

# FAMILY HANDBOOK



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# Tikvah (“Hope”) Preschool

Welcome! Everyone at Tikvah Preschool is happy to welcome your child and family into our Tikvah “family.” We are committed to providing you and your child with an optimal learning environment which strives to meet the needs of each individual child. Please review the information in this handbook and feel free to approach the director or staff with any questions, concerns, or suggestions. We take our partnership with families very seriously and consider it a privilege to serve you. Thank you for the opportunity to care for your child.

## Philosophy

Tikvah Preschool is a child centered environment where teachers guide learning while promoting the creative, unique spirit of each child. Tikvah Preschool uses developmentally appropriate activities which encourage children to explore, experiment, and investigate in a creative, safe, and non-judgmental environment. Our teachers provide guidance while nurturing creativity, problem solving, individuality, and respect for others. We recognize that children are unique individuals who learn at their own pace and have individual needs. We are committed to nurturing each individual child and meeting each child’s cognitive, social, emotional, linguistic, and physical needs. We value children, support families, and are dedicated to providing children and their families with a high quality early childhood education experience.

Our mission at Tikvah Preschool is to guide and empower young children to become effective, enthusiastic and socially competent learners by creating a bond among children, their families, and the community. We are committed to providing families with a preschool environment that is pleasant, non-judgmental, safe, and nurturing while creating a sense of belonging for both children and families. **Tikvah preschool is committed to fostering developmental growth while strengthening Jewish values and principles in young children through rich and meaningful educational experiences in a secure, nurturing, and stimulating environment.**

Our vision is one in which children are happy, healthy, and cherished and have developed a love of learning and respect for others while being given the opportunity to develop to their full potential through the collaborative efforts of the adults who love and nurture them.

**At Tikvah Preschool, all decisions will be made with the best interest of the children in mind.**

## Our Program

At Tikvah preschool we create monthly themes that teachers use as a guide in planning lessons. **All activities are developmentally appropriate and will take the individual learning styles of children into consideration.** A primary component of our program is to lay the foundation for pre-writing, reading, and math skills. Songs, literature, rhymes, music, science, math, dramatic play, physical development, art, and Judaic values are the core of our curriculum. Teachers will work with students in whole groups, small groups, and individually to meet the individual needs of each child.

**2 year old classroom (ratio 1:6)** This program is offered for children who are 2 years old to approximately 3 years old and who are beginning to toilet train. **The program offers a nurturing, caring, and a relaxed environment. Children of this age are beginning to develop language and social skills and learn by experience.** By exploring their environment and interacting with other children and teachers, children will build the basis needed to develop important social and emotional skills. **Children will begin learning about Shabbat and Jewish holidays and explore Judaism through prayers, songs, stories, and activities.**

**3 year old classroom (ratio 1:10)** This program is offered for children who are approximately 3 years to 4 years old and who have mastered and are beginning to master toileting. **This program allows children to explore their world in a nurturing, caring, and relaxed environment. Social and emotional development begins to take shape at this age and children are eager to explore their environment and are developing important language and social emotional skills.** Numbers, letters, shapes, and colors will be introduced and will begin to take on meaning. **Children will continue to learn about Shabbat and Jewish holidays through prayers, songs, and stories, and activities.**

**4 year old classroom: Pre-kindergarten (1:12 ratio)** This program is offered for children who are approximately 4-5 years of age and will be entering kindergarten the following school year. This program allows children to begin mastery of concrete skills such as number and letter recognition as well as pre-reading skills. **Math, science, art, music, and reading readiness, as well as receptive and expressive language will be emphasized.** Children will be presented activities which allow them to succeed in the mastery of these developmental concepts. **Jewish values and traditions will continue to be introduced through prayers, songs, stories, and activities.** Hebrew will continue to be reinforced as children learn the aleph-bet, days of the week, animals, body parts, colors, and numbers 1-10.

## Curriculum

At Tikvah Preschool we strive to meet the following objectives:

- Strengthen Jewish values and principles
- Develop a respect for others
- Develop social skills
- Foster positive self concept
- Encourage expressive and receptive language development
- Enhance physical development
- Encourage creative expression and appreciation for the arts
- Encourage discovery, exploration, and experimentation
- Develop a respect for cultural diversity
- Learn basic concepts and develop critical thinking and problem solving skills
- Promote health, safety, and nutritional practices

Our Judaic curriculum includes prayers over the food we eat, Hebrew vocabulary, stories, songs, Jewish values and customs, and Jewish holiday celebrations.

