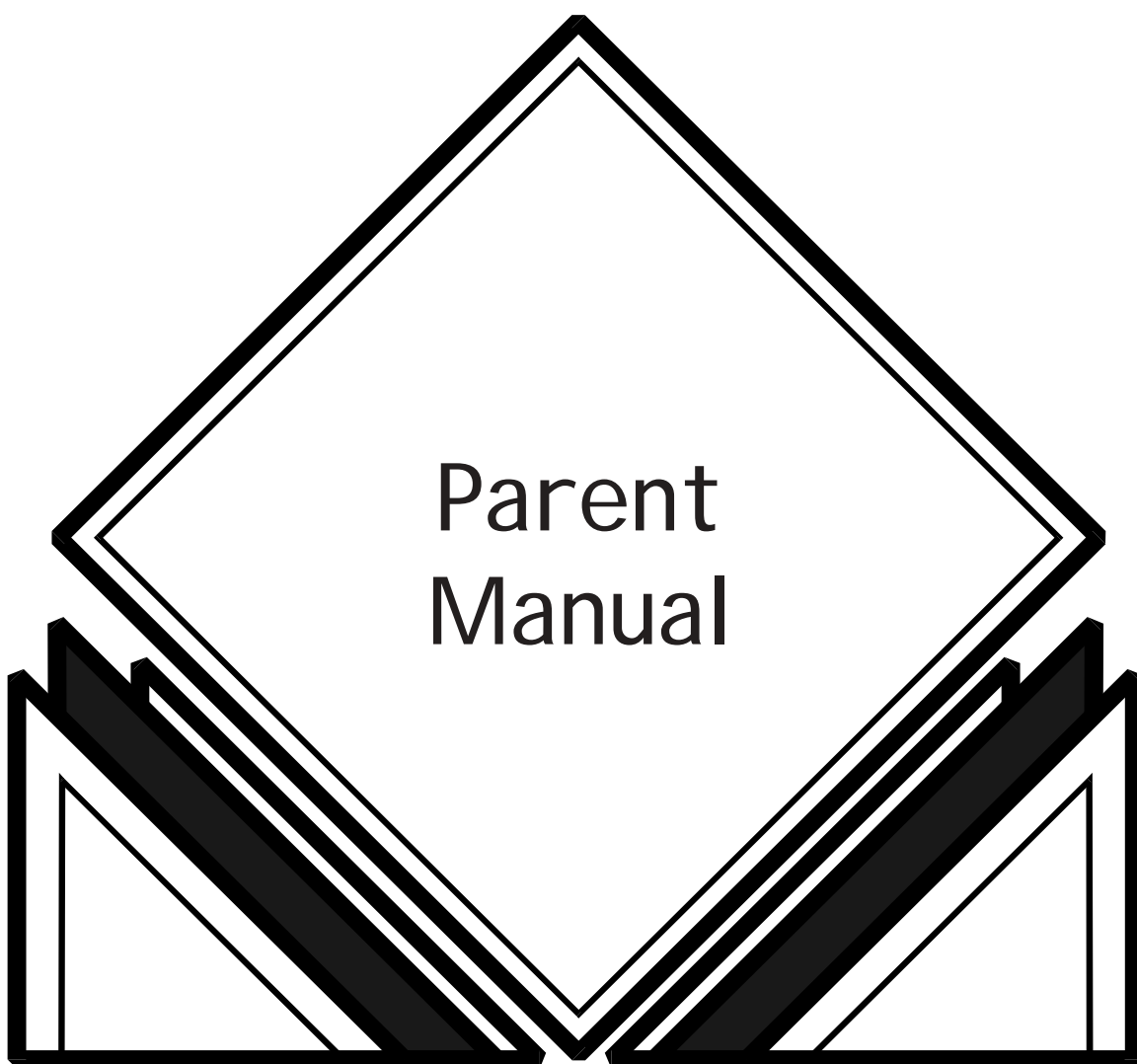


Jewish Community Center  
of Greater Orlando

Richard S. Adler  
Early Childhood Learning Center



## Our Philosophy

We at the Richard S. Adler Early Childhood Learning Center at the Jewish Community Center believe that each child needs a program that fosters individuality, while enhancing social-emotional, creative, physical, academic and cultural development. The foundation that we help each child to develop is made up of confidence, love, sense of self-worth and pride. The environment we provide is warm and loving, enriching, developmentally appropriate and inclusive. We strive to provide a program where children are learning every minute of the day and the end result will be a child who meets the world head on saying, "I can do it."

The goals of our Early Childhood Learning Center are to:

1. Provide for the health and safety of the children.
2. Provide opportunities for social development. Recognize the child's need to get along with other children and adults, provide materials which encourage group activity and help children to develop techniques which allow him/her to be an accepted member of a group.
3. Be challenging without being overstimulating, permitting the child to go at his/her own pace and according to his/her own ability.
4. Provide opportunities for emotional growth, help the child gain independence. To help children express their feelings in acceptable ways.
5. Maintain an unhurried atmosphere where a child learns to do by doing and where the value lies in "the joy of," rather than in the finished product.
6. Provide plenty of time and materials for free spontaneous play, for creating with a variety of materials and for investigating and experimenting.
7. Meet the nutritional needs of the child while he/she is in school and help him/her develop good health habits.
8. Maintain a calm, attractive, stimulating and motivating physical environment.
9. Provide for group and individual activities according to the needs, interests and potential of the children while recognizing the children who may have special needs and interests.
10. Provide opportunities for parents to be involved in the child's school experiences.
11. Provide experiences for families to enrich and enhance Jewish values, traditions and culture.
12. To strengthen and support the family.

## Parents as Partners

Our school believes that two-way communication between parents and the program is essential. Parents know their children best and are the principal influence in their children's lives. It is important that staff and parents build mutual trust and respect; and that parents feel supported and welcomed, as contributors to the program.

