

**Temple Emanu-El**

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www.emanuel-mich.org



the **ECC**

**EARLY CHILDHOOD COMMUNITY**

# **TEMPLE EMANU-EL EARLY CHILDHOOD COMMUNITY**

## **PARENT HANDBOOK**

**SEPTEMBER, 2017**

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## **ALL ABOUT US**

The Temple Emanu-El Early Childhood Community Program is licensed by the State of Michigan for children ages six weeks old through five years. The program includes year round Infant-Tot, Pre-School and Day Camp. Child placement is determined by both chronological and developmental age, recommendations of the teacher and the discretion of the director. Open enrollment is ongoing depending upon availability.

## **GOALS**

The goal of an early childhood education is to give children a good feeling about themselves and a love for learning. Our pre-school is designed to meet the individual needs of all children as well as a strong family partnership. Our developmentally appropriate curriculum combines the teachings of Jewish values within a secular world.

Hands-on learning activities give children the opportunity to develop cognitive skills through sorting, counting, classifying, dictating their own stories and, when older, creating their own written materials. Each week has a theme specific to the classroom. Classrooms are self-contained and activities and projects are student created.

## **Infants**

- To provide a safe, loving, nurturing environment with consistent staffing.
- Story time, music and activities that stimulate the 5 senses.
- To maintain individual schedules.
- To be supportive and respectful of parents.
- Introduction to Jewish traditions.

## **14 to 24 Months**

- To offer activities that include art, science, cooking, dramatic play, music, manipulatives, large and small motor development and creative movement.
- To provide language development.
- To help develop confidence and independence.
- Weekly Havdalah and Shabbat programming with director Eileen Brand.
- Celebrating Jewish holidays and traditions.

## **2's**

- Instill a sense of curiosity.
- Emotional, social, intellectual growth and gross motor development.
- Scheduled weekly programs with specialists include music, creative movement, weekly Havdalah and Shabbat programming with director Eileen Brand.

- Curriculum areas to include language, art, science and literacy development.
- Celebrating Jewish holidays and traditions.

### **3's**

- Provide opportunities for children to verbalize and express their feelings through stories, crafts and observation.
- Gross motor activities to promote physical growth.
- Literacy experiences by learning about authors and creating books in a print literate environment.
- Science experiments through examination and observation.
- Celebrating Jewish holidays and traditions.
- Scheduled weekly programs with specialists include music, math enrichment, Hebrew language, weekly Havdalah and Shabbat programming with director Eileen Brand.

### **4's (pre-k)**

- Art, math, science, cooking and music, creative movement, social studies, dramatic play, language arts, gross motor development and manipulative activities.
- To encourage an enthusiasm for learning and creativity.
- Zoo Phonics Literacy Program.
  - We provide the building blocks for reading and writing which prepare children for success in school.
  - We develop vocabulary, print motivation, print awareness, narrative skills, letter knowledge and phonological awareness (the ability to hear and manipulate the smaller sounds in words).
- Scheduled weekly programs with specialists include music, math enrichment, Hebrew language, weekly Havdalah and Shabbat programming with director Eileen Brand.
- Celebrating Jewish holidays and traditions.

## **BEHAVIORAL MANAGEMENT**

It is our goal to develop positive behavioral management by encouraging children to make positive choices. We strive to provide a safe and caring environment for all children in our program. We encourage children to respect the rights and property of others and to behave in a courteous and proper manner. Biting will be evaluated on an individual basis. For children in our pre-kindergarten classes there is a zero tolerance policy for biting. If behavior problems occur, the parent will be consulted.

## **ENROLLMENT**

### **Infants**

This is a year round program for children age six weeks to 14 months. There is a 3 to 1 adult to child ratio throughout the majority of the day. Applications are available upon

request. Enrollment is open throughout the year based upon availability. Children must be up to date on all vaccinations.

