

Chandler Jewish Preschool
Parent Handbook
2014-2015 ~ 5775

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WELCOME

Dear Parents,

Welcome to the Chandler Jewish Preschool! We are pleased that you have chosen our school as a home away from home for your child. Here at Chandler Jewish Preschool we are committed to creating a warm, friendly and happy environment for your child, while assisting your child in developing a strong positive awareness of his/her Jewish identity. In addition to Judaic themes and holidays, the curriculum at the Chandler Jewish Preschool will expose children to a wide range of experiences (including art, music and movement, pre-reading & writing skills and early math skills) all integrated in our hands-on learning approach. Chandler Jewish Preschool is committed to excellence in all areas.

Our caring educators, will shower each child with love and affection. We offer a creative Jewish learning atmosphere where your child's individual style of learning will be valued and nurtured. We will encourage your child to explore the world, to learn to be part of a group and to solve problems in a constructive manner.

To help you and your child get ready for preschool, please take the time to carefully read this handbook, as it has important information and answers to common questions.

We look forward to a fully cooperative learning experience and a very successful school year.

Sincerely yours,

Mrs. Shternie Deitsch

Director

PHILOSOPHY

At Chandler Jewish Preschool we believe in “Pedagogy of Relationships”. It is a concept that was established by Loris Malaguzzi from Reggio Emilia, Italy. Pedagogy of relationships believes that the relations created among teachers, children and parents will determine the quality of the educational processes of the school.

The relations between curriculum and learners in our school are value based and children’s natural interests, curiosity, and actions are central to our learning experiences. We perceive children as researchers and deep thinkers, and the curriculum enhances their motivation to discover. Teachers and children are engaged in a variety of experiences that feed interest and exploration. Seeing children as researchers encourages them to learn critical thinking skills and become active participants in their learning.

In order to realize the potential of the curriculum, Chandler Jewish Preschool uses an integrated approach to learning. Making all learning seamless with our themes revolving around the seasons of the year, life experiences and events, and Jewish Holidays.

Pedagogy of relationships is connected to the culture of the community and the life we would like to create together as a community. We empower our children to see themselves as equal partners that share with us the responsibility and sensitivity for our environment and for all of us who live and grow together in Chandler Jewish Preschool. The central focus of living at CJP is social growth, as we want children to learn to respect themselves and others, to be compassionate towards peers and adults, and to contribute to a group, as well as to work independently.

We see Judaism as our foundation and as such, it is interwoven into everything we do. Using a seamless and multi-sensory approach, Jewish holidays and values come alive in the classrooms, cultivating a sense of Jewish identity in our students. The preschoolers share a joyful sense of being Jewish and deepen their knowledge of Israel, Jewish traditions, values and mitzvot.

GENERAL INFORMATION

Chandler Jewish Preschool is licensed by the State of Arizona. We serve the educational needs of children ages 12 months to 5 years.

Location and Entrance

Chandler Jewish Preschool is located on 875 McClintock Dr. Chandler, AZ 85226. Parents can use the side entrance at the rear of the building.



For the safety of our children, this door will remain closed and locked during school hours (9:00am—3:00pm). If you need to go to the office or need access to the building during school hours, you must use the Pollack Chabad Center main entrance.

Security

Parents will receive a unique code to use when entering the building that is not transferable. For security purposes, please do not share the code with anyone.

To contact us:

Phone: 480-855-4333

Address: 875 McClintock Dr. Chandler, AZ 85226

Website: www.chabadcenter.com

Email: info@chabadcenter.com

OUR STAFF

Our staff is made up of teachers and assistants, all of whom are chosen for their professionalism, as well as their caring and compassionate personalities. Our teachers delight in unlocking your child's natural curiosity through providing the stimulation necessary for an experiential learning process. All staff participate in annual in-service training in order to remain alert to the ever changing needs of today's families and to the findings of current research. Staff development is ongoing throughout the year.

SCHOOL HOURS of OPERATION

Our school hours are as follows:

Core program:	Monday - Friday	9:00 am - 12:30 pm
Full Day:	Monday - Friday	9:00 am - 3:00 pm
Extended Care:		
Early Care	Monday - Friday	8:00 am - 9:00 am
After Care	Monday - Friday	3:00 pm - 4:00 pm

Holiday hours may vary. See School Calendar for details.

ADMISSION AND REGISTRATION

Chandler Jewish Preschool offers a creative balance between Judaic and secular studies. Our admission policy assures that all Jewish children are accepted without regard to race, color, and national and ethnic origin.