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### **Anti-Violence Policy**

In an effort to cut down on violent or aggressive play, toys, clothing and paraphernalia that instigate aggressive play may not be sent or worn to school. These items include, but are not limited to: toy weapons and war figures. Please use your best judgment when dressing children and purchasing lunchboxes and backpacks. Superheroes may cause aggressive play. We appreciate your cooperation.

### **Inclusion Policy**

The JCC staff believes that preschool should be a place where all children can have the opportunity to be successful. It is a time for children to learn new and exciting things, to make friendships, to try out their wings and to learn to be a part of a group, while retaining their unique individuality. In believing that every child has his or her own "special needs" it has always been the policy of the JCC to be a school that includes all children.

The ECLC offers a fully equipped therapy room that is available to all therapists and children. There is a minimal charge for the use of the room, and therapists are billed directly for the use of the room. This space offers children a safe and familiar environment; and convenience for parents that find transporting children to various therapies challenging.

When a child is having difficulty in the classroom we will try to work together with parents, teachers, and school administrators to determine what is preventing the child from having an optimum experience. Then together, we will try to come up with an individual action plan to meet the child's needs. Sometimes this will include asking the parents to set up an assessment of the child in such areas as speech and language development; a psychological assessment; or something as simple as a hearing test.

Occasionally it is determined that a child needs to be withdrawn from the Richard S. Adler Early Childhood Learning Center. This is only recommended after very careful observation of the child and ongoing meetings with the parents. One or more of the following conditions must be present to suggest exclusion: the child's behavior is harmful to himself or the other children in the program; we are unable to meet the individual needs of the child; the child's behavior is disruptive to the point of preventing the other children from learning. This is done only after all reasonable options have been attempted. This decision is made with input from the classroom teachers, the parents, the school guidance counselor and the school administration. We will also attempt to assist parents in finding more suitable learning arrangements for their child.

## Behavior Problems

It is the school's policy to use redirection, modeling and positive reinforcement whenever possible in eliciting proper behavior. It is our belief that one of the most important things that children learn in preschool is how to get their needs met in socially acceptable ways. Therefore a child needs patient, loving adults to model the appropriate negotiation and problem solving skills for them to become successful and nonviolent members of a group. Corporal punishment, yelling and other humiliating tactics are never permitted. Parents will be notified of any problems, in order that we may work together to help our students. Behavior that is either dangerous or disruptive to the teaching atmosphere cannot be permitted. The school does reserve the right to require parents to pick up any child who is especially unruly.

## Biting and Young Children

In children under three years of age, biting is often an expected response. Young children bite others for various reasons. They do not have a good enough command of language to get their needs met and unfortunately, biting often accomplishes their goal. Biting will get another child's arm out of their face, will get a buddy to drop a dearly desired toy, or will let another know the depth of their anger. Children often bite because their territory has been invaded and they see this as a threat. Biting a child who is in close proximity will get the offending child to quickly move away. Young children learn through their senses, which includes their sense of taste. Often children will bite to learn more about their world and the people in it. Teething children also will bite frequently to soothe their gums.

Biting is quick and is rarely premeditated. It happens in the blink of an eye. Biting is also considered to be contagious. When a child is bitten, that child will often imitate the behavior and bite another child. In children under three years of age, biting is considered to be developmentally typical behavior. After three, it is considered a discipline problem and is handled in a different manner. However old the child is, biting is a very upsetting incident for the biter, the victim and the families of both children. While we know the causes of biting and that it is normal in young children, we do take the situation very seriously.

When a young child bites another, we first apply large doses of TLC, ice and antiseptic to the injured child. We also give the victim the words to use should this type of incident occur again. We tell the child to say, "ouch, don't bite!" in a loud voice. Next we take the biter aside, (who is also probably quite frightened by now) and get down to his or her eye level and tell the child in a stern voice that biting hurts and that he or she may not hurt his or her friends. We try to determine whether the bite was out of frustration, territorial, inquisi-

tive or provoked. Then we try to give the child the words to use in a future situation. "I know that Billy was too close to you and it bothered you; next time say 'please move.'" It is the policy of the school to notify the parents of the biter, as well as the parents of the child who has been bitten. We will not give out the name of the child who has bitten. We further ask parents not to come into the classroom and scold the child who has bitten their youngster. We will handle all discipline problems that occur during school hours.

When a child has bitten several times, the teacher will begin to "shadow" that child. This means that the child will be close to one of the teachers at all times until we believe that the biting phase has passed. During shadowing, the teacher will catch the child in attempts to bite and will try to talk the child through the correct way to handle the situation. If shadowing doesn't work and we believe that the behavior is either dangerous to the other children in the class or is taking away from the quality of the program, we will ask the family to withdraw the child for a determined length of time. The faculty and the administration will determine whether or not a child needs to be withdrawn based on several considerations including: severity of bites; frequency of occurrence; reason and extenuating circumstances. Each case will be handled individually. The parents will be notified and consulted from the beginning. We have excellent staff to student ratios. Our staff is trained in how to deal with biting, as well as other challenging behaviors. The good news is that it is rare that a child bites another after the age of three. With correct, immediate, compassionate handling biting is just another childhood stage that we will get through.

### **Birthday Parties**

If a child's birthday falls within a school year, advance arrangements may be made to plan a birthday snack at school. The usual refreshments parents may provide include cupcakes, cookies or ice cream. Please refer to our food policy on pages 13-14. We regret that we are unable to allow balloons, pizza, party favors, entertainers, etc. We are able to serve a snack, not run a party.

Be sensitive to Shabbat (the sabbath) when planning birthday parties. Many of your child's classmates attend synagogue on Shabbat and would appreciate birthday parties offered on Sundays, or late afternoon Saturday.

If you plan to have a home birthday party for your child, please do not ask the teacher to distribute invitations unless you have invited all the children in your child's class. Please send those out in the mail. We do not want any child to feel excluded.

It is a special treat to sponsor a Kabbalat Shabbat in honor of your child's birthday. The cost is \$20 and the donation is used to purchase Judaic books,

puppets and toys for the school.