### **Pre-School**

Children between the ages of fourteen months and five years old are admitted to the Pre-School program upon written application. We are inclusive of children of all races and religions. All required forms must be filled out completely and returned to the school office prior to the start of the school year. Both full and half-day options are available as well as extended care before and after school. Children entering our pre-k programs require a minimum enrollment of three half days and must be toilet trained. Due to sanitation requirements cloth diapers are not allowed. Children not trained must be in disposable diapers. Enrollment is open throughout the school year, September to June, based upon availability.

### **Day Camp**

Our fun filled day camp provides exciting weekly themed activities with specialists providing farm programs, music, magic, etc. Our camp program consists of two camps:

- Camp Run-About for children 14 months to age 4.
- Camp Get-Away for those children who have completed a pre-k program. Children participating in Camp Get-Away must be toilet trained. Camp consists of three 3-week sessions, staffed by our regular teaching staff. Session II of Camp Get-Away is our nationally acclaimed Safety Town Program. Participation in Safety Town is contingent upon enrollment in at least one other session.

### **TERMINATION POLICY**

Temple Emanu-El Early Childhood Community reserves the right to terminate enrollment, at any time, with or without cause, by giving the other party notice of termination.

### **WITHDRAWAL POLICY**

- Deposits are non-refundable and non-transferable. In addition, a one month written notice to withdraw is required.

### **PROGRAM CLOSINGS**

Please check the early morning news for Berkley School **snow** closings, or our answering machine after 6:45 A.M. When Berkley schools are closed for **snow**, the Temple will be closed. In the event of a building closing due to weather, maintenance, etc., we will notify you through the Remind Me App. Parents are asked to sign up for this free app. **YOU MUST SIGN UP EACH SCHOOL YEAR FOR THIS APP.** We will also put the information on our voice mail. There are no makeup days or tuition adjustments for program closings or absenteeism.

## **ARRIVAL AND DISMISSAL PROCEDURES**

**Early Care drop off - 7:00-8:40 – Temple Foyer**  
**Arrival 8:40 to 9:15 – enter school wing door**  
**Half day pickup 12:25 – from main Temple foyer**  
**Full day pick up 3:25 – from main Temple foyer**  
**Late Care pick up – 3:30-6:00 – enter Main Temple door**

When dropping off your child please abide by the following guidelines: Drive slowly and cautiously. The speed limit in the parking lot is 10 mph. **THE LAW PROHIBITS** leaving any child unattended in the car. In compliance with the law, children must be belted in Michigan approved car seats. Keep children close and hold their hand as you walk through the lot. Park in designated areas only. Be respectful of those spaces reserved for temple clergy and officers. Cars parked in the fire lane are subject to towing. Handicap spaces are reserved for people with special needs who have a handicapped permit. For early care and late care you are legally required to sign your child in/out with specific times.

## **HOURS OF OPERATION**

- **Infant Program**

7:00 A.M. to 6:00 P.M.

- **Early Childhood School**

8:45 to 12:25 P.M. Morning Session through lunch  
(Pickup following lunch at 12:25)  
8:45 A.M. to 3:30 P.M. Full Day Session

- **Optional School Extended Care**

7:00 to 8:40 A.M.  
3:30 to 6:00 P.M.

- **Camp hours**

9:00 A.M. to 12:15 P.M. Morning Session (through lunch)  
9:00 A.M. to 2:30 P.M. Full Day Session

- **Optional Camp Extended Care**

7:00 to 8:55 A.M.  
2:30 to 6:00 P.M.

## **CAMP ARRIVAL AND DEPARTURE**

Enter the school wing door between 8:50 and 9:15 A.M. **At all other times use the main Temple door.**

There is an additional fee for all optional care services. Pick up after 6:00 p.m. from any program will result in an additional penalty of \$2.00 per minute.

In the case of inclement weather, it is your responsibility to plan accordingly and pick up on time.

