
Family Handbook



WELCOME

Dear Temple Preschool Family,

It is my pleasure to welcome you to our community. The following handbook is provided to you as a guide to the policies and procedures of our program. It is intended to educate you about the daily operations and provide answers to questions you may have. Although this document was carefully designed to anticipate your questions and needs, I realize that you may have questions beyond the scope of this handbook.

Relationships are a core value in our program. It is important that you feel comfortable approaching the teachers, office staff and myself with any questions and/or concerns that you might have. I love having conversations with families about child development, our school's approach and parenting. It is my pleasure to help families feel successful both in our school community and in the home. It is important to me to maintain an open door approach. It is typical to find me in the school office throughout the day, so feel free to stop in to discuss brief questions, concerns and success stories. I also have meetings planned that make it necessary for me to be out of the office from time to time, so it is best to make an appointment if you would like some intentional one-on-one time for conversation. Our office staff are very knowledgeable about the daily operations of our program. If you have scheduling, billing or other operational questions they are happy to help you or send you my way if they are not able to address your needs.

Finally, I want to encourage you to be involved in our community. We love having parents, grandparents and special friends take active roles in our experiences and growth. If you would like to participate in classroom activities and investigations, help plan a school-wide event, be active in or parent committee or advisory committee, please let the teachers and/or office staff know. A strong community is based on sharing the strengths and talents of all of its members.

I am looking forward to another amazing year at The Temple Preschool. I am thrilled that your family is going to be an important part of our continued growth and development as we are for you and your children.

With great fondness,



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The Temple Preschool

A Message from the Rabbi

The Temple is proud of our preschool, its teachers and staff, its curriculum and its focus on the child. The emphasis on questioning falls squarely into the tenets of Judaism as a faith and practice always seeking to learn more in order to do more; the devotion to creating good citizens echoes the Jewish values of honor, respect and dignity in every human being; the intentional embrace of kindness underscores and is informed by the Jewish concept of fixing the world.

We see the preschool as the seed from which the learning grows; it is the first stage in education for us as for our Jewish students, our religious school picks up from the end of their time at preschool, and sometimes even during the last year here in the pre-K (Tikkun Olam) class.

Lifelong learning is one of our highest values in Judaism and at the Temple, and the foundation that the preschool provides is second to none. This is a Jewish preschool where we celebrate Jewish holidays, customs and values. That learning, though, is only part of what a child receives. The diversity that the preschool offers is also an invaluable experience for the children, exposure to differences, language skills and respect for traditions. We truly believe there is dignity in difference and beauty in diversity – and our preschool celebrates that each and every day.

On behalf of The Temple, its clergy and lay leadership, we welcome you to The Temple Preschool.



Rabbi Shana Goldstein Mackler

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I. ABOUT US

A. Philosophy. We celebrate children as competent, capable, and complex. Through a child-centered and play-based setting, we foster and support your child's development. The Temple Preschool believes in creating classroom communities where children feel safe, supported, and empowered to care for themselves, others, and the environment. Here, each child's creativity, thoughts, and ideas are valued. As such, they are seen as partners with their teachers and peers in the educational process.

B. Mission. We are a preschool serving children 6 weeks of age through Pre-K. With a Jewish-focused, curiosity-driven curriculum, our mission is to enable, empower, and encourage each child to develop physically, socially, cognitively, and spiritually to his or her fullest potential.

C. Certification. We are licensed by The State of Tennessee Department of Human Services (DHS) and maintain a Three Star Rating¹.

II. HOURS OF OPERATION AND HOLIDAYS

The Temple Preschool strives to meet families' unique scheduling needs. Based on availability, we offer two (2), three (3), and five (5) day schedules. Extended mornings and/or afternoons may be added to some or all.

A. School Day. Monday – Friday, 9 a.m. to 3 p.m.

B. Optional Extended Hours. Morning: 7:30 a.m. – 9:00 a.m.; Afternoon: 3:00 p.m. - 5:30 p.m.

C. Holidays. The Temple Preschool is closed for Jewish Holy days and certain Federal Holidays. Additional closings include:

- (i) Winter Break (typically one week)
- (ii) Passover break (typically one week)²
- (ii) Teacher in-service week (at the end of our school year)

NOTE: Monthly tuition is averaged and based on a 50 week year to account for closings during winter and Passover breaks.

III. TUITION AND FEES

A. Payment. Payment is always due in advance with no deduction for any absences, illnesses, holidays, or closures due to inclement weather, power outages, or other situations beyond our control. Payment is due as outlined in the tuition schedule included in your enrollment packet.

B. Early Drop-off and Late Pick-up Fees. Timely pick up is crucial to our daily operations. Late pick-up will incur a \$1/minute late charge after 5 minutes. Families may arrange

¹ Programs licensed by DHS may participate in the Star-Quality Child Care Program which is a voluntary program that recognizes child care agencies who exceed minimum licensing standards. These agencies can receive a one, two, or three star rating on their annual report card. The Temple Preschool consistently scores three stars (the highest rating) on the annual report card.