There is a \$150.00 registration fee that is non-refundable as well as a deposit of the last month's tuition. Complete the registration form and submit it to the preschool office with your deposit.

CHILD ENROLLMENT AND WITHDRAWAL PROCEDURES

Enrollment: The 2014-2015 school year is August 26th, 2014 - May 29th, 2015.

Applications are accepted throughout the year if there is availability. If we are at capacity you can choose to be placed on a waiting list for an opening if another student withdraws or for the following year. Applications must be accompanied by current immunization records and non-refundable registration fee.

Withdrawal: If a registered child does not attend classes and then decides to return later in the term, a new application, fee and deposit will be required and the child can return if there is room.

We will make every effort to see that your child's needs are being nurtured each and every day. If, however, you choose to withdraw your child from our program, we ask that you give the school two weeks advance notice. Refunds are not given under any circumstances.

TUITION (see tuition scale in our registration packet for specific schedule & details)

Non-Refundable Registration Fee: \$150 or an Early Bird Discount of \$100 if paid by 3/31/2014

AZDHS License Fee: \$50/family

PTA Yearly Dues: \$25/family

		<u>5 Day</u>	<u>3 Day</u>	<u>2 Day</u>
Core Program:	9:00 – 12:30 pm	\$4300*	\$3850*	\$3350*
Extended Program:	9:00 – 3:00 pm	\$5550*	\$4400*	\$3850*
Early Care:	8:30 - 9:00 am	\$865*	\$565*	
	8:00 - 9:00 am	\$1730*	\$1130*	
After Care:	3:00 - 3:30 pm	\$865*	\$565*	
	3:00 - 4:00 pm	\$1730*	\$1130*	

All major credit cards are accepted for a personalized payment schedule or payment can be made with post dated checks **provided in advance.**

Fees, Dues and 1st month tuition payment must be received by the first day of school.

*Total tuition for 10 months

DAILY ROUTINES

Arrival & Dismissal

Sign – in and Sign – out:

Make sure the teacher knows your child has arrived. You will need to sign your child in upon arrival and pick up at school. This is the list we use to check attendance in case of an emergency. These forms are in a binder in each classroom. . Upon arrival and pick up please sign your child in with **your first initial and complete last name on the sign in sheet.**

Always bring your child into the classroom. Please help them hang up their backpacks/lunches and wash their hands. When parents help the children settle in, it goes a long way in helping to give them a smooth start to the day.

We like to greet children warmly and individually at the start of the day. Our greeting time extends until 9:15. After that, we start activities and the focus of the staff is on the group as a whole. For your child to have that warm one on one beginning, it is important that you arrive on time. If you are late, we will do our best to smooth the way, but please understand the limits of the situation.

Dismissal:

AUTHORIZATION FOR DISMISSAL

Your child will only be released to a parent or an adult designated by the parent in writing. If there is a change in the child's normal pick up procedure, please make sure the teacher knows. The school requires written notification and picture ID if someone signs in other than those listed on your child's card.

The written notification must be hung up on the school bulletin. Dismissal time is from 2:45 - 3:00 pm.

Should you find yourself in an emergency, please call the school to let us know that you are delayed and a fee for after care will be applied.

Absence:

Please let us know as early as possible, if your child will be absent. Call the office in the morning if your child is sick so that the teachers can be notified. If your child has an infectious illness that requires us to warn other families, it is important that you inform us of this. If your child will be absent for personal reasons, (travel, visiting grandparents) please let the teachers know ahead of time.

THE FIRST DAYS OF SCHOOL

ADJUSTING TO SCHOOL

In order to help children adjust to school, we ask the parents not to prolong the good-bye. Help your child separate by setting up a routine for departure and maintaining that routine. It is very important that a parent never slip away without telling their child good-bye, and reassuring them that they will return.

WHAT TO BRING

The following is a basic list that is necessary for all children:

- * Backpack/lunch box (brought home everyday)
- * 1 box Sandwich size Ziploc bags
- * 2 Boxes of tissues
- * Roll of pennies for tzedakah
- * Long sleeve smock for painting
- * 1 box Gallon size Ziploc bags
- * 2 containers of Clorox wipes
- * 1 potted house plant
- * A photo of your child and a family photo
- * 1 complete change of clothing: shirt, pants, skirt, underwear and socks (in a plastic shoe box.)

Please label each piece with a permanent laundry marker. The school cannot be responsible for unlabeled clothing.