## Hours of Operation

**Tikvah Preschool is open from 7:30 AM until 5:30 PM Monday through Friday.** We offer a half day program from 7:30-12:30 daily and a full day schedule from 7:30-5:30 daily. In the toddler classroom a two, three, or five day full day or half day schedule is offered, in the three year old classrooms a three or five day full or half day schedule is offered, and in the pre-kindergarten classroom a five day full or half day schedule is offered. **The school day begins at 9:00 AM and we encourage parents to have children to school by 9:00 and no later than 10:30 so that they can easily transition into the classroom setting.**

## Licensing Regulations

Tikvah Preschool is licensed by the State of California's Community Care Licensing Agency. The license is displayed in the reception area. Licensing requires that a program meets child care health and safety standards as dictated by the state.

## **Late Pick up**

**Tikvah preschool's half day program ends at 12:30 and the full day program ends promptly at 5:30.** Picking up children late puts a strain on our teachers, our budget, and on the child being picked up late. The following policy is in effect regarding late pick-up with no exceptions.

- A late fee of \$1.00 per minute per child will be charged for every minute after 5:30 that a parent is late.
- Upon arriving late to pick up a child, a late pick-up form indicating the child's name, the person picking up the child, and the time of pick up will be issued to the person picking up the child. The person picking up the child and the teacher in charge will sign the form which will be given to the director.
- The late fee must be paid no later than drop-off time on the next day that the child is in attendance in order for the child to be admitted to the school.
- After a third late pick-up fine is issued the child's enrollment in the school can be terminated by the school Director. (See the policy related to discharge).

## **Discharge Policy**

We will strive to implement adaptations in teaching strategies, learning environments, and curricula as well as consult with the family and seek recommendations from the appropriate specialists to maximize the potential of each child to benefit from the program. If after these efforts have been made the child does not appear to be benefiting from our program or the child is seriously jeopardizing the ability of the other children to benefit from the program, we shall communicate with the family and appropriate specialists to determine the child's needs and identify whether or not Tikvah Preschool is able to meet those needs.

When it is determined that the individual needs of the child cannot be served by the center or that families are consistently disregarding school policies and procedures, the Director may terminate a child's enrollment in the program. Such termination decisions will not be made without prior consultation with the child's parents.

In most cases, the parents will be given a two week period to make other arrangements; however, Tikvah Preschool reserves the right to discharge a family at any point in time. Parents are financially responsible for tuition covering the period of attendance.

Possible reasons for termination of enrollment include but are not limited to:

- The child's actions
- Non-payment of tuition or fees.
- Habitual late pick of a child (see late pick up policy).
- Non-compliance with school policies and procedures.

# Tuition

We contract the services of **FACTS Management Company** to help manage our tuition collection program. Tuition can be paid as follows:

- **FULL PAYMENT:** Tuition and fees are paid in full on or before the first of September. The \$150 yearly registration fee will be waived for those who pay the yearly tuition in full. Payment is made directly to Tikvah Preschool.  
*If you choose this option and circumstances cause you to remove your child from Tikvah before the school year is complete, a percentage of your annual tuition will be refunded at the following rates: at 60 days 50% will be reimbursed, at 100 days 40% of your tuition will be reimbursed, and at 120 days 30 % of your tuition will be reimbursed.*
- **MONTHLY FACTS PAYMENTS:** Under this plan, the entire amount of tuition is paid over a twelve month period beginning in September through the **FACTS Tuition Management Program.**

The **FACTS plan** offers three different ways to pay for tuition:

- **Electronic debit** as authorized by parents from their bank accounts (checking or savings). **It is important to note that FACTS Management Company and Tikvah Preschool are in compliance with all state and federal laws regarding your confidential financial information.** Neither FACTS Management Company nor Tikvah Preschool sees your bank account nor has any direct access to your account. *You may want to consider opening a separate account strictly for your tuition payments, so that it does not interfere with your family finances.* Tuition will be deducted on the 5<sup>th</sup> of each month. In the case of a failed attempt to collect tuition on the 5<sup>th</sup> of the month, FACTS Tuition Management Company will reattempt to collect tuition on the 20<sup>th</sup> of the month. A \$25 fee will be applied to your account for non-sufficient funds.
- **Credit Cards** (American Express, Discover, or Mater Card). **If you choose to pay tuition through your credit card you will be charged a 2.5% fee per payment.** Your credit card will be charged automatically on the 5<sup>th</sup> of the month. A \$25 fee will be applied to your account for non-sufficient funds.
- **Monthly invoice. This option is available only for families in good standing and has a yearly fee of \$45.** You will receive an invoice on the 10<sup>th</sup> of the previous month with payment due the 1<sup>st</sup> of the following month. You may pay by check, money order, credit card, or pay via telephone or online. Payments are considered late as of the 10<sup>th</sup> of the month and will be charged a \$25 late fee by FACTS.

*In addition to fees charged by FACTS for non-sufficient funds or non-payment of tuition Tikvah Preschool will assess a \$25 late fee for all tuition not paid by the due date.*

Tikvah Preschool reserves the right to terminate enrollment of a child whose tuition has not been paid by end of the month.

Enrollment forms are included in the school's enrollment packet and must be filled out and returned prior to enrolling your child.

**An annual non-refundable registration fee of \$150 will be charged upon enrollment and on September 1 of each year.**

## Attendance

**In the event of your child's absence please phone the school as a courtesy to your child's teacher.**

**If the need arises for a child on a part time schedule to attend school for an extra day, please make your request at least 24 hours in advance.** Your request will be honored based on class attendance and staffing considerations. A \$45 fee drop in fee will be assessed for each additional day in attendance.

**If the need arises to extend a child's schedule from a half day schedule to a full day schedule, please make your request 24 hours in advance.** Your request will be honored based on class attendance and staffing considerations. A \$25 extended day fee will be assessed for each additional afternoon in attendance.

## Enrollment Policy

Tikvah Preschool acknowledges that diversity in the learning environment promotes cultural awareness, mutual understanding, respect, and harmony. We welcome children and families of all religious backgrounds and ethnicities. While Tikvah Preschool is a learning environment rich with Jewish customs, values, and traditions, we strive to make each child and family feel comfortable and welcome regardless of their religious affiliation or ethnicity.

**Tikvah Preschool recognizes our responsibility to all children and does not participate in practices that discriminate against children by denying benefits, giving special advantages, or excluding any child from programs or activities on the basis of race, ethnicity, religion, sex, national origin, language, ability, or the status, behavior or beliefs of their parents.** We will strive to implement adaptations in teaching strategies, learning environments, and curricula as well as consult with the family and seek recommendations from the appropriate specialists to maximize the potential of each child to benefit from the program. If after these efforts have been made the child does not appear to be benefiting from our program or the child is seriously jeopardizing the ability of the other children to benefit from the program, we shall communicate with the family and appropriate specialists to determine the child's needs and identify whether or not Tikvah Preschool is able to meet those needs.

# Enrollment Procedures

The following forms must be completed and signed before a child can start school:

- **Temple Sinai Tikvah Preschool Admission Agreement**
- **Tikvah Preschool Registration Application**
- **Identification and Emergency Information**
- **Child's Preadmission health History—Parent's Report**
- **Physician's Report**
- **Consent for Emergency Medical Treatment**
- **Child Care Center Notification of Parent's Rights**
- **Personal Rights**
- **Immunization Records (must be kept current)**
- **FACTS tuition collection enrollment form**

\*All forms must be on file at the school before your child can be permitted to attend school. If there is a change in your address, home, business, doctor, or emergency telephone numbers, please notify the school immediately.

**Additional paperwork that must be on file includes, but is not limited to:**

- Custodial care of children and restraining orders.
- Any court orders pertaining to the child.
- Health information in regards to a child's special needs.
- Health information pertaining to dietary restrictions.

## Family Information Changes

**If at any time the information that you have given to Tikvah changes please see the director about updating your child's file with the appropriate written information.** This information includes, but is not limited to, change of address, phone numbers, anyone who is authorized or no longer authorized to pick up your child, and custody agreements.

