

## I. Our School

Welcome to Jewish Beginnings Preschool! We look forward to sharing our passion for young children’s learning with you. We will be encouraging your child to ask questions, to explore ideas that interest them and to document what they learn. A child’s educational journey encompasses the unique qualities of his/her family as an integral part of the learning experience. It is our hope that your family will become active participants in our greater school community. In our pursuit for excellence, we welcome your questions, concerns, suggestions and ideas.

## Our Philosophy

Jewish Beginnings Preschool recognizes that children learn through their collaboration with the environment and their interaction with each other. Our goal is to provide them with many learning opportunities, and to expose them to new mediums to explore and discover. The curriculum skillfully weaves artistic and academic disciplines, along with Jewish values, into everyday activities. Students learn to follow their curiosity, to think creatively, and to work both independently and cooperatively with others. At Jewish Beginnings Preschool our goal is to create a vibrant community of children, teachers and families.

## II. Arrival and Dismissal

Let us know!

Please let your child’s teacher know within the first hour of school if your child will not be in attendance. If your family will be away for any reason, please let us know in advance.

Drop–Off:

School begins at 9:00 am. We ask that you please park and come inside to drop off your child.

Please do not bring your child to school before his/her class starting time. Teachers arrive early to prepare class materials and provocations. If you arrive early, please remain outside the classroom with your child until class begins.

Pick-Up:

Pick up is at 2:45 pm for full day students. Children will be released from Jewish Beginnings only to authorized persons whose names appear on the registration form. It is very important that you arrive on time.

After Care Program is available from 2:45 pm – 3:45 pm daily by pre-registration.

## Rates:

Parents who drop their children off early (before 9:00 am) or who are late to pick up their children (after 2:45 pm) will be charged the following fees. Arrival before 9:00 am: \$10. Arrival after 2:45 pm: \$10. **You will automatically be charged at the end of each month for additional hours.**

## Drop-In Policy:

If you need an additional care for your child, please contact our office at least twenty four hours in advance to see if space is available. Fees for additional hours: 2:45-3:45 pm: \$10.

## Calendar, Holidays and Days off:

Please review the Jewish Beginnings Calendar. This will allow you to plan ahead for the days we are not in school. There is no credit for days when school is closed; this is averaged into the tuition cost and balances out with the longer months.

## Severe Weather:

Jewish Beginnings Preschool follows the Seminole County School District Schedule. If the public schools are closed or have a delayed start, so will Jewish Beginnings.

## III. Communication between Parents and School

A child's educational journey encompasses the unique qualities of his/ her family as an integral part of the learning experience. In our pursuit of excellence, we welcome your questions, concerns, suggestions, and ideas. We aim to keep you fully informed and updated with the happenings of the school, your child's class and his/ her development in particular. We do this via:

\* **School Communications:** We use a program called Kaymbu to document your child's care and development. Parents of infants will receive daily emails with eating, diapering and sleeping information. All parents will receive weekly newsletters with pictures of the children from the week. Teachers will share the process of learning that is taking place in the classroom. We cannot emphasize enough the importance of reading the updates.

\* Regular **emails** from the school office. Reminders about school closings and special in-school events. Please note that our primary means of communication is via email. Please make sure you are receiving them!

\* We invite all of our parents to follow our Jewish Beginnings **Facebook and Instagram accounts** to see snippets of what is happening in the classroom. We love likes and shares!

\* **Curriculum Night** - an evening in August showcasing your child's daily schedule and the educational program and goals for the year. This evening is a window into your child's world at the Jewish Beginnings.

\* **Parent Teacher Conferences** are held annually in December. These conferences are an opportunity to discuss the uniqueness of your child and to receive an in-depth view of your child's progress. A sign-up sheet with time slots will be available a week before the conferences.

\*Our teachers are available to discuss your child privately after hours. During the day, staff must be completely involved with supervising your children without any distraction. Except in the case of emergencies, all conversations with teachers should be reserved for after school hours. Please communicate with your child's teacher by email and she will be happy to respond to your questions and concerns.

Our office number is:

Phone: 407-720-8111 Email: [mussie@JewishAltamonte.com](mailto:mussie@JewishAltamonte.com)

Important:

Please advise the teachers if parents are going to be away from home for any length of time. This is especially important if the absence is caused by unexpected conditions, such as hospitalization, which may be upsetting for your child. When teachers are aware of such conditions, they can be of great support and help in alleviating your child's distress.

\***Teacher's Appreciation:** Our teaching staff dedicates heart and soul to each child in their care, and our school takes many steps to acknowledge and appreciate our teachers for their hard work. As a school, we have designated three times a year for parents to express their appreciation to their child's teacher, Chanukah, teacher's appreciation week, and school's conclusion. Class moms will collect money at these junctions for teacher's gifts.

## IV. General Information

### Clothing

Please send your child dressed appropriately for preschool! We do a lot of painting and provide plenty of material for the children to explore and feel - creams, water, sand, putty, etc. We encourage the children to explore and get messy. Please do not send your child to school in special clothing and accessories that you do not want ruined or misplaced. We also ask you to please send your child in clothing that encourages toileting independence. Elastic waist pants are encouraged for children learning to use the toilet, as well as for children who have difficulty with belts, buttons, overalls, etc. Shoes must be supportive, with a back strap. (No flip flops etc.)

### Meals and Snacks - Kosher Food Policies

Please provide your child with a healthful and nutritious kosher snack, lunch and drink daily. Dairy or Pareve Only. No meat lunches allowed. Please do not send any candy. Any packaged product sent in your child's lunch box must have a kosher symbol. Should you have any questions or need ideas, please

speak to your child's teacher or the director. Please label lunch box, thermos, utensils and containers. We do not permit children to exchange or share food items. Children in the full day program should bring an afternoon snack.