### **Holiday Parties**

Holiday parties are always fun for the children and are arranged by our room parents. If a holiday party is planned, a simple snack as listed under birthday parties, and our food policy on pages 13-14, may be provided. Children should not be exchanging gifts. However, gifts may be brought in for a tzedakah project. Goody bags are not appropriate, although at Chanukah, gelt and dreidels can be included as part of the celebration.

Please note that we do not have classroom celebrations for Halloween, Christmas, Valentine's Day, St. Patrick's Day or Easter.

### **Clothing For Preschool**

Each child should wear simple, comfortable play clothes which can be managed independently while using the bathroom. Clothes with elastic waists are ideal. Do not dress your child in clothing he has to keep especially clean. We encourage the child's use of materials and we would not like clothing to inhibit a child's freedom to investigate and explore. While we will make every reasonable effort to provide smocks, the school will not be responsible for clothing that might get torn or damaged during art or play activities. Also remember that open toed shoes are dangerous for our active play periods. Please avoid sending your child in clothing with superhero logos.

### **Statement of Confidentiality**

Children's records will be confidential. Access to records will be limited to director, team supervisor and/or teachers in order to plan appropriately for each child's needs. Classroom anecdotal records, conference forms and notes regarding parent conversations will be kept by the lead teacher in a locked cabinet in the classroom.

Individual records will be kept in a locked cabinet either in the classroom, or administrative offices. Parents will have access to all records and information will not be shared outside of facility without written permission from the parent or guardian.

Children's records will be used to screen and assess growth and development. This information will be used for referrals to area specialists and individualized plans for children, and parent/teacher conferences.

## Conferences and Communication

The school will provide an opportunity for parents to learn about their child's progress and needs through individual progress reports sent home in the early fall and winter. Conferences will be held twice a year during the late fall and early spring. Should a question or problem occur, we are always available to meet with you.

Administration will send home a monthly newsletter, *Preschool Patter* with information about the ECLC. Your lead teacher will send out a weekly newsletter to inform you of what is happening in your child's class. Lesson plans, schedules, and important fliers will be posted on the classroom bulletin board.

## Administrative Communication

School news, program fliers and updates will be sent via email. Registration for many programs, manuals, photos and all types of information is available on our website at: [www.orlandojcc.org](http://www.orlandojcc.org). It is important that we have everyone's email address, so that we may communicate school events on a regular and timely manner.

## Cubby Notes

If you wish to send a note, invitation, etc. home to the parents of the children in the class please remember that it directly reflects on the school.

Therefore, please keep the following in mind.

\*Anything going into a child's backpack or into the cubbies must be approved in advance by the administration.

\*We would prefer that birthday invitations be sent out through the mail. We will gladly provide a class address list.

\*Remember that Valentine's Day is not celebrated at the JCC and that we can not pass out cards or candy in class.

The purpose of the children's cubbies is to keep parents up to date on school happenings and business. Thank you for your cooperation.

## Curriculum

The JCC's ECLC strives to give each child a balanced early childhood education. Our curriculum is developmentally based and designed to meet one or more of the child's four areas of development: social and emotional; cognitive; physical and cultural. Our weekly program includes: language arts, math readiness, perceptual activities, music, outdoor play, art, storytelling, critical thinking skills and comprehension, manipulative toys, learning centers, dramatization, dance, science, cooking, and Kabbalat Shabbat. Children visit with our physical

education, music, and Judaica specialists weekly. An introduction to computers is offered in our 4s and pre-k classes. Our pre-k program also offers an introduction to Spanish.

Our school is proud to incorporate the “**Joys of Judaica**” curriculum into our program. This fully integrated course of studies includes: Bible studies; holiday celebrations, mitzvot, Hebrew language and Israel projects. The children will develop a strong sense of identity and a pride in being Jewish. Through art, cooking, dance, stories, video and special events the children will learn about the “**Joys of Judaica**” in a totally hands-on developmentally appropriate manner. Our Judaic curriculum is rich in values that serve all faiths.

### **Centralized Registration**

In an effort to streamline the JCC’s registration process, we have a central registration system. It is located in the main lobby; and will be the point of contact for all program registration fees and programs that require an RSVP. Individual departments will no longer be accepting forms or fees for programs or classes offered in the various departments. However, on-line registration will also be available for your convenience.

### **Diversity Statement**

The Center does not discriminate in the enrollment of children or selection of staff or volunteers upon the basis of race, cultural values or beliefs, age, gender, national origin, mental or physical disability, or status as a veteran.

We acknowledge a primary responsibility to bring about a collaboration between the home and school in ways that enhance the child’s development. We have committed ourselves to recognizing that children are best understood in the context of family, culture, and society, and respect the dignity of each family and its culture, language, customs and beliefs.

Decisions that have a major impact on children, such as enrollment or placement, are never made on the basis of a single developmental assessment or screening device but are based on multiple sources of relevant information, particularly observations by teachers and parents. To identify children who have special learning or developmental needs and to plan appropriate curriculum and teaching for them, developmental assessments and observations are used.

### **Fees and Center Membership**

Family membership in the JCC is required of all preschool registrants. Dues must be current prior to admittance into the Preschool program. Every family

must select one of the pre-approved payment plans for their tuition (payment in full for the school year, or electronic funds transfer). Families must be up to date with payments for children to remain in school.

The part-time school program begins at 9:00 AM. Please do not drop children off earlier since this takes away from teacher planning time. Pickup is at noon or 2:00 P.M. A fee for part-time children will be charged for latecomers who arrive more than 5 minutes past, at the charge of \$1/minute. As a courtesy, with a phone call to our office, when a parent is running late, children will be put in our extended care program and charged \$10/hour. Teachers are paid for the hours they work. Late fees offset these additional costs.

The full day program opens at 7:00 AM and closes promptly at 6:00 P.M. After 6:05 P.M. the late fee is \$1/minute. Many staff have evening commitments including classes or family plans and it is not considerate to be late on a regular basis. After the second time that a parent is late, these fees double.

A payment plan through EFT (Electronic Funds Transfer) is required for tuition. Payment in full for the entire school year may be made by credit card. Once again we are always available to help our families with setting up financial assistance or payment plans.

Credit card information is required to be kept on file. It will be used when an account is in arrears or when an account is not paid by the 5<sup>th</sup> of each month. On the next business day after the 5<sup>th</sup> of each month, a \$20 late charge plus tuition will be charged to the credit card on file. A notification of the charge will be e-mailed to you.

### Grievance Procedure

Customer service is very important to the staff at the JCC. Your family is the reason we come to work every day. If you are having any kind of problem, a question or need our help don't hesitate to call the ECLC office at (407) 645-0923 and ask for any of the following administrators:

- |   |          |
|---|----------|
| *Billing and Account Information - Maureen McArdle        | Ext. 266 |
| *Infant/Babies/Toddlers Team Supervisor - Anne Krudo      | Ext. 275 |
| *Twos Team Supervisor - Anne Krudo                        | Ext. 275 |
| *Threes/Fours and Pre-k Team Supervisor - Marcy Rosenbaum | Ext. 268 |
| *Shayna's Village Director - Karen Duncan                 | Ext. 271 |
| *ECLC Director, Maitland Campus - Carol McNally           | Ext. 265 |
| *Program & Professional Development - Jodi Alter          | Ext. 270 |

If you have spoken with your classroom teacher and do not feel fully satisfied with the solution, the next step would be to contact your team supervisor. If you still are dissatisfied you may make an appointment with Carol McNally. If you wish to bring your point further you may contact either the ECLC board

chairperson or the JCC Executive Director, David Wayne at ext. 242. With a cool head and mutual respect it is our belief that all issues can be resolved in a “win-win” manner.

### Health Policies

Children must have a health form and shot record on file prior to beginning school. A child should not be sent to school if he or she is not feeling well. ***Please notify us if your child has been exposed to a contagious disease.*** We will keep your name confidential, but it is very important that we let parents know what signs and symptoms to watch for. ***Occasionally there is an illness that is dangerous to pregnant women and we can only be helpful if we are notified.*** Parents will be notified by email if the health issue warrants a school health advisory. If the health concern is specific to a classroom, either a letter or bulletin board posting will be used to notify parents.

Children may not attend school with any of the following symptoms:

- Chicken Pox—Excluded until all lesions are dry and scaly.
- Conjunctivitis—Excluded the entire next day. Treatment must have been in progress for 24 hours before child may return.
- Croup—Excluded the entire next day. Treatment must have been in progress at least 24 hours before child may return.
- Diarrhea (2 or more loose watery stools in 8 hours)—Excluded the entire next day. Must be free of symptoms at least 24 hours before child may return.
- Fever (101° rectal, 100° oral, or 99° axillary)—Excluded the entire next day. Child must have been fever free for at least 24 hours before returning. Child may return the next day with doctor’s written statement of diagnosis of ear infection, sinusitis, or mycoplasma, if fever free.
- Fifth’s Disease—Pregnant women should consult with their physicians about their immune status and risks of infection.
- Head Lice, Scabies—Child may return to ECLC after treated, but must bring a note from the doctor or health department certifying she/he may safely return.
- Mumps—Excluded until 24 hours after symptoms are gone.
- Measles—Excluded until 24 hours after symptoms are gone.
- Strep Throat—Excluded the entire next day. Treatment must have been in progress at least 24 hours before child may return.
- Vomiting—Excluded the entire next day. Child may return no sooner than 24 hours after last episode.
- Severe cold with sneezing and excessive nose drainage.
- Rashes that have not been diagnosed by a physician.
- Bronchitis, which can begin with hoarseness, cough, and a slight elevation in temperature. The cough may be dry and painful, and then becomes loose.
- Any of the usual childhood contagious diseases. Some of these are: measles, mumps, rubella (German Measles), chicken pox, roseola and Fifth Disease.

- Herpes infection (fever blisters) blisters in the mouth or on the lips, often at the site of broken skin. Infections are usually mild, but can become very painful and make eating difficult for the child.

IT IS THE ECLC BOARD'S WISHES THAT WE STRICTLY ENFORCE THESE POLICIES.

Minor bruises, scratches and scrapes are treated as such. Should something occur which we feel requires the attention of a physician, you will be notified immediately.

If child develops any of the conditions requiring exclusion while at the ECLC, parents will be personally notified and will have to pick up child within one hour. A sick child will rest comfortably in the Director's office under close supervision. Parents will be given written notification of illness and school restrictions.

Parent may be called, but will not be required to pick up child if she/he is unusually listless, pale, irritable, or has a low grade fever.

#### Prescription Medication

For prescription medication to be dispensed by the school it must be in the original prescription bottle. The name of the doctor, child and directions must be written on the label. To administer over the counter medicine to children under the age of 2 we must have a written note or fax from your doctor. Parents must come into the office to fill out a medication authorization card stating the time and amount of dosage and the name of the medication to be given to the child. Medication to relieve pain or reduce fever will not be administered, except in rare circumstances, since children with fever or in pain should not be in class. It is against the law to send any medication in child's lunch bag or box (since it could get into the hands of the wrong child). All prescriptions must be brought to the ECLC office.

In the event of a contagious illness, please notify the school office. Pregnant women should be aware that their children may be exposed to chicken pox, C.M.V., Fifth's Disease and other childhood illnesses. Please seek the advice of your obstetrician.

During certain periods of time, the school might require children with diarrhea to be tested for giardia. Children diagnosed with giardia will need 3 negative stool samples to return to class.

## Issues of Custody

Family conflicts can have a substantial impact on the children involved and school personnel. We cannot allow personal family disputes to adversely effect the children or the operation of the school. We will strive to remain impartial in all family disputes. We will not voluntarily meet with, or assist, a parent's representative involving a dispute between parents. This includes giving out lists of who picked up the child at school or attendance information without a court order. We cannot allow the school to become involved in the highly charged emotional situations that occur in custody arguments. We require that parents agree that either one, both or neither will be permitted to pick up the child. In addition, parents must agree on who will be listed on the child's pick up card. If the parents cannot agree, we have no choice but to require that the child be removed from the school. We will honor all court orders.

The school cannot be the messenger between parents. Please do not send messages or supplies (other than those needed by the child) to the school to go from one home to another. Please take the time to do this yourself. One copy of newsletters, notes, memos, etc. will be placed in the child's cubby. If you wish to have duplicate sets made up, please notify the teacher and specify where it is to be sent. The same applies for phone calls. One parent will be notified of upcoming events, conferences, injuries, etc. If both parents wish to be called, let us know.

As a social service agency, we take very seriously, our responsibility to help families in crisis. We want to help our children and their families. We believe that we do this best by remaining impartial, and by following the policies, which allow us to serve all of our children.

## Food Policies

**General:** Food that comes from home for sharing among the children, must be either whole fruits or commercially prepared packaged food that is kosher in factory sealed containers.

### Kosher Food Policy

- Do not mix meat and dairy
- Under no circumstances is anyone to bring pork or shellfish foods to any program.
- Note dairy ingredients in certain products such as Cheese Doodles, Nachos, etc.
- At lunch children may not share foods.
- Be sure to observe all "Kosher for Passover" recommendations

- Food provided by the J on campus shall be kosher, dairy, vegetarian, or fish.
- A nondairy (pareve) snack will be provided two days a week; on Tuesday and Thursday for those children who observe the six hour law, which requires a nondairy snack within six hours after consumption of meat.
- For all products brought in for class consumption (birthday parties and holiday celebrations) must be from a kosher source; and may include whole fruits or commercially prepared packaged foods in factory-sealed containers.
- Some foods that **DO NOT** require kashrut (kosher) certification are:
  - all fresh fruits
  - pure fruit juices (with the exception of grape juice)

### Kosher Products

- |                           |                              |
|---------------------------|------------------------------|
| • Pepperidge Farm Cookies | • Hershey's Products         |
| • M & M's                 | • Drake's Cakes              |
| • Stella D'Oro Cookies    | • Kedem Grape Juice          |
| • Entenmann's Baked Goods | • Krispy Kreme               |
| • Express Snacks          | • Any Del Monte Dried Fruits |
| • Dutch Mill Baked Goods  | • Klein's Natural            |

### Kosher Suppliers and Bakeries

- |                |                       |
|----------------|-----------------------|
| • Bagel King   | • Publix Supermarkets |
| • Kosher Kats  | • Costco              |
| • Krispy Kreme | • Sprinkles           |
| • B & K Bakery |                       |

### Kosher Symbols (Hechsherim)

The common symbols (hechsherim) in use in the United States today are listed below. If there is any question about the reliability of the supervision, a local congregational rabbi should be consulted.



Union of Orthodox Jewish Congregations of America  
11 Broadway,  
NY, NY 10004 212.613.8241



Kof-K Kosher Supervision  
201 The Plaza  
Teaneck, NJ 07666 201.837.0500



The Organized Kashruth Laboratories  
391 Troy Ave.  
Brooklyn, NY 11213 718.756.7500



The Diamond K  
100 Woodcliff Road  
Brookline, MA 02467 617.469.5000



Florida K and Florida Kashruth Services  
642 Green Meadow Ave.  
Maitland, FL 32751 407.644.2500



Star-K Kosher Cert. (Chalav Yisrael) & Star-D Cert. (Non-Chalav Yisrael)  
122 Slade Ave. #300  
Baltimore, MD 21208 410.484.4110

### Infants and Babies

Parents are required to bring in daily bottles prepared at home. Number of bottles and quantity should suffice baby's nutritional daily needs, should be clearly labeled, and teachers informed of name and type of formula. Prepared bottles containing formula may be stored in refrigerator for up to 48 hours. Bottles may not contain solid foods, i.e. cereal, fruit, etc. mixed with formula or milk, unless advised in writing by healthcare provider. Human milk may be refrigerated for up to 24 hours thawed. Frozen human milk should be clearly labeled with name and date and may be stored for up to 2 months. Since bottles may not be refilled at school, parents should provide teachers with a clean, sterilized empty bottle and spare formula to keep for use if needed.

Staff will not offer solid foods and fruit juices to infants younger than six months without healthcare provider's note.

Infants will be placed in cribs on their backs. Infants will be allowed to sleep on tummy when they are able to roll over by themselves, and choose to stay in that position. Parents wishing to have their infant placed on their stomachs must provide written recommendation from their healthcare provider.

Medications, including both prescription and nonprescription, including routine medications may be administered only when supported by physician's note and kept in original container. In addition, medication card must also be completed, signed by parent and updated every 2 weeks.

### Nut-Free Environment

After much deliberation, research, conversations with area schools and Jew-

ish Community Centers around the country, the ECLC Director and Advisory Board has decided to become a **nut-free** school. Each year we struggle with several classrooms that have children with life threatening allergies to peanuts and/or tree nuts. Many of these children spend the day in more than one classroom and run the risk of contact with nut residue.

In order to maintain the health safety and welfare of all children, our school will be nut free. I realize that this requires extra thought in the planning of daily lunches, but know that without hesitation you will recognize the importance of keeping all children safe. Our staff will be there to help you with any challenges or new lunch ideas. We appreciate your understanding and cooperation.

### Lunches and Snack at School

Children who are registered for classes that extend beyond 12:00 PM are expected to bring their lunch to school. Parents are required to send lunches in a lunch box with a thermos for milk or a juice box; and a cold pack must be included for food safety. Be sure to label lunchbox, all parts of the thermos, any silverware and containers that you send.