## Daily Check-in and Check-out Procedures

Each child must be signed in and out in the office each day as required by the state licensing agency. A folder with your child's name is located on the countertop of the office. Each child must be signed out using a **full legal signature** indicating the time when bringing the child to school and must be signed your child out using your full legal signature indicating the time of pick up when picking your child up at the end of the day.

## Release Policy

**The following release policy is in effect for your child's protection.**

1. **A child can be released only to the parent, guardian, or other persons indicated on the Child Identification Form.** Persons who the preschool staff is not familiar with must present a valid form of picture identification before a child can be released to him/her. Anyone picking up a child must be at least 18 years of age.
2. **In the case of divorce or legal separation, the child may be released only to the custodial parent unless the non-custodial parent is indicated on the Child Identification Form.** A copy of the legal custody documents indicating the custodial parent must be submitted to the school. In the case of divorce or separation the custodial parent is the only parent authorized to determine who the child can be released to as indicated on the Child Identification and Emergency Information Form.

## Mandated Reporting Policy

**All employees of Tikvah Preschool are mandated reporters of suspected cases of child abuse or neglect.** It is the responsibility of the staff as early childhood professionals to be aware of indicators of abuse and neglect and to report suspected cases to the director and then to the appropriate agency. When appropriate, parents or guardians will be informed that the referral has been made.

## Withdrawal/Refund Policy

**Tikvah Preschool requires a written two-week notice before withdrawing a child from the school.** Upon withdrawing from the program, any prepaid monthly tuition is non-refundable. Families who have elected to pay the year's tuition in full and whose circumstances cause removal your child from Tikvah before the school year is complete will be reimbursed a percentage of the annual tuition at the following rates: at 60 days 50% will be reimbursed, at 100 days 40% of your tuition will be reimbursed, and at 120 days 30 % of your tuition will be reimbursed.

## **Family Grievance Policy**

There will arise occasions when families may have concerns or questions regarding an issue at Tikvah. It is the role of the Tikvah staff to maintain an open professional attitude at all times. It is important that the families feel their grievance is heard, understood, and receives a response.

The staff at Tikvah will address parent concerns as they arise. **Please discuss any problems or concerns with your child's teacher keeping in mind that the teacher's first concern is attending to the children in the classroom. If needed, a conference will be scheduled at a time when the teacher can be away from the children.**

In the event that a conflict cannot be resolved between the teacher and parent please feel free to discuss your concerns with the director. It is the role of the director to ensure that the needs of the child and family are met while supporting the teachers at all times.

The director will work diligently in a cooperative manner in order to resolve conflicts to the satisfaction of both parties. In the event that the director is unable to resolve a problem the parent will be informed of any other options available.

All parent concerns are to be treated confidentially and discussed only with the parent and staff members involved.

## **Confidentiality**

**Tikvah respects the right of each family to privacy and confidentiality regarding all health, behavioral and developmental records, and information concerning the children enrolled in the center.** These rights to privacy and confidentiality are protected by federal and state statutes, local ordinances, and regulatory rules. If a child is involved in an altercation with another child, Tikvah will not reveal the child's identity to any other families in order to protect the child's rights.

## **Parent Group**

We welcome and encourage all parents to support the parent group by attending meetings and participating in events. Becoming involved in the parent group is a great way to help the school and meet other parents from the school

## Tikvah Committee

Our Tikvah Committee is made up of a group of parents who meet on the first Wednesday evening of each month to set policies for the school. Parents interested in joining the committee should see the director.

## Temple Sinai Board of Directors

The Temple Sinai Board of Directors governs the school. Financial decisions and regulatory policies regarding the school must be approved by the Board of Directors.

## School Closing Days

Tikvah Preschool is a year round school. We do close for the following holidays and breaks.