## **TUITION**

### **Infant**

- All fees are due by the first of each month for the current month. For your convenience, please ask about our automatic payment option.
- Deposits are non-refundable. In the event of withdrawal from the program, deposits will be applied to your final tuition payment, provided your child has been attending our program for a minimum of six months. In addition, a one month written notice to withdraw is required.
- The tuition structure reflects vacation time in December. If your child is absent at any other time, you are responsible for your full monthly payment. There will be no make-up days for absenteeism.
- You may delay the start date for your child up to four weeks from the anticipated date indicated. After that time you must keep payments current to maintain enrollment.
- There will be a \$35.00 service fee for any returned checks and a \$25.00 fee for declined credit cards.

### **Pre-School**

**Quarterly tuition payments for the pre-school are due on the following dates: September 1st, November 1st, January 1st and March 1st.**

Prompt payment of all tuition fees is essential to ensure your child's uninterrupted enrollment. It is Temple policy that enrollment is dependent on maintaining a current tuition account, as well as a current extended care account. Any variation from this payment schedule must be approved in advance by the Bookkeeping Department. Enrollment is based on a school year calendar.

- A \$100.00 fee will be assessed in cases of early withdrawal.
- There will be no refunds for withdrawals after February 1<sup>st</sup>.

- A charge of \$35.00 will be applied to all returned checks.
- A \$25.00 service fee will be charged for two or more schedule changes.
- There will be a \$25.00 service fee for declined credit card charges.
- Enrollment deposits will be deducted from your FINAL tuition payment contingent upon completion of the school year.

For those who choose automatic Visa/Mastercard plans, the Bookkeeping Office will need your Visa/Mastercard number and expiration date information on file. Fees will automatically be possessed when due.

### **Camp**

- A \$100.00 NON-REFUNDABLE, NON-TRANSFERABLE deposit PER SESSION must accompany your application. This will be applied to your total balance.
- Balance due prior to the start of each session.

### **CHILD RELEASE POLICIES**

Children will be released to those people you have designated on your emergency card. Please notify the office or the teacher with a written note or phone call if your child is to be picked up by someone **other** than persons you have designated. The school is required to check photo identification of those people we do not know or recognize picking up children. **Please update your release information if it changes.** In instances of divorce or separation situations, according to the Michigan Department of Human Services: "Until custody has been established by court action, one parent may not limit the other from picking the child up from care. It is not within your legal right to withhold a child from a parent, unless there has been court action which limits one parent's right to the child." If that action occurs, we will need a true copy of the court entered order.

### **INFANT ROOM, PRE-SCHOOL AND CAMP NUTRITION POLICIES**

Children bring a lunch daily. We provide beverages (milk and water) and snacks, and will be appropriate to the children's age based on a planned written menu. We recommend the use of ice packs or a thermos for cold and hot lunches as we do not have refrigeration facilities, nor are we able to heat lunches. All lunch boxes and containers must be clearly labeled.

We are a **nut sensitive** school. Products containing nuts will not be given to the children. However, we do serve products made on equipment shared with nuts. When packing a lunch or any treats, be sure that no nut ingredients are included. Read labels on all products including **granola bars, crackers and cookies.**

**Parents understand and acknowledge that any formula/breast milk their child is to consume must be prepared at home and placed in a labeled, assembled bottle unit before being brought to the daycare. If you are using breast milk, you must keep an extra frozen bag in our freezer.**

## **SHABBAT**

Children visit the sanctuary for a Shabbat service on Fridays mornings. Parents are invited to be classroom "Shabbat guests" on a rotating basis. Each parent whose child attends school on Friday (with the exception of our 14 month to 2-year-olds) will be invited to be a Shabbat guest, and are asked to provide one large bottle of white grape juice and a loaf of challah.

## **BIRTHDAY CELEBRATIONS**

Since birthdays are such special events for young children, you may wish to celebrate them in class. You may bring a nut free birthday treat for each child. Please schedule your child's class birthday observance IN ADVANCE with your child's teacher. Birthdays that do not occur during the school year can be celebrated as "unbirthday celebrations."