² Optional camps may be offered during these breaks at an additional cost.

for individual early or late care extensions provided that there is staff available. Additional care must be approved in advance by the administration and will incur a fee of \$10 per hour or any portion thereof.

C. Late Payment Charges. Late payments can pose serious problems for our program. Therefore we have put procedures in place to reduce their impact. Monthly payments are due in full by the 10th of the month. Complete payments not made by the 10th of the month will incur a \$25 late payment charge unless previously arranged with the office. Non-payment by the 25th endangers enrollment status. Alternate payment schedules are available by request.

D. Additional Fees. All returned checks or rejected ACH (automatic debits) or credit card transactions will be charged a \$30 fee. A 2.5% usage fee will be added to credit card payments to offset credit card services charges.

E. Scholarships. The Temple Preschool offers scholarships through designated preschool funds as well as funds provided by the Jewish Federation of Middle Tennessee. Scholarship applications are available through the preschool office upon request.

F. Special Activity Fees. From time-to-time, there will be additional fees associated with special activities or field trips. These fees are due prior to the event, activity, or trip.

IV. ATTENDANCE AND WITHDRAWAL

A. Absence. If your child is going to be absent or arrive late, please call us at (615) 356-8009 or email us at preschool@templenashville.org. We will be concerned about your child if we do not hear from you.

B. Withdrawals. Written notice, 30 days in advance, is required when withdrawing enrollment from the program. Tuition is billed for the entire 30 days, regardless of the child's last day. A change in scheduling which results in fewer hours of care is subject to a \$25 charge. Any changes to registration must be approved in advance and will be effective the following month.

C. Admission & Enrollment. Based on availability and openings, The Temple Preschool admits children from 6 weeks to 5 ½ years of age. All registration forms must be completed and registration fees paid to be considered for enrollment or waiting list placement. Registration Fees: New Students: \$75; Re-enrolling Students: \$50.

D. Orientation. All families will tour the school before their child enrolls. Additionally, children will participate in an in-class orientation with a parent and/or caregiver prior to the child's first day of attendance.

E. Parent Orientation. The parent committee and teachers work together to plan a unique, school-wide parent orientation prior to the start of each school year.

F. Inclusion. The Temple Preschool believes that children of all ability levels are entitled to the same opportunities in our environment. We will make every reasonable accommodation to encourage full and active participation for all children in our program, based on their individual capabilities and needs.

G. Non-Discrimination. At The Temple Preschool, equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation, special needs, or any other consideration made unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of all students.

H. Family Activities. Each family is a child's first teacher. We value families as partners in the growth and development of children in our program. We encourage parents and other family members to be involved in the program, to visit children's classrooms, to participate in events, and to provide feedback on the program. Please see the list of Family Activities at the end of this booklet. We offer a variety of ways in which families can participate in helping us establish and reach our program goals. Please let us know about your unique skills and interests that you would be willing to share with our program.

I. Confidentiality. All records concerning children at our program are confidential. Unless we receive your written consent, information regarding your child will not be released except when required by our regulatory and partnering agencies. A school directory is released to enrolled families for their use only. Please do not share this information outside of the preschool community.

J. Staff Qualifications. The Temple Preschool hires teachers in compliance with state requirements and qualifications. We have a wide range of experience, degrees, and specialized certifications represented among our teaching staff including Masters Degrees in Early Childhood Education, Social work, and Nursing (to name a few). We are pleased to have a teaching staff that brings longevity, experience, expertise, diversity, and a dedication to viewing the child as competent members of our community. Teachers participate in an orientation class and ongoing continuing education (18 hours/year minimum) in the areas of child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism.

K. Child to Staff Ratios. We go beyond the state minimum requirements and maintain a three star rating of child to teacher ratio in all classrooms.

Age	Child to Staff	Maximum Group Size
Infants	4 to 1	8
Toddlers	4 to 1	12
2 year olds	5 to 1	10
3 year olds	8 to 1	12
4-5 year olds	13 to 1	18 ³

L. Communication & Family Partnership.

³ Source: Pennsylvania American Academy of Pediatrics [PA AAP] and Healthy Child Care Pennsylvania.