We do offer parents the opportunity to purchase lunches that are catered into the school several times a week. Forms for lunch sign up come home several times a year. Since we order exact amounts, lunches must be ordered in advance. Lunch is a pleasant, social, learning time for the children. They are encouraged to taste everything, finish what they can, and share pleasant conversation with their friends and teachers. Children are not forced to eat at any time. Leftover foods, that will spoil, are thrown out. Unopened packages will be sent home. Parents will be notified by the teacher if there is a change in their child's appetite or if there is a particular food that their child is choosing not to eat. If you have special feeding needs for your child, speak to your child's teacher.

Remember to observe the kosher policy of the JCC. A nutritious snack and beverage will be served to the children mid-morning and mid-afternoon. Children are encouraged to at least taste everything. Alternate choices are not offered. A snack menu will be sent home monthly. If your child has specific food allergies or special needs, parents are encouraged to speak with either the teacher or an administrator and arrangements can be made to store whatever snack you need to send in.

### National Accreditation

You have chosen an early childhood program for your child that holds a national accreditation with NAC, **The National Association of Child Care Pro-**

**professionals (NAC). This accreditation is a national, voluntary, professionally sponsored accreditation for all types of schools and child care centers.**

Early childhood programs that hold a national accreditation voluntarily undergo a comprehensive process of internal self-study, invited external professional review to verify compliance with the criteria for high quality early childhood programs, and have been found to be in compliance with the criteria.

This accreditation means lower staff to student ratios, more qualified teachers, less staff turnover, excellent parent-staff communication and a stimulating, developmentally based curriculum.

### **Parents as Partners**

Our school believes that two-way communication between parents and the program is essential. Parents know their children best, and are the principal influence in their children's lives. It is important that staff and parents build mutual trust and respect; and that parents feel supported and welcomed, as contributors to the program.

### **Parent Committee**

Our Preschool proudly boasts of a vibrant, active parent committee. The subcommittees plan special family programs, a parent education series, fundraising events, etc. If you are interested in becoming involved, contact Carol McNally, ECLC director or the ECLC committee chairpersons. Parents are also welcome to become substitutes at the school. For more information about this opportunity call and ask for Jodi Alter at 645-0923, ext. 266.

### **Readiness To Read**

At the JCC's ECLC we believe that children must learn many basic skills and concepts before learning to read. These skills include:

1. Identifying the main idea
2. Noting details
3. Comparison and Contrast
4. Vocabulary development
5. Sequence of events
6. Classification
7. Identify real vs. pretend
8. Opposites
9. Rhyming words
10. Understanding the concept that reading is thoughts written down
11. Visual and auditory discrimination and memory
12. Logical and critical thinking skills

### 13. Left to right, top to bottom progression

To achieve these skill we will use:

1. Reading stories and poems
2. Labeling objects and pictures-creating a "print rich" environment
3. Dictation and experience charts
4. Scholastic "Building Language for Literacy" for twos-fours
5. Alpha "Letter People" program for Pre-K to teach the children to recognize upper and lower case letters and to identify the sounds of each letter through phonemic awareness.
6. Language and writing centers
7. A "whole language" approach utilizing cooking, science, music etc. to stretch each lesson.
8. "Mathematics Their Way" is a program structured for all preschool levels. The program uses manipulatives to introduce patterning, sequencing, sorting, classifying, counting and more.
9. "Handwriting Without Tears" a developmentally appropriate manuscript program that will introduce our 4s and Pre-K children to stroking, letter formation and a 3 point grip.

These activities are taught by "hands-on" active learning methods. Children learn best through play.

### Registration Procedures-Maitland Campus

To accommodate all of our families in the fairest manner fall registration will take place on the following schedule.

1. A preregistration survey will be sent home with all preschool enrollees for the following semester.
2. Parents will have one week to send in their preregistration forms.
3. Classes that are over-enrolled will be subject to a public lottery two days later. Names will be pulled out of a vessel by a parent volunteer. In the order that they are pulled, these persons shall be first to make an alternate selection. (There will be no "Domino-effect" lotteries in alternate classes. i.e.: if the 2<sup>nd</sup> choice is filled, that class will not lottery, but the parent shall make a 3<sup>rd</sup> choice.) Parents who have their child's name selected and do not get into the class of their choice prior to the beginning of school shall be exempt from future lotteries for a period of 5 years for any of their children. Multiple children; twins, triplets, etc. will be treated as separate units. This group of currently enrolled students and siblings is considered Tier 1.
4. One week later, long-term center members shall register at 8:00 AM. To register in this category you must be a member for a full year prior to registration. This group is considered Tier 2.
5. Tier 3 may register at 3:00 PM. This group is made up of Shayna's Village

members and those families who have been on a class waiting list for a period of 3 months or longer.

6. The general community will be welcome to register a few days later as Tier 4.

### School Staff

The Center's Preschool staff has been carefully selected for their training and experience in early childhood education. Our teachers are talented, well-trained creative, highly motivated individuals who provide love, instruction and guidance to the child, as well as support and aid to the parents.

Administrators and specialists include:

Carol McNally ..... ECLC Director, Maitland Branch  
Marcy Rosenbaum Threes, Fours & Pre-k Team Supervisor  
Karen Duncan ..... Shayna's Village Director  
Anne Krudo ..... Infants, Babies, Toddlers & Twos Supervisor  
Jodi Alter ..... Program & Professional Development  
Quyen Ly ..... ECLC Office Associate  
April VanKleeck ..... Receptionist  
Cathy Cotter ..... Music Specialist  
Kerry Ben-Evi ..... Judaic Specialist  
Dorcas Ortiz ..... Spanish Specialist  
Eli Bercovici ..... PE Specialist  
Gil Alstein ..... PE Specialist  
Julie Rashis ..... PE Specialist

### Seating At Special Events

The preschool is proud to offer numerous special events throughout the school year. There will be at least one event per class where your child will perform for their parents. Doors to the auditorium will be opened 30 minutes prior to the event for seating. We ask people not to arrive any earlier to save seats. To do so would cause an unsafe crowd of people in the lobby. To be fair to everyone, including our working parents, the saving of seats will not be permitted.

Feel free to join your child any Friday at our Kabbalat Shabbat celebration. Please observe our rules of decorum, as we teach our children proper manners.