New Year's Day	Erev Rosh Hashanah closed at 12:00
Martin Luther King's Birthday	Rosh Hashanah
President's Day	2 <sup>nd</sup> Day Rosh Hashanah
Passover Break	Kol Nidre at 12:00
Memorial Day	Yom Kippur
Shavuot	Sukkot
Independence Day	Simchat Torah
Last week in August for Summer Break	Veteran's Day
Labor Day	Thanksgiving and the day after
	December 24 through January 1 for Winter Break

## Vacation/Absences

Tikvah Preschool is a year round facility; therefore, we rely on consistently paid tuition month to month to maintain the quality program that we offer. For this reason, it is important that tuition is paid monthly regardless of whether or not a child is in attendance. However, out of consideration for those who leave the desert during the summer months, a new policy has been put in place which will guarantee your child's spot for the school year if you choose to remove your child from the program during the months of **July and August only**. In order to guarantee your child's enrollment for the school year, if you choose to remove your child during July and August you must pay **June's tuition in full and pay the annual \$150 registration fee** which is

due no later than July 1. **If you choose not to pay the registration fee we cannot guarantee your child's enrollment for the following school year.**

We do not offer make up days and tuition is not adjustable due to absences as a result of illness, vacation, holidays, etc.

## **Transitioning to the Preschool Setting**

**Some children transition to a school schedule with ease while some experience some difficulty with the transition.** Suggestions that can help facilitate the transition include:

- Visit the classroom with your child prior to his/her start date. Familiarizing the child with the school and teachers will help the child to see that the school is a safe and secure place.
- Allowing the child to bring a small cuddly item from home to keep in his/her cubby the first few days can help with the transition. Children are comforted by knowing that a familiar item from home is available if needed. Suggested items include a familiar photo, small stuffed animal, or a special blanket.
- Set a regular schedule or routine for your child. Come to school consistently on your child's set school days arriving at approximately the same time each day. Create predictable morning routines on school days letting your child know in advance the sequence of events.
- Always say goodbye. Do not sneak away from your child when you see that he/she is comfortable in an activity. Your child needs to understand that he/she can safely transition from your side to engaging with their friends without fear.
- Remember that if you do leave while your child is crying the teachers are skilled at transitioning your child into the routines of the school day. Many times the child has found a friend or engaging activity minutes after the parent has left.
- Develop a friendly rapport with your child's teacher. Once your child sees that you trust the teacher and that you have found the school to be safe, he/she will also feel safe and secure.
- Talk positively about the school and the child's daily school experiences and about what he/she looks forward to the next day at school.

## Shabbat Services

Every Friday at 11:15 children and staff attend Shabbat services at Goodman Chapel at Temple Sinai. This time is spent with our Rabbi and Cantor learning about Jewish values and customs through storytelling and songs. The service is concluded with blessings over candles, grape juice, and challah.

## Celebrations

**Because of our association with Temple Sinai we limit our holiday celebrations to only celebrating the Jewish holidays.** Classroom holiday celebrations include, but are not limited to, observing Rosh Hashanah, Yom Kippur, Sukkot, Simchat Torah, Pesach, and Shavuot.

## Birthdays

Birthdays are special times for children and you are welcome to celebrate your child's birthday during snack at school. **When planning for your child's birthday celebration at school please consult with the classroom teacher well in advance so that she can make arrangements for the celebration.** Please keep the birthday treats simple and keep the school's health policy in mind when selecting a treat. Consider bringing muffins, fresh fruit, banana bread, or cookies rather than cupcakes with sugary frosting.

## Family Participation Program

In order to better support Tikvah and Tikvah's teachers while improving your child's experience at preschool we require parents to participate in our program. **Family must volunteer a minimum of one hour per month for a total of 9 hours per academic year.** Single parent households are required to provide 5 hours per school year. Families receiving scholarship will be required to give additional time as stated in the scholarship policy. Volunteer commitment may be fulfilled in a variety of ways including:

- Classroom/playground help as designated and assigned by the teacher or director.
- At home paperwork as assigned by the classroom teacher or director.
- Administrative help as designated by the director.
- Participation in fundraising activities and family fun events.
- Membership in good standing on the Tikvah committee.
- Membership in good standing in the parent club.

Any parent who is having difficulty fulfilling this obligation is encouraged to speak to the director who will work with families in compliance with this policy. Families who choose not to participate in the program will be assessed a fee of \$100 per school year.

It is the responsibility of the parent to maintain a log of hours volunteered in the parent participation binder which is located at the front desk of the preschool. Volunteer hours may be completed by parents, stepparents, grandparents, or legal guardians.