- (i) **Daily Communications.** Daily notes from teachers will keep you informed about your child's activities and experiences at The Temple Preschool. Notes will be placed into your child's cubby and/or emailed daily. Classrooms for infants and toddlers receive daily notes about routine care (food intake, diapering/toileting, naps etc.). Preschool classrooms communicate daily regarding curriculum, classroom experiences, projects, etc. Often, teachers (in all classrooms) include photos that capture the children's experiences.
- (ii) **Bulletin Board.** Located throughout the facility, bulletin boards contain information about school news, upcoming events, holiday closing dates, announcements, etc.
- (iii) **Newsletters.** Newsletters and weekly Parent Point emails provide school news, events, announcements, etc. These are available in hard copy by request. Additionally, the preschool publishes an article in The Temple's monthly Bulletin (*The View*). If you are interested in receiving a copy of *The View*, please let the school office know and we will add your name to the distribution list.
- (iv) **Email.** We encourage you to provide an email address so that we may send you announcements, event invitations, newsletters, and general updates. Please let us know if you would like anyone else (grandparent, nanny etc.) to be included in these regular emails.
- (v) **Family Visits.** Family participation is encouraged. You are welcome to visit our classrooms, volunteer, come along on a field trip, or eat a meal with your child. Additionally, we welcome nursing mothers to nurse in the classroom or in a private room.
- (vi) **Conferences.** Family & teacher conferences are scheduled twice per year. During these conferences, we will discuss your child's strengths, likes, and dislikes, and styles of learning. We will work together to set goals for your child's growth and development. You may request additional conferences regarding your child's progress at any time. We encourage you to communicate any concerns.
- (vii) **Open Door Policy.** We welcome feedback about the program. We love to hear how we can create the best environment for our families. The preschool director maintains an open-door policy to discuss any concerns and is also delighted to consult on a number of topics including child development, parenting etc. Our team will always do its best to speak with parents/guardians. Since staff days are devoted to caring for children, it is usually not practical to engage in long discussion during regular program hours. If a situation requires a longer discussion, we will be glad to schedule an appointment.

M. Marketing, Advertising & Publicity. Pictures, images, and/or names of children may be utilized for marketing, advertising, or publicity purposes. A consent form is included in the enrollment packet. Families may opt out.

V. CURRICULA & LEARNING

A. Learning Environment. We provide a rich learning environment using the Emergent Curriculum that is developmentally appropriate to the specific ages in each classroom. We have a flexible daily routine that allows children to advance at their own pace, and we strongly believe that learning happens through play. Our program is designed to enhance children's development in the following areas: creativity, self-expression, decision-making, problem-solving, responsibility, independence, and reasoning. We encourage openness to that which is different from us and the ability to work and play with others. The Emergent Curriculum is an inquiry-based approach in which the curriculum is designed around the children's interests and passions. In this responsive approach, key skills and concepts are integrated into the classroom experiences and explorations. Often called investigations, projects may involve a single child, a small group of children, or the entire class and vary in length of time. Teachers are intentional about integrating all of the basic domains (math, science, technology, literacy, fine and gross motor skills, social studies, social-emotional development, etc.) into the various investigations that take place in the environment. Parents are informed of the lessons through daily communications, documentation, and lesson plans posted within and outside of the classrooms. On occasion, the classrooms will team up with a community partner to further deepen an investigation. Parents are always encouraged to help us take the learning outside of the classroom by joining us on fieldtrips and/or sharing their own expertise by leading a project within the classroom.

B. Outings & Field Trips. Weather permitting; we conduct supervised walking trips around the neighborhood (specifically to The Belle Meade Mansion and Parmer Park). Children are accounted for at all times and accompanied by at least two adults who have a source for direct communication with the school office and Belle Meade Police. Occasionally, there will be off-campus field trips, and we encourage you to join your child for the activity. Permission slips for each trip must be signed by the child's family. Additionally, if you are a driver for a field trip, we will ask for a copy of your current driver's license and proof of insurance. For field trips, please dress your child appropriately for the season. Adequate walking shoes are required.

C. School Transitions. Your child's transition into school should be a positive and exciting experience. We will work with you and your child to ensure a smooth transition as new routines and new people are introduced.

- (i) Transition from home to center.** Prior to your child's first day of attendance, you will have an opportunity to tour the school, meet with your child's teachers, and communicate your child's specific needs.
- (ii) Transition between learning classrooms.** When transitioning a child to a new classroom, we consider age, developmental readiness, space availability, as well as state licensing requirements. During the transition, current and future teachers meet to discuss your child's needs and learning style. Teachers make sure to meet with your child and/or have your child visit his/her new classroom before moving to the new classroom.
- (iii) Transition to elementary school.** The preschool administration provides parent education opportunities for guidance through the kindergarten

admissions process. Our students consistently attend the elementary school of their family's choice. Feedback from admissions directors and faculty from both private and public schools are that children matriculating from The Temple Preschool transition well into the elementary school environment, both academically and socio-emotionally.

D. Screen Time. Screen time is not part of our daily routine, however, we recognize the value in using media for research and curriculum enhancement. From time to time, short films may be shown. You are notified in advance and given the opportunity to opt out.

E. Celebrations. Our holiday policy encourages an enhanced understanding of and respect for different cultures and beliefs. The Temple Preschool is a Jewish school. We have a Jewish Enrichment Program throughout the year that focuses on values and traditions. We invite families and guests to join us for our weekly Tot Shabbat (10:00 a.m. on Friday mornings) when we welcome the Sabbath and celebrate birthdays and other events. Additionally, we have a Judaic specialist on staff who works with all of the classrooms to weave lessons on Jewish values and traditions into the ongoing investigations in each room.