## Rest Time

Children that stay for a full day are required to have a rest period. A child who cannot sleep will be provided with quiet, restful activities. All napping children are required to purchase an all-in-one nap mat, the Kid-Napper with blanket attached, as well as the storage bag specifically designed to accommodate it. This is available at [www.matindustriesinc.com](http://www.matindustriesinc.com). These will be sent home weekly to be washed.

## Injury

In case of simple injury, we will perform routine hygienic measures such as washing wounds and applying bandages. An accident report will be filled out and given to the parent upon their arrival. In case of medical emergency, a parent (or other emergency contact if parent cannot be reached) will be called and will be asked to take the responsibility for obtaining the necessary medical treatment. If circumstances require immediate or professional care, 911 services will be called. We will respond as necessary until emergency services arrive. We will not transport children to an emergency facility. Parents are responsible for all fees related to the transport of their child to a medical facility.

## Health Procedures

All children must have a copy of their immunization record and a well-child check from their physician at the time of registration. These forms expire, and have to be renewed, usually at the time of your child's annual doctor's visit. **We advise that you ask your pediatrician for forms each time your child gets shots, or has a well visit.**

Please be advised that some children in care may not have current immunizations due to medical, religious, or philosophical exemptions.

If your child is ill, please be considerate and do not send him/her to school. Illness includes heavy nasal discharge, a constant cough, fever or vomiting. It is imperative that you keep your child home for 24 hours from when symptoms subside.

If your child becomes ill, gets a fever, or develops symptoms in school, we will call you to pick up your child immediately. Children sent home from school can only return 24 hours after the symptoms have diminished or with a doctor's note.

All communicable diseases must be immediately reported to the school office. These include: chicken pox, measles, meningitis, mumps, pertussis (whooping cough) and rubella. All parents will be notified by the school when a child in the group has a contagious disease so that they may check with their

physician. If your child should contract a contagious disease or rash, we must have a note from his/her doctor stating that the child is in good health before re-admission.

## Evacuation Procedure

In the event that Jewish Beginnings Preschool needs to evacuate the building due to site-related problems, it will promptly notify the emergency authorities after the facility has been evacuated. Families will also be notified via text and email.

If Jewish Beginnings Preschool needs to relocate, we will move all the students to the Walgreens Pharmacy located at 200 W State Rd 436, Altamonte Springs, FL 32714. Pickup will be at this address. Staff will wait until all parents and caregivers have picked up their children.

## Toilet Learning

Children do not need to be able to use the toilet independently to enter our program. When a child shows signs that they are ready to learn toilet independence, we will make it convenient for the child to use the toilet and provide help as needed. A child is considered to be toilet trained when they initiate trips to the bathroom, and go almost every time. A child who needs regular reminders is still at the beginning stages of training, and should be in diapers at school. After 1-2 weeks of being in underwear at home, it is probably a good time to try underwear at school.

In order to provide a quality program for all of the children, it is important that these policies are kept. Parents can assist in toilet learning by dressing the child in underwear and loose fitting clothing that the child and caregiver can easily remove. Use of diapers or pull ups is recommended during nap time if your child wears a diaper/pull up during the night. We will be available and helpful but will not hover or push children. We will not force a child to remain on the toilet or punish a child for wetting or soiling his/her clothing. Our school policy is to keep the door of the bathroom open while changing a child. All children will be instructed and assisted in washing their hands after using the toilet.

## Guidance and Discipline

It is our desire to help children develop self-control and to assume responsibility for their actions. The center's daily schedule, curriculum, classroom arrangements and staff members are chosen to promote positive and enjoyable learning experiences, including respectful and trusting relationships between adults and children. The teacher's response to a child's behavior will focus on redirecting the inappropriate actions and offering alternate choices. An awareness of the developmental stages of children will enable the teacher to determine whether the behavior is inappropriate for the individual child.

In the event that the teachers, with guidance from the director, have exhausted all tools within their ability, parents will be responsible to provide additional support through behavioral therapists or shadows until the issue has resolved.

## Biting Policy

Biting is a behavior that we take very seriously at Jewish Beginnings Preschool. We will work with the teachers and parents to nip it at the bud. If a child bites another child, they will receive a warning. After a subsequent incident, we will call the parents to take the child home. We will work on skill building with the child, and explore the underlying cause of the biting. If the biting persists after the above provisions, we will require parents to provide additional support through behavioral therapists or shadows until the issue has resolved.

## Expulsion Policy

Jewish Beginnings Preschool will do our best to provide proper placement of each child. Unfortunately, there are sometimes reasons we have to expel a child from our program either on a short term or permanent basis. We want you to know that we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from this center:

### IMMEDIATE CAUSES FOR EXPULSION

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- The child is at risk of causing serious injury to other children or him/herself.
- Parent threatens physical or intimidating actions towards staff members.
- Parents exhibits verbal abuse to staff in front of enrolled children.

### PARENTAL ACTIONS FOR CHILD'S EXPULSION

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- Failure to pay/habitual lateness in payments.
- Failure to complete required forms including the child's immunization records.
- Habitual tardiness when picking up your child. Verbal abuse to staff.

### CHILD'S ACTIONS FOR EXPULSION

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- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.
- Excessive biting.

Prior to expulsion, a parent will be called and correspondence will be sent home indicating what the problem is, and every effort will be made by both the center and the parent to correct the problem. If, after one or two weeks, depending on the risk to other children's welfare or safety, behavior does not improve, and the center finds that they can no longer accommodate the child, the parent will be asked to remove him/her.