## **Lending Library**

Tikvah Preschool offers a lending library in our front office. Families are encouraged to borrow books to use at home. Please encourage your child to treat our books with loving care so that they can be enjoyed for years to come. Directions for checking out books are posted near the library bookshelf.

## **Parent Communication**

**At Tikvah Preschool we have an open door policy in which parents and guardians are permitted access to their child at any time that their child is in attendance in the school.**

We do expect you to be courteous and thoughtful about interrupting planned activities. If you need to speak with a teacher or a director, arranging an appointment will assure that time can be made available for you. Families are encouraged to discuss their concerns and questions with both teachers and the director.

Additionally, you will have the opportunity to discuss the amazing ways your child is growing and learning during the school year. Conferences will be scheduled in the fall and in the spring. Additionally, teachers and the director will be happy to schedule conferences to address concerns as they arise.

The Tikvah staff believes that communication between families and staff is the key to the well-being of all children; therefore, we will make every effort to keep the lines of communication open. The following procedures are in place to ensure open communication:

- Monthly newsletters
- Ouch reports
- Incident reports
- Conferences
- Phone conferences
- Special notes from teacher to family
- Family communication board

Keep in mind that we are always available to discuss any questions or concerns that you may have.

## **Personal Belongings**

**Please label all personal belongings such as clothing, jackets, backpacks, and lunchboxes with your child's first and last name.** Please keep in mind that Tikvah Preschool cannot be responsible for items brought to school from home. Because lost or broken treasures cause unnecessary upset for children and may interfere with your child's ability to enjoy his/her day, please keep personal items at home. Your child's teacher will notify you of share days and acceptable items to bring for sharing.

## **Nutrition**

**Children will be provided with two snacks each day at approximately 9:15AM and 3:15PM. An optional hot lunch is provided on Fridays for an additional cost of \$5 per lunch.** All meals and snacks will meet nutritional requirements as designated by the State of California licensing agency. Menus are given out at the end of each month and posted in the office. Children with special dietary needs will be accommodated according to the instructions of the child's physician. Children will not be deprived of any snacks or meals for any reason.

Please send a daily lunch with your child in a labeled lunch box or disposable bag, using a cold pack for items that must be kept cold. When preparing your child's lunch please do not send items that need to be heated or prepared.

Please do not send candy, gum, or soda. **Additionally, keep in mind that at Tikvah Preschool we strive to teach children to eat nutritionally balanced meals. Items such as chips, cookies, fruit roll-ups, and fruit drinks are strongly discouraged from being included in lunches. Sending children with a nutritional lunch which includes whole grains, a protein source, fruit, vegetable, water, milk, and/or 100% juice will ensure that your child gets the proper nutrition to help him/her achieve success in daily activities.**

## **Kosher Style Policy**

It is a policy of Temple Sinai that biblically prescribed foods, such as pork and shellfish are not permitted anywhere on Temple property. Additionally, we maintain “kosher style” meals which require that meat/poultry and dairy not be eaten in the same meal. Please refrain from sending a combination of meat and dairy foods in your child’s lunch.

## **Peanut and Nut Free Policy**

Six million children in North America have a peanut/nut allergy. At Tikvah Preschool we strive to keep all children safe and have developed policies to keep our preschool children free of harm. Therefore, in order to minimize the risk of children who suffer from peanut or nut allergies having an allergic reaction at school we ask that parents refrain from sending peanut or nut products to school. Such products include:

- Whole nuts and peanuts
- Peanut butter and nut butters
- Foods, such as granola, granola bars, or trail mix, containing nuts and peanuts

We appreciate your support of this policy.

***PLEASE LET US KNOW OF ANY FOOD ALLERGIES***

## **Health Policy**

We will do everything we can to ensure the health of all children at Tikvah Preschool. We will do our part in preventing disease by sterilizing toys, keeping bathroom and classrooms surfaces clean, practicing frequent hand washing, teaching the children safe health practices, and limiting exposure to contagious symptoms. **Upon arrival please use our classroom restrooms to wash your child’s hands as well as your own hands.**

**The following health routines have been put into affect to protect the health of all children.** Upon arrival your child will be checked for wellness by a staff member. If it is determined that a child is ill the child may not be admitted to school. In striving to keep all children at school healthy we will limit admittance if a child has contagious symptoms of any kind. **Conditions under which a child would not be admitted include but are not limited to:**

- **Fever**
- **Vomiting**

- **Diarrhea**
- **Sever cough**
- **Discharge from the eyes or nose**
- **Rash**
- **Childhood contagious diseases**

If a child becomes ill while at school he/she will be isolated from the rest of the children and the parents(s) or emergency care person will be notified to pick the child up immediately.