F. Rest Time. Infants sleep according to their own schedule and are placed on their backs to sleep. After lunch, all other children participate in a quiet rest time. Children are not required to sleep and may be given quiet activities. The Temple Preschool provides cribs, mats and/or cots for all children. Families provide sheets and blankets which are taken home at the end of each week to be cleaned and returned to school. We welcome any comfort items that may help your child rest or feel more at ease while at school. Please label all items brought to school.

G. Routine Care. We believe that children are always learning, therefore, we consider routine care a significant part of our curriculum. Whether changing a diaper, washing hands, toilet training, dressing, or having a meal or snack, we consider these to be opportunities for continued growth in development. Children are encouraged to try to do things for themselves. We allow for extra time for children to practice new skills, work through frustrations, and celebrate successes. We believe that the most powerful rewards are intrinsic satisfaction, and we shy away from material rewards. Instead we celebrate children's efforts and ask them to consider how it makes them feel to have tried something new or succeeded at a skill.

H. Toileting. The most important factor in making the toilet learning experience successful is a family/teacher partnership that supports the child. Research indicates that children cannot successfully learn how to use the toilet until they are physically, psychologically, and emotionally ready. Many pediatricians say that most children under 24 months of age are not physically capable of regulating bladder and bowel movements. Most positive toilet training occurs only after children show signs of physical control or awareness of their bodily functions and when they demonstrate an interest or curiosity in the process. We are committed to working with you to make sure that toilet training is carried out in a manner that is consistent with your child's physical and emotional abilities and your family's concerns.

VI. BEHAVIOR

A. Social-Emotional Development. Helping children strengthen their ability to self-regulate, communicate needs and desires, and consider other people's needs and feelings are at the core of our approach. We believe that conflict presents an opportunity for growth, and therefore we do not simply try to solve problems for children but encourage them to become aware of their feelings and respectfully express them to those around them. We respect the child's right to play, and we consider our role to protect that play. If a child is not quite ready to be finished with materials or does not want to share personal space with someone else, then we consider that child's right to respectfully decline to share. We encourage children to work together to seek alternative solutions. We are intentional about setting up the environment with many opportunities for play and exploration so that alternative options are available to children. We also encourage children to work together to decide when a material might be available for sharing. When children are empowered to problem solve for themselves, the solution is usually mutually accepted and often one that an adult may not have even considered.

B. Expected Behavior Policy. It is our desire to provide assistance and support to all children and families enrolled in our program. Our goal is to facilitate an age-appropriate introduction to self-regulation, respect for others, and responsibility for one's actions. We acknowledge that each child is different and may require a plan that is specific to his/her individual needs when addressing a specific behavior. Below is the action plan for addressing specific behavior concerns:

- (i) Verbally offensive behaviors, as well as behaviors that cause harm to others, will be documented by teachers and communicated to all parties involved.
- (ii) If negative behavior continues regularly after preschool/parent communications, then an official conference will take place between the parents and teachers.
- (iii) If negative behavior remains a problem, then the director will join the above in a conference, and an individual behavior plan will be developed for the child. Subsequent to this meeting, regular conferences will be scheduled to check progress.
- (iv) If/when deemed necessary, professional services will be contacted in consultation with parents.
- (v) If all other options have been exhausted and the program is unable to adequately meet the needs of the child, The Temple Preschool reserves the right to terminate enrollment.

If, at any time, a child's behavior is deemed to be out of control and a threat to him/herself or others, the parents may be called to remove the child for the remainder of the day.

C. Biting. Biting is a normal part of development that is common among infants and toddlers – and sometimes even among preschoolers. It is something that most young children will try at least once. When biting happens, our response will be to care for and help the child who was bitten and to help the biter learn a more appropriate behavior. Our focus will not be on punishment for biting but on effective, developmentally appropriate behaviors that address the specific reason for biting. Notes will be written to the family of the child who was bitten and the

biter's family. We will work together with the families of each to keep them informed and to develop strategies for change. This will be strictly confidential, and no names will be provided when describing the incident. We may provide individual teething tools for children who may find comfort in having something safe to chew on during oral stages of development.

D. Respectful Behavior. All children and families will be treated with respect and dignity. In return, we expect the same from all of our families. We will not tolerate hostile or aggressive behavior. If this occurs, we reserve the right to ask you to control your behavior or to remove your children from our care.

VII. DROP-OFF AND PICK-UP

A. General Procedure. Arrival times are 7:30 a.m. and 9 a.m. Please do not drop-off your child prior to your arrival time. We have two dismissal times, 3 p.m. and 5:30 p.m. Please allow enough time for departure routines to insure that you leave by your dismissal time. Each day, children need to be signed in and out on our sign-in sheets located inside each classroom. Please include the child's name, the FULL NAME of person dropping off/picking up, time of drop off/pick-up, and a phone number where we can reach you each day. If your child is going to be absent and/or miss part of his/her day please call the preschool office or let your teachers know.