- Sing, dance and celebrate, but do not talk with other adults during the program
- Turn off all cell phones before entering the auditorium
- Take crying babies and toddlers (who are unable to sit) out of the auditorium until they are able to return

### Security At The School

To ensure that all of our children and families are in the safest environment possible we need everyone to practice the following:

#### In The Car

- \*Drive with caution in the parking lots-observe the 5 mph speed limit
- \*Park in appropriate spaces, i.e. compact cars only
- \*Cell phones are distracting and should be turned off when you enter the JCC parking lot.
- \*Look behind you and to both sides before pulling out of a parking spot
- \*Keep all children in car seats and seat belts until the car is at a full stop
- \*Follow designated drive patterns.
- \*It is against the law to leave children in cars unattended.

#### In The School

- \*Bring photo ID with you into the building at all times
- \*Provide school with a pickup list for your child; keep it updated.
- \*Be sure to sign your child out of the classroom or from the playground when you pickup.
- \*When crossing in the front parking lot at drop off time, please cross with our crossing guard or at designated crosswalks.

#### Happy Birthday Kabbalat Shabbat

We are pleased to offer our "Happy Birthday Kabbalat Shabbat" program. Proceeds from this program will be used towards the purchase of Judaica materials for our boys and girls to use in the classroom.

On the date that you choose to sponsor, please join us in the auditorium to light the candles with your child. Your child will receive a birthday hat, and a challah.

Call the school office if you would like to sponsor a "Birthday Kabbalat Shabbat." The cost is \$20.

#### Supplies Provided By Parents

Full Day Students:

1. Bed Roll
2. Any type of stuffed animal or toy that is usually needed to cuddle with during rest time. (This item must be washable and able to fit into the zippered bag).
3. Zippered bag/back pack large enough to fit items 1 and 2

Full Day and Part time students:

1. Art smock. Plastic gives the children the best protection.
2. Complete change of clothes in a Ziploc bag-think "head to toe" and include socks.

3. Diapers and wipes (if applicable)
4. Creative play/dress-up items such as; infant clothes for dolls, handbags, ties, pretty scarves, any clothing that would be fun to dress up in.

### **Teacher/Classmate Requests**

The preschool years are the times that a child is most flexible. Young children have a natural curiosity about people and a willingness to make new friendships. We recommend that parents not make requests for their children to be in classes with friends, however, we try to honor such requests when received. You may request that your child be in a class with one other child and this must be turned in to the office in writing. We are unable to honor "request chains" (Jon needs to be placed with Carol; Carol needs to be with Jackie, etc.).

It is very difficult for us to honor requests for particular teachers. We place children in classes, trying hard to assure that we have an equal ratio of boys to girls. After that we separate those children who teachers have recommended do better apart, and place children with special needs with the appropriate teacher. We believe that all of our teachers are well qualified and excellent, we cannot allow placement to turn into a popularity contest. Occasionally there is a good reason for a teacher request, including the staff person is either a close family friend or family member, there is a conflict of interest, or your child has a particular special need. In any class where a teacher gets more than 20% requests we have to toss them all out (to be fair to everyone) so that we will get a class that will be an appropriate learning environment.

### **Temporary Situations**

Please notify the school if you plan to be out of town, if either parent is hospitalized, or of any other emergency or unusual situations. This information should include who will be responsible for the children, who we should contact in an emergency, car pool changes, etc. This information also enables us to effectively help your child since home disruptions may affect his/her behavior at school.

### **Toilet Training**

It is the policy of the JCC to work closely with parents during the potty training stage. This can be either a very simple or emotionally charged period, depending on how it is handled. Please notify the classroom teacher when you begin potty training. As long as your method is developmentally appropriate we will work closely with you to ensure continuity of plan. Once your child is

80% successful using the potty at home it is the time to begin in the classroom. Teachers will work with parents to set up a routine (much like the one you use at home) to complete your child's potty skills. Teachers will not take children to the bathroom every 30 minutes. This would only serve to train the teacher, as well as interrupt your child's play. Rather, the teacher will have certain routine times to take your child, and will also expect your child to voice the need to go at other times. Be sure to send in extra clothing during this learning time. For sanitary reasons, children may not come to school without diapers or pull-ups until they are 90% accident free. Remember your child's age when he/she is fully independent on the potty is simply another developmental milestone in the growing years-relax and enjoy them.

Sometimes, due to an absorbing activity, an upset bowel system, or when a child just doesn't want to give in to his body demands, a child may soil him/herself. On the first day of school, please be sure that we have a *Ziploc* bag with a complete change of clothing from underwear out. Your child's name should be marked clearly on the *Ziploc* bag.

### Expectations of Parents

As part of the mission of the JCC Early Childhood Learning Center it is our goal to provide a stimulating, nurturing environment for our children, our families and our staff. We believe that to achieve this goal parents and staff must work together. You can expect a high quality early childhood experience, a rich Judaic program, a willingness for us to be flexible and put individual needs first, plus outstanding customer service. For the school to function best we have listed our most important expectations for our parent body. From this point on, parents, staff and children will be referred to as our *preschool community*. Your cooperation is needed and appreciated.

### Safety & Security

The safety and security of our preschool community is paramount. To achieve this goal parents are expected to:

1. Follow established traffic patterns. Parking or standing is not permitted in fire lanes or alongside buildings at any time. Vehicles left unattended in fire lanes or alongside buildings will be ticketed and towed.
2. Security Entrances are in place for the protection of our members. Parents are required to:
  - A. Utilize designated entrances at all times so that we may identify all visitors.
  - B. Close all entrance doors after entering building. Security begins with each one of us...thanks!!
  - C. **Please Buzz In/No Piggyback**

Please buzz in and identify yourself. Please DO NOT ALLOW “piggy-back” without asking the person behind you to identify themselves to the facility. This is just another layer in our security framework that needs to be adhered to. Our staff is only following security directives that they have been asked to enforce; so please help make their job easier.