- * 1 package of diapers or 'pull ups' if necessary along with a box of disposable gloves
- * Baby Wipes (labeled)
- * 1 hat/cap
- * Extended napping only: pillow, sheet and blanket (labeled),

Other than these items, **please try and leave extra toys and snacks AT HOME.** Please do not allow your child to bring any personal toys, snacks or any other belongings to school. **It is best if these items are left at home and not taken away before entrance to the school,** as this may cause your child to start the day in an unsettled way.

Clothing:

Please dress your child for active play and learning. Daily activities include active and messy play, and they should feel comfortable enough to enjoy themselves without worrying about their clothes or their safety. Sandals, flip flops and clogs are unsafe for outdoor play. Also be sure your child's clothes can be easily managed during toileting. A young child's self-esteem is enhanced when he/she can be independent.

The children are expected to play outside every day, so please dress your child appropriately. If children are too sick to go outside, they are considered too sick to be at school.

Please write your child's name on all sweaters, jackets, hats, etc.

Each child needs to have an extra change of clothing at school. Please bring a complete change in a plastic shoe box labeled with your child's name. If your child comes home wearing these extra clothes, please send a new set to school the next day.

Please do not send your child to school in clothing that cannot get dirty.

WATER PLAY

During Arizona's warm season we will be having water play. Please send along a bathing suit, sunscreen, water shoes, hat and towel with your child.

TZEDAKAH (CHARITY)

Part of your child's learning experience at our school is developing the desire to share with others who are less fortunate. Please leave a supply of pennies at the school; we will let you know when you need to send more.

MITZVAH NOTES

Please send frequent Mitzvah notes about your child's good behavior at home. Mitzvah notes will be read at our Group Meeting time each morning. This is an easy way to show your child how proud you are of them and their good choices. The Mitzvah notes are a sure way to reinforce their positive learning experience.

LIBRARY BOOK ROTATION

Our classroom libraries are enhanced weekly by an extensive collection of theme related books from our local public library which are available to the children in the reading corner. This program offers the children a wider array of literature and further develops their learning experience.

NAPS

The Preschool recommends naps for 12 month - 3 year olds staying in school all day. Parents are responsible to send LABELED sleeping material for their child, including sheet and blanket .

TRASH OR TREASURE

Please save your recyclables, many items can be used for our art projects. We can use old newspaper, paper bags, plastic bags, hangers, paper roll tubes and egg cartons.

SNACK AND LUNCH

Snack: Please provide morning and afternoon snacks. Please plan with nutrition and allergies in mind. In the event that the preschool will provide a special treat or snack, parents will be notified in advance.

Lunch: Full day and half day children will eat lunch in school. Please provide a dairy or pareve (non-meat and no shellfish) lunch with your child. State regulations require that you send an ice pack in the lunch box to prevent spoilage. Please mark the outside of the lunch box with your child's name.

We are a **nut-free** preschool. Please do not send any nut or peanut products to school. Due to personal levels of Kashrut and food allergies, children are not permitted to share food.

Some ideas for lunch:

- * carrot sticks
- * celery sticks
- * fruit, fresh or canned
- * American cheese or cheese sticks
- * Chummus and crackers
- * sandwiches (tuna, cream cheese, mayonnaise, cheese, pizza bagel, apple butter)
- * hard boiled eggs
- * yogurt
- * pasta/macaroni and cheese
- * pancakes

POLICIES AND PROCEDURES

Parent Involvement:

We have several functions throughout the year including various holiday parties and celebrations that parents are invited to attend.

Your special talents, abilities, and hobbies are a great contribution to our classroom experience. Please let us know if you are willing to come in and share your skills.

Parents may visit the school at anytime to observe, please call ahead as a courtesy to the teachers. If the teachers are not free to talk with you, please understand that the children come first during class time; they will be happy to talk with you after class.

Two parent conferences will be held during the school year, one in the fall and one in the spring. A teacher or parent may set up additional conferences at any time during the school year as needed.

Any special needs and/or problems should be reported to the teachers before the child enters the school. If problems arise during the year, parents may feel free to call the teacher to discuss the matter or to arrange a conference. During the school year, feel free to notify us of any special events in your child's life to which we may help him/her adjust by means of stories, discussions, etc. (Examples: births of a new baby, a special vacation, hospital stay, etc.)

At this time field trips are not scheduled and therefore no transportation will be arranged for anything pertaining trips. Furthermore, Chabad does not provide any transportation to or from facility.