B. Cell Phone Usage. In order to make drop off and pick up transitions successful, we ask that you refrain from using your cell phone during these times.

C. Information Exchange at Drop-off and Pick-up. A brief exchange of information between parent(s) and teacher(s) is important. In the mornings, please let us know if anything is out of the ordinary in your child's routine. At pick-up, teachers will let you know if there is anything out of the ordinary about your child's school day (we also love sharing success stories!). Always make sure you make contact with a teacher when dropping off and picking up your child.

D. Authorized Pick-up Procedures. The Emergency Contact form should be completed annually for each child and updated, as necessary. Please include anyone to whom your child may be released (other than parent) in a typical scenario (grandparents, nannies, etc.). Even if a person is on your Release Contacts list, we will not release your child to this person without written or verbal permission from a parent. Yellow communication forms are available in your child's classroom for written consent. For last minute changes in pick-up plans, you may contact the school office with verbal consent. The person picking-up your child will be required to show a picture ID as verification. Please notify your pick-up person of our policy. If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you and the contacts listed as Emergency and Release Contacts. Provisions will be made for someone to stay with your child as long as possible, but if after hours we have not been able to reach you or a person listed as an Emergency and Release Contact, a local child protective services agency will be contacted.

E. Right to Refuse Child Release. We may refuse to release a child if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another adult listed as an Emergency and Release Contact pick-up the child, or we may call the police to prevent potential harm to your child. Recurring situations may result in the release of your child from the program.

F. Security & Emergency Preparedness. For the safety and protection of the children, external doors are locked at all times and monitored by staff. All visitors to The Temple Preschool are required to register with the office and wear a visitor's badge throughout their visit. We ask that parents be our partners in our security efforts. Please do not let someone you do not know into our building. We monitor the front entrance and have specific policies when allowing entrance to our facilities. If someone you do not know enters our facility with you, please escort them to the school office for assistance. Things you should know about our Emergency Preparedness:

- (i) Temple staff assist us when evacuating the building during a drill or an actual emergency.
- (ii) We practice fire drills with the children on a monthly basis.
- (iii) We practice tornado drills twice a year.
- (iv) All of our employees are trained in adult and infant/child CPR and first aid every two years.
- (v) First aid kits are available in each classroom, on our playgrounds, and in our emergency storage.
- (vi) In the event your child needs to be transported due to a medical emergency, and the need for transportation is essential, an ambulance will be called. You will be immediately notified, and a staff member will accompany and remain with the child until a family member or emergency contact arrives.
- (vii) Staff review portions of our emergency preparedness plan at each monthly staff meeting.
- (viii) We have back up food, water, clothing, blankets, and emergency supplies in the event of an emergency.
- (ix) We have two partner facilities that have agreed to temporarily house us in the event that we need to evacuate the building for an extended amount of time.
- (x) We have a ONE-CALL system that is programed to call every parent in the event of an emergency. A detailed message is instantly sent out to all families alerting them of our situation and giving detailed instructions on how and/or where to pick up children. Please make sure to always keep us updated with your current contact information and let us know if you would like us to add anyone else to our One-Call system. (Note, we also use the One-Call system to notify you of unplanned late openings, early closings or all day closings).
- (xi) Staff participate in Active Intruder Training once a year.
- (xii) We have a close relationship with the Belle Meade Police Department. They frequently visit our campus as part of their daily patrols. They keep

us informed of community events and do special trainings with us. It is very likely that you will see police vehicles in our parking lot on a regular basis. There is no need for alarm, this is part of their regular practice.

G. Closing Due to Extreme Weather. Should severe weather or other conditions (i.e., snow, storms, floods, tornadoes, hurricanes, earthquakes, blizzards, loss of power, loss of water) prevent us from opening on time or at all, notification to the families will be announced on local new stations (Channels 2, 4 and 5). We will also notify you through our One-Call automated calling system (as mentioned above) with a message from the preschool director. When possible, we will also send an email. Please make sure to update the school office in the event that your contact information changes. If it becomes necessary to close early, we will contact you or your emergency contacts as soon as possible. Your child's early pick-up is your responsibility to arrange.

VIII. PERSONAL BELONGINGS

A. What to Bring.

- (i) A COMPLETE CHANGE OF CLOTHES. Pants, shirt, socks, underwear, and sneakers to leave at school. Please send several changes of clothes if your child is learning to use the toilet and remember to quickly replace any article that is used.
- (ii) SHEETS and BLANKETS. A fitted crib sheet is required in the infant room and Happi-Nappis are available for purchase through the school office for children who sleep on cots (cribs and cots are provided by the preschool).
- (iii) A "LOVEY" or special item if your child requires one for nap or for self-regulating throughout the day.
- (iv) DIAPERS (if needed). Keep at least one extra day's supply at school. You may bring them in by the bag if you wish, we can store extra diapers in the classroom.
- (v) FOOD AND/OR BOTTLES. We provide a morning (and afternoon, if applicable) snack, and lunches are brought from home. Please refer to guidelines listed below. Please label lunchboxes, formula, and/or breast milk.