## **EMERGENCY PROCEDURES**

In the event of emergencies such as fire or tornado, the staff is prepared to implement required procedures and actions. Fire and tornado drills are held at regular intervals in accordance with state law. If it is necessary to evacuate the building during the emergency, the children will be held in a designated area. In the event of other emergencies, including but not limited to: a power outage which compromises heat, electricity or air-conditioning, a water supply problem or any building problem, care of the children will be at the discretion of the director. If children need to be picked up we will make every effort to contact parents quickly and efficiently through our mobile phones or Remind Me App. Please be aware that during a power failure the ECC phones will be out of order.

## **HEALTH POLICIES AND PROCEDURES**

- Children must have a signed and completed Health Form on file in the school office by the first day of class. We require complete vaccinations/inoculations. General waivers are no longer accepted; only medical waivers from your physician.
- Parents are requested to inform the school office by phone the reason for absence.
- **Children must be fever/symptom free for 24 hours WITHOUT FEVER SUPPRESSANTS before returning to school.** If children become ill in school, with a fever of 100 degrees, three or more loose stools, etc., a parent or emergency person will be contacted to pick up the child. Parents are required to keep children at home if they exhibit any signs of illness.
- Medication: All medications (over the counter or with prescription) must be sent in their original container and given to a staff person. It cannot be sent in the child's backpack. Parents must fill out a medication permission form giving Temple Emanu-El staff permission to dispense the medication. Should your physician require that a child receive an over-the-counter medication, and it must be given while your child is at preschool, your physician must provide written directions as he/she would for prescription medicine.

- This procedure is required by the Michigan Department of Social Services, and is for the protection of your children.
- In case of a highly contagious illness or rash, with or without fever, children will not be allowed to return to class without a signed physician's note. Any rash with or without fever will require a physician's note to return to daycare.
- Eye discharge – thick mucus or pus draining from the eye, or pink eye require a physician's note.
- Child is irritable, continuously crying, or requires more attention than we can provide without jeopardizing the health and safety of other children in our care.
- Teething produces teeth! If your child is teething and has other symptoms such as loose bowels, runny nose, etc., they need to be kept home where they will be most comfortable and receive the care they need.
- If you believe your child is “out of sorts,” they are!
- Diapering: Disposable paper is placed on top of the changing pad. Staff uses disposable gloves. Soiled diapers are appropriately disposed. When cleaning a child, staff wipes from front to back. Following each use, the changing pad is sprayed with soapy water or diaper wipes, and then sprayed with disinfectant. Due to sanitation requirements, cloth diapers are not allowed. Children not trained must be in disposable diapers.
- Protection From Blood Borne Diseases and Bodily Fluids: When handling blood/bodily fluids, staff will take universal precautions using non-latex nitrile gloves. Gloves will be changed for each occurrence. Upon removal, gloves will be disposed of in a sealed plastic bag. Staff will then thoroughly wash hands with soap and water, including under nails.
- Cleaning Equipment, Toys and Other Surfaces: All equipment, toys and other surfaces are cleaned and sanitized on a regular basis.
- Controlling Infection: Children and staff follow universal hand washing procedures several times daily, including at toileting times and before eating.

## **TOILET TRAINING POLICIES**

Teachers should be notified when parents have initiated the toilet training process. When parents are satisfied that their child is successful using the bathroom they can send their child in underwear. Two or more “accidents” three days in a row is an indication your child is not ready to be toilet trained. We will request that the child be put back into diapers. We don't make it an issue, so you shouldn't! Toilet training is a process that will happen when your child is ready.

## **ACCIDENT PROCEDURES**

**In case of minor injury** (professional medical attention is not needed):

- Treat injury as necessary, using first aid materials in nursery office and/or ice cubes in pre-school kitchen.
- Send note to parents describing how injury occurred and treatment given.
- Inform director of incident.
- Talk to parents within 24 hours to check on progress of recovery.