Concerns:

Please feel free to talk to the Director any time you have any concerns about our program.

POLICY ON GUIDING BEHAVIOR & CLASSROOM MANAGEMENT

The goal of classroom management is to help the child become self disciplined. We view this as an integral part of educating young children.

Children are learning behavior skills, just as they are learning cognitive skills, etc. and we try to approach this area of development with sensitivity.

- Positive guidance is critical, and at Chandler Jewish Preschool we try to make sure that every child receives positive guidance every day.
- Redirection, guiding a child to a different activity and/or area, is a key tool in guiding young children. The younger the child, the more important redirection is.
- Incorporating logical consequences, particularly as children get older, and especially with groups, helps a child internalize responsibility. "Let's clean up so we can have time to hear the end of the story today".

- We have a win-win approach to conflict resolution that fosters respect, fairness, and self esteem. All staff members are trained in implementing this approach to help children through the normal challenge of developing social skills.
- If after trying these methods a child is still having a problem with appropriate behaviors, a teacher will remove the child from the activity. This is done to help the child calm down and sometimes to discuss the situation in private.
- Under no circumstances are abusive, neglectful, corporal, humiliating or frightening punishments ever implemented.

If there are behavioral issues that you see at home, we ask that you communicate with us so that we can work together for the benefit of your child.

TOILETING

We do not require a child be toilet trained in order to participate in the program, and the timing for initiating toilet training is up to parents to determine. We will, however, be glad to assist you in the toilet training process.

Note: We request that only children who are completing toilet training wear pull ups, as to minimize changing time. Parents are responsible to make sure your child's supply of diapers / wipes / pull –ups/ gloves is current.

COMMUNICATION

Effective communication is extremely important. Please feel free to contact the school with any matter that requires clarification. Please discuss any questions or concerns with your child's teacher and/or the director.

Here's how we keep you informed about what's happening at school:

- School website, www.chabadcenter.com/preschool.
- Verbal communication.
- Daily note home in the Waddler and Toddler rooms
- A weekly newsletter, which will be emailed directly to you.
- In each classroom, there is a box at your child's cubby. Please check the box daily for art projects, general information and school reminders.
- Twice a year parent teacher's conferences.

Come observe! Please call ahead as a courtesy to the teachers.

This also helps us to maintain good security in our building.

At Chandler Jewish Preschool, the Rabbi is available at all times to serve all your Jewish needs. Whether it is a question of mezuzahs, kashrut, or where to buy good Jewish books, the Rabbi can help. Please feel free to call him as needed.

HEALTH & WELL BEING

No staff member or children shall come to school if they exhibit signs of communicable illnesses. Parents of children that have been exposed to a disease will be notified of exposure. The preschool will send home notes with the date and type of exposure. If your child becomes ill at school, you or your alternate emergency person will be called to **pick up your child immediately**. Parents will be notified if their child has been exposed to any communicable disease. Our policy is to never administer medicine, vitamins, or special medical diets to any child. This should be administered by a parent only, with the exception of medication for life threatening / life sustaining illness.

If a child exhibits any of these symptoms, he or she will be sent home.

Diarrhea (more than once)	severe coughing
Difficult, rapid breathing	<u>consistently clear, dripping nose</u>
Ear ache	Yellowish skin or eyes
Conjunctivitis	Temperature of over 99.5 degrees F
Lice, scabies or other parasites	Stiff neck
Vomiting	

IN CASE OF ILLNESS please do not send your child to school if he or she:

- * has had fever during the previous 24 hours
- * has heavy nasal discharge or constant cough
- * has symptoms of possible communicable disease
- * is not well enough to play outdoors.

PLEASE NOTE: Your child must be **fever and symptom free** for 24 hours before returning to school.

ACCIDENTS

We have, at all times, a staff member who is trained in first aid and CPR.

Staff will contact you when your child has any minor injuries that require more than tender loving care, so you can be aware of the incident. An accident report will be filled out and filed for our records, with a copy sent home to the parents.

In the event of an emergency or accident, we will immediately administer first aid if necessary, and call 911 as a medical resource and follow their instructions.

The enrollment/emergency authorization forms and emergency cards must be completed before your child begins her/his first day. It is imperative that you include any medical forms or necessary information and update as soon as changes occur.

In case of a major injury, the staff will notify:

- * parents
- * child's doctor (if parents cannot be reached)
- * Your designated (on emergency card) alternate contact.