Additionally, each classroom will provide a unique list of items to bring. Please label all items brought from home with your child's name (i.e., clothes, bottles, diapers, pacifiers, crib sheet, blanket, etc.) to prevent items from becoming misplaced or lost. We are not responsible for lost or damaged items. Please note, DHS requires that both the tops and bottoms of all bottles, sippy cups and water bottles be labeled with the child's name and that all pacifiers be labeled (with name or initials).

B. Cubbies. Upon enrollment each child will be assigned a "cubby." Cubbies are labeled with your child's name. Please check your child's cubby on a daily basis for items that need to be taken home.

C. Lost & Found. You can look for lost items and bring found items to the Lost-and-found Box located at the school entrance. Please note that we are not responsible for lost personal property.

D. Toys from Home. We request that toys from home be left at home. There is a possibility that personal toys will get lost or broken if brought to school, and we want to avoid this unnecessary stress for children.

IX. Nutrition

A. Foods Brought from Home. Food Guidelines:

- (i) Families supply infant formula or breast milk and baby food until babies are able to eat our snacks. Bottles will be warmed (if needed) in a crock pot.
- (ii) Families supply lunch. Please follow the DHS guidelines (listed below). Please pack lunch in an insulated lunchbox with an ice pack. Microwaves and small refrigerators are located in each classroom if needed.
- (iii) We supply a morning snack for every child. An afternoon snack is provided for children who stay for our extended afternoon. Snacks provided by the school are certified Kosher and are nut free (and processed in a nut free environment). We work hard to provide a variety of healthy snacks that exceed DHS recommendations for child care programs.
- (iv) Children with specific allergies (other than nuts) may need to provide their own snacks. Please alert your classroom teachers as well as the preschool office so we may properly post these allergies.
- (v) As a Jewish program, we request that you not send any food items that contain pork, pork products, or shellfish. If your family keeps Kosher, please tell your classroom teachers which guidelines you wish to be followed.
- (vi) We provide organic milk for lunch (and sometimes with snacks).
- (vii) If celebrating your child's birthday with the class, please be health-conscious with treats. Some suggestions for special occasion treats are: fruit pops, frozen yogurt cups, muffins and specialty breads. If you feel you must bring a sweeter treat we suggest miniature cupcakes (with limited icing) or cookies. Please check with classroom teachers for special dietary needs that may be present in your child's class. (FYI, Publix carries miniature cupcakes that are Kosher and nut free).

FRUITS	1 OR 2	1/4 cup cooked, frozen or canned. 1/2 piece fresh 1/4 cup 100% juice	1/3 cup cooked, frozen or canned. 1 piece fresh 1/2 cup 100% juice
VEGETABLES	1 OR 2	1/4 cup	1/4 cup
GRAINS	1	1/2 slice bread 1/4 cup cooked cereal, rice or pasta 1/3 cup dry cereal 2-3 crackers	1/2 slice bread 1/3 cup cooked cereal, rice or pasta 1/2 cup dry cereal 3-4 crackers
MEATS AND OTHER PROTEINS	1	1 ounce meat, fish, chicken or tofu 1/4 cup cooked beans 1/2 egg	1 ounce meat, fish, chicken or tofu 1/3 cup cooked beans 1 egg
DAIRY	1	1/2 cup milk 1/2 ounce cheese 1/3 cup yogurt	1/2 cup milk 1 ounce cheese 1/2 cup yogurt

B. Food Prepared for or at the Center. We love to do cooking projects in the classrooms. When preparing food, we are careful to be aware of any special dietary needs.

C. Food Allergies. Food allergies can be life threatening, and each child with a food allergy should have an action plan for emergency care completed by the family physician. Families of children with diagnosed allergies are required to provide us a form detailing the child's symptoms, reactions, treatments, and care. Families must provide the proper medications (Benadryl, epi-pen, etc.) and proof of prescription. All medications must be labeled with the child's name and date the medication was provided to the school. Individual classrooms may be required to be nut (or other anaphylactic allergens) free. Signs are posted on classroom doors, and families are notified of this requirement through classroom communications. Each child's allergy notifications are posted conspicuously in order to be easily identified by teachers, substitutes, and volunteers. Staff are trained in CPR and First Aid as well as administering epi-pens and medication (according to individual allergy plans).