Please be aware that staff must pay strict attention to individuals who are attempting to use the open door as an entry point into the facility. They will NOT ALLOW IT. Staff will advise you that this door is NOT an entry point and that you must walk around to the main entrance.

**D. ECLC Entrance**

There will be three points of entry into the building:

North Entrance: Front Parking Lot

South Entrance: HDS Parking Lot doorway located at entrance to our Shayna’s Village at 9, 12, and 2 drop-off and pick up

Lobby: Double Doors into ECLC

For security reasons we *really would prefer* that you use the ECLC lobby entrance at all times.

**E. Drive Patterns and Drop-Off**

Drive patterns will be clearly marked with staff assisting as necessary. Morning drop-off is encouraged for all children in our 3s, 4s, and Pre-k classes. Drop-off will be between the hours of 8:50 AM - 9:10 AM. The drop-off point will be at our South entrance in the HDS parking lot.

**F. Campus Evacuation or Alert**

Each parent is required to provide us with all updated phone numbers including home, work, cell, beeper or other appropriate numbers. In the event of a campus evacuation, you will be auto-dialed with a location for immediate pick up. The evacuation site is Lake Sybelia Elementary School at 600 Sandspur Road, Maitland, FL 32751. South on Maitland Avenue, right on Sandspur; one mile on left. In the event of a weather alert, please follow appropriate instructions.

**3. Playground Supervision is required at all times when parents use the playground with their children.**

A. Please follow all posted playground rules.

B. Children should be visible to parents at all times.

C. Children may not climb fences anywhere on the property. It’s dangerous.

D. Playgrounds are not to be used during nap times (12:00 - 3:30 PM).

## Open Door Policy

Parents are welcome visitors in the program at all times (for example, to observe, eat lunch with a child, or volunteer to help in the classroom). Parents and other family members are encouraged to be involved in the program in various ways, taking into consideration employed parents and those with little spare time.

As visitors in our classrooms, please be respectful of what is happening and keep your conversations with staff at a minimum. Be aware of your child's needs and ability to separate from you.

## Courtesy and Respect

One of the most important values that we try to teach our children is to treat all persons the way they wish to be treated, and to always behave in a respectful, courteous manner. Children learn from example. It is expected that all members of the preschool community abide by the following guidelines, so that we serve as proper role models for our children:

1. Speak in a respectful manner to staff, parents and children.
2. Please follow the appropriate grievance procedure should you have a concern or issue to be addressed (as listed in parent manual on page 10). We want to be helpful.
3. When discussing sensitive topics, speak privately with the person it concerns. This includes not talking about your children in their presence.
4. Calling parent meetings to discuss school related issues may only be done by the administration. Please give us the opportunity to try to be helpful.
  - A. Administrators or ECLC Chairpersons must be notified of all authorized committee meetings.
5. Cell phone courtesy
  - A. Cell phones and beepers must be on vibrate or mute at Kabbalat Shabbat and other school wide programs.
  - B. Please accept emergency only calls during meetings or conferences and take them outside.
6. Program Etiquette
  - A. Please refrain from talking during performances, Kabbalat Shabbat and when we have speakers.
  - B. Please take disruptive or crying babies from the room.
  - C. Follow photography instructions for each program.
7. Discipline
  - A. It is inappropriate to discipline children other than your own at school. Please share your concerns with staff.
8. Classroom Courtesy  
While parents are welcome to visit the program at any time, please:

- A. Enter quietly if the class is in the middle of an activity.
  - B. Follow the teacher's advice as to how long you should remain in the room.
  - C. Please do not play with your child in a classroom that does not have a teacher present.
9. A positive and constructive working relationship between the School and Parent is essential to the fulfillment of the School's educational purpose. Thus, the School reserves the right not to extend the privilege of enrollment or re-enrollment to Student if the School reasonably concludes that the actions of the Parent make such a positive and constructive relationship impossible or otherwise seriously interferes with the School's accomplishment of its educational purpose. Moreover, the School reserves the right to expel Student at any time if, in the judgment of the Director, conduct of anyone directly associated with Student, including but not limited to Student's Parent, in or out of the School, is not keeping with the School's accepted standards and principles. There will be no refund of current monthly tuition where such enforced withdrawal occurs and any unpaid balance is payable in full according to the individual agreement. If, for any reason, it is in the best interest of the School, the School also reserves the right to withdraw an offer of enrollment or re-enrollment at any time, and to nullify an executed enrollment agreement.

### **Privacy**

The privacy of our preschool community is a critical cornerstone of our values. To respect this all parents should refrain from gossiping about children, parents and staff. Again, should you have a concern, please let us know and we will try to be helpful.





Parent Orientation/Education

We believe that the parents are the most significant people in the child's life and we strive to motivate and empower the parents to develop the skills needed to be effective and confident nurturers and educators of their children. To ensure the success and readiness of each child, parents and school faculty need to work closely together to guide, teach and set limits for our children.

1. Three parent orientations will be offered. These meetings will discuss important new school policies and procedures. It is a required condition of enrollment that all parents attend one of these meetings. Your questions and concerns will also be addressed. Thank you.
2. It is strongly encouraged that all *new* parents attend parent education workshops offered at various times throughout the year. They are a marvelous opportunity for us to learn together.

This document has been designed and approved by the ECLC administration and the ECLC Executive Board August, 2009. We believe that the above guidelines will ensure the smooth, safe operation of our school. Parents who repeatedly behave in a manner which either endangers our membership, promotes discord or inhibits the functioning of the school will be spoken to by a school administrator. This will be followed up by a letter and then, if necessary, the parent will be asked to withdraw their child from the program. We will do everything possible to ensure that your child has a wonderful preschool experience, but we truly need your cooperation and support. Your signature below indicates that you have read and agree to the following terms of enrollment.

\* Returning parents must sign and return this form.

Parent Signature\_\_\_\_\_Date\_\_\_\_\_

Parent Signature\_\_\_\_\_Date\_\_\_\_\_

Child's Name\_\_\_\_\_