24 hour policy: If your child is sent home from school sick, he/she may not return the next day. Do not bring your child to school if he/she has had a fever, vomiting, or diarrhea within 24 hours.

Medical Release Policy: If your child has had a contagious disease and still shows symptoms, you must provide a doctor's note before the child can return to school.

Communicable diseases: Please notify the school immediately if your child comes down with a communicable disease that may potentially infect other children. Such diseases include but are not limited to chicken pox, strep throat, head lice, and pink eye.

Medication: It is our policy not to administer any medication to children.

*Please keep in mind that if your child is well enough to come to school he/she is considered well enough to participate in all activities including outdoor play.*

## **Clothing**

**When dressing your child please keep in mind that he/she will be involved with a variety of activities throughout the day including physical exercise, water play, sand play, painting, and art activities.** Therefore, it is not uncommon for children to soil their clothing. Please use the following guidelines when dressing your child:

- **Dress your child in clothing that will not require the child to be concerned about getting dirty.**
- Dress your child **appropriately for the weather** keeping in mind that the weather changes considerably from morning to afternoon.
- Dress your child **comfortably in clothes that are easy to remove for bathroom use.**
- Dress your child in **comfortable, sturdy, closed toe shoes** with socks.
- Remember to **keep a change of clothing in your child's cubby** which includes a shirt, pants/shorts, socks, and underwear.
- **Remember to label everything!**

## Discipline

**All staff members of Tikvah Preschool will use positive discipline methods with children.**

Our goal is to encourage self control, self esteem, and cooperation among children and our role is to guide children in achieving mastery of these concepts. Gentle guidance and redirection is the core of our discipline methods. We encourage and assist children in using their words to express their thoughts and wishes. Additionally, we strive to prevent and minimize problems by arranging the environment to meet the developmental needs of the children. Staff members will not use physical force or punishment of any kind. A child will not be deprived of meals, snacks, rest, or necessary toilet use as a type of discipline. Non-severe discipline or restraint may be used when reasonably necessary to prevent a child from harming him/herself or another person. Staff members will not inflict any mental or emotional punishment such as humiliation, intimidation, or threats against a child.

**When a child will not or cannot respond to the above-described disciplinary measures parents will be notified and may be required to come immediately and take their child home. If the child continues to be unable to respond to the above measures director, teachers, and parents will meet to develop a course of action.**

## Naps

**We offer children the opportunity to nap every afternoon between the hours of 12:30 and 2:45 as required by the state licensing agency.** Therefore, we require children who attend school full days to have a **labeled crib sheet and blanket as well as a pillow case in which to store them.** These can be left at school Monday through Friday and must taken home on Friday to be laundered.

## Children in Diapers

**For those children in diapers, please provide disposable diapers and wipes, keeping the items stocked as needed.** Teachers will work with families on toilet training children so that there is consistency between routines at home and school.

## **Emergencies**

In case of emergency requiring medical treatment, the procedure is as follows:

1. Contact parent(s) immediately.
2. Contact emergency care person in parent's absence.
3. **For immediate treatment, 911 will be called first.**

*The immediate needs of the child will be taken care of while emergency phone calls are made.*

## **Emergency Evacuation**

In the event of an emergency such as a fire or earthquake the preschool has developed an evacuation plan. The details of the plan are posted in the school office. Our evacuation site is Temple Sinai's main building.

## **Items Children will Need for School**

Below is a checklist of items needed for school:

- **All paperwork must be turned in prior to the child be admitted to school**
- **Change of clothes including shirt, pants/skirt, socks, and underwear**
- **For children in the full day program: crib sheet, blanket, and pillowcase in which to store them**
- **Diapers and diaper wipes, if applicable**