D. Infant Feedings. Infant feedings follow these procedures:

- (i) Bottle-fed infants are fed while being held or sitting up.
- (ii) Infants are fed "on demand" to the extent possible (at least every 4 hours and usually not more than hourly).
- (iii) Breastfeeding is supported by providing a place for nursing mothers to feed their babies. Expressed breast milk may be brought from home if frozen or kept cold during transit. Fresh breast milk must be used within 48 hours. Previously frozen (thawed) breast milk must be used within 24 hours. Bottles must be clearly labeled with the child's name and the date the milk

was expressed. Frozen breast milk must be dated and may be kept in the freezer for up to 3 months.

- (iv) Formula must be brought to the premises in a factory-sealed container in a ready-to-feed-strength powder or concentrate. Formula will be diluted at the school according to the instructions provided by the manufacturer or from the child's health provider, using water from a source approved by the local health department. Formula brought from home must be labeled with the child's name.
- (v) Solid foods will only be introduced after a consultation with the child's family.

E. Toddler Feedings. Children are encouraged to self-feed to the extent that they have the skills. Children are encouraged, but not forced, to eat a variety of foods. **Round, firm foods that pose a choking hazard for children less than 4 years of age must be sent to school cut into age appropriate sized bites. Examples may include: hot dogs, whole grapes, and sandwiches (for young children).**

X. Health

A. Immunizations. Immunizations are required according to the current schedule recommended by the U.S. Public Health Services and the American Academy of Pediatrics, www.aap.org. State regulations regarding attendance of children who are not immunized due to religious or medical reasons are followed. Unimmunized children are excluded during outbreaks of vaccine preventable illness as directed by the state health department. A Child Care Immunization form that shows up-to-date immunizations is required upon enrollment in our program. This form must include a physician's signature documenting a health examination.

B. Illness. We understand that it is difficult for a family member to leave or miss work, but to protect other children, you may not bring a sick child to school. The preschool administration has the right to refuse a child who appears ill.

- (i) You will be called and asked to pick up your child if your child exhibits any of the following symptoms. This is not an all-inclusive list. We will try to keep your child comfortable but he/she will be excluded from all activities until you arrive.
 - (a) Acute Illness that prevents your child from participating in activities.
 - (b) Illness that results in greater need for care than we can provide.
 - (c) Fever (above 99.4°F under the arm, above 100.4°F in the ear).
 - (d) Diarrhea: Uncontrolled diarrhea is defined as "increased frequency of stools that are watery and with no form." We will call parents after two episodes of loose, runny stools. If a child's diarrhea cannot be contained (in diapers or with regular toileting), he/she will be sent home. If diarrhea is a side effect of antibiotics, your child may remain at school as long as the loose stools are reasonably contained in a diaper or with reasonable toileting frequency.

- (e) Vomiting.
 - (f) Rash or lesions with fever.
 - (g) Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours.
 - (h) Impetigo, until 24 hours after treatment.
 - (i) Strep throat, until 24 hours after treatment.
 - (j) Head lice, until treatment and all nits are removed.
 - (k) Scabies, until 24 hours after treatment.
 - (l) Chickenpox, until all lesions have dried and crusted.
 - (m) Pertussis (Whooping Cough), until 5 days of antibiotics.
- (ii) Children who have been ill may return when:
- (a) They are free of fever, vomiting and diarrhea for 24 hours (without the use of medication).
 - (b) They have been treated with an antibiotic for 24 hours.
 - (c) They are able to participate comfortably in all usual activities.
 - (d) They are free of open, oozing skin conditions or unless: (1) The child's physician signs a note stating that the child's condition is not contagious, and; (2) The involved areas can be covered by a bandage without seepage or drainage through the bandage.
- (iii) If a child had a reportable communicable disease, a physician's note stating that the child is no longer contagious is required in order to return to our care. Please alert the preschool of any contagious illness so we can make families aware to watch for symptoms in their own child(ren).

C. Medications.

- (i) If a child is to be administered ANY (prescription and/or over-the-counter) medication, the following guidelines must be followed:
 - (a) A "Permission to Administer Medication" form must be completed by a parent and signed at the end of each day the medication is administered at school.
 - (b) The medication must be prescribed by a physician.

- (c) The medication must be in its original container with the following information on the label: child's name; name of the medication; dosage to be administered; instructions for administration.
 - (d) Medication must be stored in a locked container (each classroom has a container for storing medication).
- (ii) We need written permission from families to apply topical ointments (listed below) to your child. A permission form is provided in your enrollment packet and is available in the classroom or preschool office. Forms must be updated annually.
- (a) Sunscreen: Please apply sunscreen before your child comes to school. We will re-apply sunscreen in the afternoon or if extended time is spent outdoors. The preschool uses unscented sunscreen that is made for children. If you want to provide your own sunscreen, you may do so provided that the bottle is labeled with your child's name and kept in our locked container.
 - (b) Bug spray: Bug spray may be applied upon request or if deemed necessary due to the environment. The school keeps bug spray in each classroom. You may provide you own bug spray provided that the bottle is labeled with your child's name and kept in our locked container.
 - (c) Diaper cream: Teachers should be given specific instructions for applying diaper cream. Please provide the diaper cream of your choice. The container must be labeled with your child's name and will be kept at school in a locked container.
- (iii) All medications and ointments should be handed to a staff member with specific instructions for administration. Medications and ointments should never be left in the child's cubby or with the child to administer on their own. Our staff will ensure that the medication is dispensed as directed.

D. Communicable Diseases. When an enrolled child or an employee of the center has a (suspected) reportable disease, it is our legal responsibility to notify the local Board of Health or Department of Public Health. We will take care to notify families about exposure so children can receive preventive treatments.

XI. SAFETY

A. Clothing. Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child will be involved in a variety of activities including: painting, outdoor play, sand, weather, and other sensory activities. Our playground is used as an extension of the classroom and daily programs are conducted outside whenever weather permits.

B. Extreme Weather and Outdoor Play. We believe that outdoor play is essential to our curriculum. Whenever possible, we will spend some amount of time outdoors each day.

During extreme temperature conditions, we will limit the time we spend outdoors and will not stay out longer than is comfortable and appropriate for children. In the event of extreme air quality warnings, we will stay indoors.

C. Water-Play. Water play is one of many sensory opportunities at the preschool, especially during the summer months. Water play is supervised, and precautions are taken to ensure that communal water-play does not spread communicable infectious disease.

D. Injuries. Safety is a major concern in child care, and daily safety inspections are completed inside and outside the center area in order to prevent injuries. First aid will be administered by our trained staff in the event that your child sustains a minor injury (e.g., scraped knee). You will receive an accident report outlining the incident and course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. In the event of a serious medical emergency, the child will be taken to the hospital immediately by ambulance while we will try to contact you or an emergency contact.

E. Smoking. The poisons in secondhand smoke are especially harmful to infants and young children's developing bodies. The indoor and outdoor environment are non-smoking areas at all times. Smoking is prohibited on the preschool premises.

F. Prohibited Substances. The use of alcohol or illegal drugs is prohibited on the preschool premises. Possession of illegal substances or unauthorized potentially toxic substances is prohibited. Any adult who appears to be inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances is required to leave the premises immediately.

G. Dangerous Weapons. A dangerous weapon is a gun, knife, razor, or any other object, which by the manner it is used or intended to be used, is capable of inflicting bodily harm. Families, children, staff, or guests (other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises. In cases that clearly involve a gun, or any other weapon on our premises, the police will be called and the individual(s) involved will be immediately removed from the premises. This policy applies to visible or concealed weapons.

H. Child Custody. Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

I. Suspected Child Abuse. We are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may conduct an investigation. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. Our center will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect. Preschool staff is trained in the prevention, detection and reporting of child abuse twice a year.

Family Handbook Acknowledgement

This handbook may be updated from time-to-time, and notice will be provided as updates are implemented.

Thank you for acknowledging the policies and procedures we have established for the safety and welfare of all children in our care. We look forward to getting to know you and your family.

Please sign this acknowledgement, detach it from the handbook, and return it to the center prior to enrollment.

I have received the **The Temple Preschool Family Handbook**, and I have reviewed the family handbook with a member of the **The Temple Preschool** staff. It is my responsibility to understand and familiarize myself the Family Handbook and to ask center management for clarification of any policy, procedure or information contained in the **The Temple Preschool Family Handbook** that I do not understand.

Recipient Signature

Date

Preschool Staff Signature

Date

FAMILY ACTIVITIES

We encourage families to take an active role in our program and strive to offer a variety of opportunities for participation.

Committees:

Advisory Committee: The Advisory committee is an offshoot of the Temple Board of Trustees and meets monthly to review finance, enrollment, policy, and procedures.

Parent Committee: The Parent Committee meets monthly to plan family events and fundraising. All parents are invited to join, and monthly attendance is not required. The parent committee organizes the following events and programs:

- Family events (see below)
- Fundraisers
- Grandparent Circle
- Helping Hands program—provides meals to families and teachers to celebrate a birth or offer support during difficult times
- Room Parent – serves as a liaison between classroom parents and teachers, communicates information to classroom parents about special events, holidays, and teacher birthdays.
- Teacher Appreciation

Family Events:

We have several events throughout the year that bring our entire community together. Watch for the announcements!

- Parent Orientation
- Coffee & Kleenex Breakfast
- Fall family event
- Thanksgiving lunch
- Chanukah celebration
- Model Passover Seder
- Book Fair
- Spring Family event

Classroom Activities:

Enjoy and help your child's class with these special activities.

- Share a meal with your child
- Chaperone field trips
- Read to children at arrival or pickup
- Volunteer in the classroom
- Donate requested items
- Serve on the Parent Committee
- Welcome new families
- Contribute to class or school-wide special events