LIABILITY INSURANCE

Chandler Jewish Preschool is fully covered by liability insurance as mandated by the Department of Health Services, Child Care Licensing.

IMMUNIZATION CARD

Parents must have the immunization card filled out and signed by your doctor. The card must be at school at all times if your child is to attend.

Please keep us notified on all immunization updates.

SAFETY & EMERGENCIES

Your child's safety is of utmost importance and there will always be a staff member responsible for their safety, both indoors and outdoors.

Our safety policies are as follows:

- * No child will ever be left unsupervised at any time.
- * Children will be sent home only with parents, or the appointed person as stated on the registration form. If there are any changes, a personal note or call from the parent will be expected.
- * Each room has accessible exit doors, should an emergency occur.
- * Each wing has a working fire-extinguisher at all times.
- * Should any accident or injury occur, we will complete an incident report. One copy will be kept on file and another given to the parent that day.
- * We will require written permission from parents prior to each and every field trip.
- * If your child will be absent from school due to illness or any other reason, please notify us.
- * We have immediate access of a working telephone at all times.
- * We will have several fire drills, at varying times throughout the year.
- * Inspection reports are available on site.
- * Pesticides are sprayed on the perimeter of building every second Friday of the month. (information on chemicals used available in the office.)
- * Chabad of the East Valley is regulated by The Department of Health Services, located at 150 North 18th Avenue Phoenix, Arizona 85007 (602) 542-1025.

SPECIAL DAYS

BIRTHDAYS

Any party activities must be arranged in cooperation with the school at least two weeks in advance. All refreshments brought for the celebration must be certified kosher (Chalav Yisrael / Pas Yisrael if applicable) with O-U, O-K and other accepted symbols. The teacher will be happy to advise you in the planning and preparation of the party. Please follow the birthday party guidelines that will be given to you by the teacher when planning your party.

If you wish to distribute invitations at school for a party you are having at home:

1. Everyone in the class should to be invited
2. The party shouldn't be on Shabbat or any other Jewish holiday.
3. The party should be kosher .

One special way to celebrate a birthday is to donate a book, toys or supplies for your child's classroom. If you would like some suggestions, please contact the director.

Tot Shabbat

Each Friday we celebrate the coming of Shabbat with a Shabbat party. Your child will participate in lighting Shabbat candles, making Kiddush, braiding Challah and enjoying special Shabbat treats. A Musical guest will be joining us monthly.

Tuesdays - Art with Morah Brooke

Children learn about artists and their specific art method and produce their unique artwork reflecting what was taught.

Wednesdays - Dance with Tonya

Children learn balance and rhythm along with basic ballet and tap.

Thursdays - Show and Tell

Students are invited to share anything that is special interest to them with the entire class.

The Empower Program

As parents, teachers, health professionals and community members, we want young children to develop healthy habits. We know that these habits begin at home and in the early childhood setting. The Arizona Department of Health Services (ADHS) Empower Program is a voluntary program reaching more than 200,000 children in licensed child care facilities throughout Arizona. These children are relying on Early Care and Education (ECE) professionals to provide a significant portion of their daily physical activity, nutrition and overall well-being.

Recognizing the importance of child care settings in helping our youngest children get a healthy start, ADHS has created the Empower Guidebook: Ten Ways to Empower Children to Live Healthy Lives. This year at the Chandler Jewish Preschool we implemented the 10 standards of the Empower Program.

By implementing the Empower Standards, we are supporting healthy relationships with food, encouraging physical activity, preventing exposure to tobacco and second-hand smoke, supporting sun safety and promoting healthy oral health practices so the children in our care can develop a healthy foundation for optimal growth and development. The 10 Standards are listed below:

Standard 1: Provide at least 60 minutes of daily physical activity (teacher- led and free-play) and do not allow more than 60 minutes of sedentary activity at a time, or more than three hours of screen time per week.

Standard 2: Practice “sun safety.”

Standard 3: Provide a breastfeeding-friendly environment.

Standard 4: Determine whether the site is eligible for the United States Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP), and participate if eligible.

Standard 5: Limit serving fruit juice to no more than two times per week.

Standard 6: Serve meals family-style and do not use food as a reward.

Standard 7: Provide monthly oral healthcare education.

Standard 8: Ensure that staff members receive three hours of training annually on Empower topics.

Standard 9: Make Arizona Smokers’ Helpline (ASHLine) education materials available at all times.

Standard 10: Maintain a smoke-free campus.