**In case of serious injury** (needing professional medical attention):

- Assess situation.
- Staff shall call 9-1-1-, if applicable.
- Staff shall administer CPR and/or First Aid, if applicable.
- Contact director so she can call parents.
- If neither parent nor emergency person can be reached, the school will use the emergency medical authorization to take the injured child to the indicated hospital for treatment.
- Written accident report shall be filled out, copy sent home to parent, copy to remain in child's file.
- Talk to parents within 24 hours to check on progress of recovery.
- These policies are in compliance with the Department of Health and Human Services.

## **REST TIME**

Napping facilities are provided for full day children. Please send a crib sheet, favorite blanket and stuffed toy to make your child's rest time a pleasant and comfortable experience. Bedding will be sent home weekly to be laundered.

## **DAILY SCHEDULE**

8:40-9:00	<b>Arrival/Greetings</b>
9:00-9:20	<b>Circle Time</b> Songs, language arts, theme discussion, weather and calendar (when developmentally appropriate)
9:20-9:40	<b>Snack/bathroom</b>
9:45-10:40	Art, manipulatives, blocks, books, etc.
10:45-11:15	Clean up, gross motor, outdoor play or specials, to include: music, creative movement, Hebrew, math enrichment
11:20	Bathroom – transition to lunch
11:30-12:20	Lunch
12:25	Dismissal for half day children
12:30	Nap time
2:45	Wake up, bathroom, snack
3:15	Concluding Circle Time
3:25	Dismissal

## **SHELTER IN PLACE**

In the event that we are in a lockdown (shelter in place), this means that there exists a situation outside of the building that potentially threatens students' safety. No person shall enter or exit the building from the time an administrator declares the shelter in place to the time that the shelter in place has been cancelled. The cancellation will be determined by an administrator. During a shelter in place lockdown, staff and students may move within the building to conduct normal school activity; however no one can enter or exit the building. There will be a sign on all doors indicating a shelter in place is occurring. We will make every effort to communicate the status to our parents. However, it is extremely important that you do not attempt to come to the school to remove your child.

## **FULL LOCKDOWN PROCEDURES**

A full lockdown means that there exists a situation inside the building that potentially threatens students' safety. In a full lockdown staff will follow procedures as mandated by the State of Michigan. Entry and exit of anyone shall not occur until the lockdown has been lifted. The children are our priority. We will communicate with parents as soon as it is safe to do so.

## **PEST MANAGEMENT PROGRAM**

The integrated pest management program, provided by Eradico, will include an annual notification to parents or guardians informing them that they will receive advance notice of pesticide applications. The annual notice must be provided in September. Parents will be notified by email or the Remind Me App before treatments occur.

## **SCREENING POLICY FOR STAFF AND VOLUNTEERS**

A staff member or volunteer shall not be present in the center if he or she has been convicted of any of the following:

- A listed offense, as defined in Section 2 of the sex offenders registration act. 1994 PA 295, MCL 28.722.
- Child abuse or child neglect.
- A felony involving harm or threatened harm to an individual within the 10 years immediately preceding the date of hire.

A staff member shall not be present in the center until there is documentation from the Department of Human Services on file at the center that he or she has not been named in a central registry case as a perpetrator of child abuse or child neglect.

**We are delighted you are part of the Temple Emanu-El Early Childhood Community. Our Infant Program, Pre-school and Day Camp are under the direction of Eileen Brand, Early Childhood Director.**

I HAVE READ AND UNDERSTAND THE TEMPLE EMANU-EL  
EARLY CHILDHOOD COMMUNITY PARENT HANDBOOK POLICIES,  
DATED SEPTEMBER 2017.

PLEASE SIGN AND RETURN IMMEDIATELY.

Date: \_\_\_\_\_

\_\_\_\_\_  
Print Your Name

\_\_\_\_\_  
Print Child's/Childrens Name(s)

\_\_\_\_\_  
Signature