

2022

TEMPLE EMANU-EL

Early Childhood Community

*** Handbook ***

Temple Emanu-El

14450 W. 10 Mile Rd . Oak Park, MI 48237
www.emanuel-mich.org



the ECC

EARLY CHILDHOOD COMMUNITY

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ABOUT US

The Temple Emanu-El Early Childhood Community Program opened in 1983 and is licensed by the State of Michigan for children ages eight weeks old through five years. The ECC consists of year-round Infant Care, 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.

We collaborate with Opening the Doors, a program which enables children with learning challenges to be included in classrooms. An education consultant observes the children. If additional support is recommended, parents will be notified.



GOALS

The goal of an early childhood education is to give children a positive 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. We focus on intellectual, physical, social, and emotional development. Hands-on learning activities give children the opportunity to develop cognitive skills through sorting, counting, classifying, dictating their own stories and, when appropriate 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, tummy time, music and activities that stimulate the 5 senses.
- To maintain individual schedules.
- To be supportive and respectful of parents.
- Introduction to Jewish traditions.

12-24 MONTHS

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

2 YEAR OLDS

- Instill a sense of curiosity and independence
- Emotional, social, intellectual growth and gross motor development.
- Scheduled weekly programs with specialists include music, creative movement, Havdalah and Shabbat programming.
- Curriculum areas to include language, art, science and literacy development.
- Celebrating Jewish holidays and traditions.

GOALS CONTINUED

3 YEAR OLDS

- Provide opportunities for children to verbalize and express their feelings through stories, crafts, and observation.
- Gross motor activities to promote physical growth.
- Literacy experiences, exploring the world of 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 and clergy.

4 YEAR OLDS (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 and clergy.
- Celebrating Jewish holidays and traditions.

BEHAVIORAL MANAGEMENT

We use positive methods of discipline to encourage self-control, self-direction, self-esteem, and cooperation.

Infants - We recognize that infants do not understand consequences. Our priority is to keep babies safe and secure and redirect their attention to appropriate toys/activities as they develop.

12 to 24 Months - We make every effort to anticipate conflicts which could occur (wanting the same toy) and redirect activities. If a child becomes upset, we will calm the child with a hug and reassure them as they settle down.

2's - If a child is hurting another child, we will comfort the hurt child while separating the children. We will calm the child and explain why we cannot hurt others. Biting will be evaluated on an individual basis.

3's - A three-year-old child can be told why a behavior is unacceptable. The child will be redirected to an area within the classroom to think about the behavior and review the classroom boundaries, and resume playing within 3 minutes.

PRE-K - We apply behavioral management techniques by encouraging children to make positive choices. We 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. For children in our pre-kindergarten classes there is a zero-tolerance for biting, and will result in a child being sent home. If behavior problems continue, the parent will be consulted.

ENROLLMENT

INFANTS

We offer a year-round program for children aged eight weeks to 12 months. There is a 1 to 3 adult to child ratio throughout the majority of the day. Enrollment is open year round based upon availability. Children must be up to date on all vaccinations. Due to sanitation requirements cloth diapers are not allowed. Applications are available upon request.

PRE-SCHOOL

Children between the ages of twelve 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 not trained must be in disposable diapers.

Children entering pre-k require a minimum enrollment of three half days and must be toilet trained. 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 12 months to age 5. Camp consists of three 3-week sessions, staffed by our teachers.
- 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 requires a minimum of 5 half days as well as enrollment in at least one other session of camp.

COMMUNICATION

Open communication between the ECC and our families is an integral part of our program. Daily communication is available through ECC office phone calls and emails. Reminders and urgent messages will be communicated via Remind Me App and Facebook. Parents are asked to sign up for Remind Me App.

****YOU MUST SIGN UP EACH SCHOOL YEAR FOR THIS APP.**

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. A written notice (30 days in advance) to withdraw is required. A fee of \$100 will be assessed for withdrawal prior to Feb 1st. After Feb 1st, you are responsible for the balance of your tuition commitment.

PROGRAM CLOSINGS

In the event of a building closing due to weather, maintenance, etc., we will notify you through the Remind Me App, email, and Facebook. When Berkley schools are closed for snow, the ECC will be closed. Please check the early morning news for Berkley School snow closings. In the event of inclement weather it is possible our phones will be out of order. There are no makeup days or tuition adjustments for program closings or absenteeism.

ARRIVAL AND DISMISSAL PROCEDURES

SCHOOL

Early Care drop off - 7:30-8:40 (call 248-967-4847 upon arrival)

Arrival 8:45 - 9:00 (location determined by class assignment)

Half day dismissal: 12:25 (all classes school wing door)

Full day dismissal: 3:25 (location determined by class assignment)

Late Care dismissal: 3:30-5:00 (call 248-967-4847 upon arrival)

CAMP

Early Care drop off - 7:30-8:55 (call 248-967-4847 upon arrival)

Arrival 9:00 - 9:15 (location determined by class assignment)

Half day dismissal: 12:25 (all classes school wing door)

Full day dismissal: 3:00 (location determined by class assignment)

Late Care dismissal: - 3:00-5:00 (call 248-967-4847 upon arrival)

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. Cars parked in the fire lane are subject to towing. Handicap spaces are reserved for people with special needs who have a handicapped permit.
- You are legally required to sign your child in/out with specific times.

HOURS OF OPERATION

- **Infant Program**

7:30 A.M. to 5:00 P.M.

- **Pre-School**

8:45 to 12:25 P.M. Morning Session through lunch
(Dismissal following lunch at 12:25)

8:45 A.M. to 3:30 P.M. Full Day Session

- **Optional Extended Care**

7:30 to 8:40 A.M. 3:30 to 5:00 P.M.

- **Camp Hours**

9:00 A.M. to 12:25 P.M. Morning Session (through
lunch) 9:00 A.M. to 3:00 P.M. Full Day Session

- **Optional Camp Extended Care**

7:30 to 8:55 A.M. 3:00 to 5:00 P.M.

TUITION

Infants

- Your first non-refundable tuition payment is due two months prior to your anticipated start date. Amount of payment is based on the schedule indicated on your application.
- All future payments 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 December winter break. 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.

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.

- There is a \$100 fee for withdrawal prior to Feb 1st
- 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 tuition.

For those who choose automatic Visa/Mastercard plans, the Bookkeeping Office will need your card number and expiration date information on file. Fees will automatically be processed 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 designated on your emergency card. Please notify the office or the teacher 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.** A child will be released to either parent or the child's guardian unless a court order prohibits release to a particular parent. In instances of divorce or separation situations, according to LARA(LICENSING AND REGULATORY AFFAIR) : "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. This procedure is for the protection of the children.

NUTRITION POLICIES

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

Infants - 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 non glass bottle unit before being brought to the daycare. If you are using breast milk, you must keep an extra frozen bag in our freezer. Bottles must be labeled with the child's full name, date of preparation and contents.

Pre-School, Camp - Children bring a lunch daily. We provide beverages (milk and water) and snacks 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 with child's first and last name. Glass bottles and containers are not permitted.

SHABBAT

Children celebrate Shabbat on Friday mornings in their classrooms. Clergy led services are held in the Sanctuary for age appropriate classes.

BIRTHDAY CELEBRATIONS

Since birthdays are such special events for young children, you may wish to celebrate them in class. You may bring a nut and sesame free birthday treat for each child. Please schedule your child's class birthday observance **IN ADVANCE** with your child's teacher.

HEALTH POLICIES & 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.
- A center shall report to DHHS, by Oct. 1 of each year and using the method, established by the DHHS, immunizations for all children enrolled, under section 9211(2) of the public health code, 1978PA 368, MCL 333.9211(2).
- Parents are requested to inform the school office of 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. Children must be picked up within one hour following notification 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 must include the physician's name, the child's name, instructions, and the strength of the medication. 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 they would for prescription medicine. This procedure is for the protection of your children.
- In case of a highly contagious illness, with or without fever, children must remain at home and returning to school requires a signed physician's note.
- Eye discharge - thick mucus or pus draining from the eye, or pink eye require a physician's note.
- Children should remain at home when they are irritable, continuously crying, or require 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! They need you.

HEALTH POLICIES & PROCEDURES CONT.

Diapering:

Disposable paper is placed on top of the changing pad. Following each use, the changing pad is disinfected. Staff use disposable gloves. Soiled diapers are appropriately disposed. When cleaning a child, staff wipes from front to back. 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 according to LARA protocols on a regular basis.

TOILET TRAINING POLICIES

Teachers should be notified when parents have initiated the toilet training process. When parents are satisfied that their child is successful and understands the need to use 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 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. Often times a child is trained at home, but not comfortable using the bathroom at school. This is typical of the process.

ACCIDENT PROCEDURES

IN CASE OF MINOR INJURY

(professional medical attention is not needed)

- Treat injury as necessary, using first aid materials.
- Inform parents and director describing how injury occurred and treatment given through phone call and documentation.
- Talk to parents within 24 hours to check on progress of recovery.

IN CASE OF MAJOR INJURY

(needing professional medical attention)

- Assess situation.
- Staff shall call 911-, if applicable.
- Staff shall administer CPR and/or First Aid, if applicable.
- Notify 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.

RESTING AND NAPPING

Napping facilities are provided for full day children if requested.

Infants

- Please send a porta crib size sheet. Bedding will be sent home weekly to be laundered.
- Infants sleep alone in a crib on demand.
- Infants are put to sleep on their backs.
- No pillows, blankets, comforters, stuffed animals or other objects are allowed in the crib.
- Infants who fall asleep in a space that is not approved for sleeping shall be moved to approved sleep equipment.

Pre-School, Camp

- 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	Arrival/Greetings
9:00-9:20	Circle Time Songs, language arts, theme discussion, weather and calendar (when developmentally appropriate)
9:20-9:40	Snack/Bathroom
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
12:30-2:30	Nap time
2:45	Wake up, bathroom, snack
3:15	Concluding Circle Time
3:25	Dismissal

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.

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 when an administrator is notified. 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 INCLUDING ACTIVE SHOOTERS

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. Staff will call 911 and report the emergency. Doors and windows will be locked. Children will go into designated safe spot. Emergency backpacks and supplies are available. 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 Ehrlich, 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.

COMPREHENSIVE SCREENING AND SUPERVISION POLICY FOR STAFF AND VOLUNTEERS

A staff member or volunteer 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. All staff members must be fingerprinted.

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.

MANDATING REPORTING

A written statement must be signed and dated by staff and volunteers at the time of hiring or before volunteering to indicate the following:

- the individual is aware that abuse and neglect of children is against the law
- the individual has been informed of the center's policies on child abuse and neglect
- the individual knows that all staff and volunteers are required by law to immediately report suspected abuse and neglect to child's protective services.

A licensing notebook is on the premises and includes all inspection and investigation reports and related corrective action plans for the previous 5 years and is available during business hours.

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

PLEASE SIGN AND RETURN IMMEDIATELY.

Print Your Name:

Date:

Print Child's/Children's Name(s):

Signature: