

**Early Childhood Program
Parent Handbook
2022-2023**



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Come Grow With Us
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Mission Statement of Temple Beth Ahm Yisrael

Temple Beth Ahm Yisrael, an egalitarian, inclusive congregation affiliated with The United Synagogue of Conservative Judaism, is dedicated to enrich the lives of our families by providing an inviting environment for spiritual, educational and social interaction. Joining a synagogue means becoming part of a greater community, a sacred community bound together in its commitment to Judaism and the future of Judaism. Thus, belonging to a congregation means participating in a two-way venture; the sense of community that you will gain, and the opportunity to build our Temple community in which you can take part.

Philosophy of Education

The Early Childhood Program (ECP) at Temple Beth Ahm Yisrael (TBAY) was founded on the belief that the first few years of a child's life provide the foundation for social, cognitive, physical and language development that helps foster a love for learning. In addition, the ECP is part of a Jewish community, a caring congregation and a loving family.

We recognize that every child is unique and we encourage each child to experiment, explore, create, share and learn at his or her own pace. We offer an excellent teacher/student ratio and small class size. Our curriculum is designed to present new and varied experiences for all children. These experiences enhance a child's opportunity to develop socially and academically. Our loving, supportive staff consists of administrators, teachers and assistants with many years of experience.

The ECP follows the guidelines of the National Association for the Education of Young Children (NAEYC). Some of our core values include:

- Assurance that programs are based on current knowledge and research on child development and early childhood education
- Respect and support for families in their task of nurturing children
- Respect for colleagues in early childhood care and education and support for them.

We also:

- Serve as an advocate for children, families and teachers within the community
- Maintain high standards of professional conduct
- Engage in an ongoing process of self-reflection. We realize that personal characteristics, biases and beliefs have an impact on children and families
- Remain open to new ideas with a willingness to learn from the suggestions of others
- Continue to learn and grow in a professional capacity

State Licensing and Credentials

The ECP is licensed by the New Jersey State Department of Children and Families (DCF). All teaching, administrative, substitute and support staff is required to follow DCF procedures, including providing fingerprints and background checks, and obtaining CPR and first aid certification.

Anti-Bias Statement and Non-Discrimination Policy

The ECP does not discriminate on the basis of race, age, religion, creed, sex, marital status, national origin, mental or physical disability or handicap, veteran status or sexual orientation. The ECP education professionals understand that biases can have an impact on children at an early age.

Registration

Materials will be available to anyone interested in registering for the following fall term in January. In order to register for the following school year, currently enrolled families must be up to date with their tuition payments.

Classroom Placement

Class placement is a detailed process that considers many important factors. The child's best interest is taken into account when determining class placement. We attempt to balance each class according to each child's learning style, personality, gender and friendships. All placement decisions are at the sole discretion of the ECP director. **Due to teacher/child ratio, NJ licensing requirements and class structure your child cannot attend school on days that they are not registered. If a change in schedule is needed, you must speak the ECP Director first.**

Tuition

Tuition is required as follows:

Upon registration: A \$200 non-refundable registration fee and a \$30 Ahava fee. Tuition is due on the 15th of the prior month. We accept MasterCard, Visa and Discover. For 10 month students tuition payments are August –May and for 12 month students tuition payments are August –July.

Withdrawal Policy

ALL notification must be made in writing. Thirty days written notice is required for withdrawal from the program at any time. If thirty days is not received, the family is financially responsible for the following month.

Hours of Operation

The ECP hours are as follows for infant, toddler and preschool classrooms:

Early Care	7:00 am – 9:00 am
Half Day Session	9:00 am – 12:00 pm
Full Day Session	9:00 am – 2:30 pm
After Care	2:30 pm – 6:00 pm

Early Care/After Care

Our early care program is open on school days from 7:00- 9:00 am for an additional fee. Children may bring a simple breakfast; however, we cannot cook or warm up food for a child. After care is available on school days from 2:30pm-6:00pm for an additional fee. **Drop ins will not be accepted.**

Chain of Command

Open communication between you and your child's teacher is very important. If a problem should arise with regard to your child, contact the teacher. If you believe your problem has not been resolved to your satisfaction, please feel free to contact the assistant director or director. If you still feel that any of your concerns have not been addressed, we will be happy to refer you to the Executive Director.

Ahava

Ahava (meaning love) is the ECP parent association whose objective is to foster community among our families and raise funds to support ECP programs. All ECP parents are welcome to participate.

Class Parents

Every parent has the opportunity to become a class parent. Each class has at least one class parent. The responsibilities of the class parent include collecting and/or shopping for staff gifts, notifying parents of ECP special events or programs, and notifying the ECP office of any life cycle events of ECP families. The class parents should attend Ahava meetings as often as possible.

Communication

Every week you will receive a newsletter via email. The newsletter will give you information about themes the class is working on for the upcoming weeks and reminders of special classroom events. The teacher may also give you ideas about how to reinforce what the children have been working on in school. We also send home a monthly class calendar.

Director/Assistant Director Communication

The Director will regularly send emails or letters to parents with reminders for school events as well as any important ECP activities. The Director will highlight upcoming community events in which families might be interested, as well as early childhood, medical or Judaic resources. These Directors are available for questions or concerns that may arise during the school year. Call 973-376-0539 x22 or sandinewman@tbaynj.org; 973-376-0539 x 18 for Kendra or ecp@tbaynj.org

Contacting a Teacher

If you wish to contact a teacher, you may call the ECP office at 973-376-0539 x 18 at any time. The ECP Director will contact the teacher. If it is an emergency and the ECP office does not answer the phone, press *8 and select x11 for the main office. Inform the office personnel that it is an emergency and he/she will locate the teacher and/or director. **Please do not call the classroom directly.** When a teacher is on the phone, he/she is not paying attention to the class and that teacher is not in teacher/student ratio which violates state and NAEYC requirements.

Clergy Support

Rabbi Adrienne Rubin is available at any time to speak with you regarding any questions or concerns that you may have.

Breastfeeding Policy

Breastfeeding mothers shall be provided a place to breastfeed or express their milk. The areas will be a private and sanitary place to breastfeed or express milk. The area will have an electrical outlet, a comfortable chair and nearby access to running water. A refrigerator will be made available for storage of expressed breast milk. Sensitivity will be shown to breastfeeding mothers and their babies. Our staff is trained in the handling of human milk.

Nutrition

Proper nutrition plays a crucial role in the health and development of children. Nutritious foods will be offered throughout the day to ensure children are getting the nourishment and energy they need to learn, grow, and be healthy. Research shows that there are crucial relationships between nutrition and health, and health and learning. This makes it especially important for caregivers to show children what it means to eat for good health, including how important it is to eat a variety of foods, and to provide proper nutrition through the meals and snacks served in child care. The purpose of these requirements is to establish the minimum nutritional requirements for children in child care. In addition to eating nutritious foods, meal times are an opportunity for learning and developing social and self-help skills. Offering a pleasant meal time environment gives children the opportunity to enhance their social skills by letting them interact with each other. Self-help skills develop when children are encouraged to set the table, clear their place, wash their hands before and after meals, and use child-size utensils.

Beverages

We offer your child water as a beverage of choice. We also offer small amounts of 100% grape juice on Fridays. Below is information about beverages.

Water

- When your child is thirsty, water is a good beverage choice. It provides the fluid your child's body needs.
- We have water available when your child is playing outdoors or doing other physical activity.
- Bottled water is not better or safer than regular tap water, and is an added expense.

- "Flavored" waters or "vitamin" waters may have added sweeteners. Be sure to read the Nutrition Facts label on these beverages.

Milk

- Milk and milk products provide many vital nutrients that your preschooler needs for growth. Milk is a good choice to offer as a beverage at meals and snacks.
- While some children don't drink enough milk, others sometimes prefer to fill up on milk and avoid other important foods. Preschoolers need about 2 to 2 ½ cups from the Dairy group each day. Help your child get enough but not too much milk.
- Choose fat-free or low-fat milk. These have the same amounts of calcium, protein, and vitamin D as whole or 2% milk, but less saturated fat and calories.
- All types of fluid milk are typically fortified with vitamin D. Some yogurts are also fortified with vitamin D. Vitamin-D fortified products help build and maintain bones.
- Make sure you serve only pasteurized (not raw) milk to your preschooler.

100% Fruit Juice

- Fresh, frozen, canned and dried fruits provide more fiber than juice. Offer them most often.
- Look for beverages that have 100% fruit juice on the label. 100% fruit juice can be a healthy part of a preschooler's beverage choices in small amounts.
- You may offer your preschooler up to ½ cup to ¾ cup (4-6 ounces) of 100% fruit juice per day.
- Sweetened beverages such as fruit punch and fruit drinks look like fruit juice, but may contain little or no fruit. These drinks, as well as some flavored waters, sweetened teas, and sports drinks, provide calories, but little or no nutrients.
- Make sure you serve only pasteurized juices to your preschooler.

Oral Health Care Policy

We do not serve any candy/sweets or anything which contains a lot of sugar in order to reduce the risk of tooth decay and cavities.

Food

Kashrut (kosher food) is observed throughout the ECP. All food from home must be dairy or parve. No meat is permitted at any time. Some suggestions for lunch include: cheese and crackers, cream cheese and jelly, bagel and cream cheese, yogurt, yogurt drinks, cottage cheese, fresh fruit, fresh veggies and dip, egg salad and tuna salad. **Please note that we cannot heat food for the children.** For school celebrations, see approved safe snack list. Food prepared in your home may only be served to your child. **PLEASE SEND IN ALL UTENSILS NEEDED FOR YOUR CHILD'S LUNCH!**

Peanut/Tree Nut Allergies: To protect our children with peanut/tree nut allergies, no child is allowed to bring peanuts or peanut butter in any form to school. Peanut and tree nut allergies are among the most serious forms of food intolerance, because death can occur within minutes. The prevalence of such allergies has increased considerably in recent years. Additionally, nuts have become a more common ingredient in manufactured foods and may be less easily recognized. For example, sometimes they're designated by terms such as "hydrolyzed vegetable protein." Soy nut butter is a suggested alternative (please label sandwiches with soy nut, or other butters, so we will know that they don't contain peanut butter). **Although we cannot promise that the ECP is totally nut-free in the purest sense, we do require vigilance and make it our responsibility to educate our parents.**

Allergy Policy

Several children attending our school suffer from different types of allergies. Allergic reactions reported range from mild skin irritations, to severe reactions during which the child may experience anaphylactic shock and even death. Our goal is to educate our staff, children and families about the allergies that are present in our school, the severity of reactions suffered and the ways that the risk of reactions may be minimized. It is for these reasons that we have implemented this food allergy policy.

Parent Responsibilities:

1. Submit a Food Allergy Action Plan. This form a) lists those foods that cause your child to have an allergic reaction b) describes symptoms and steps that need to be taken should your child be exposed to a food allergen c) includes a photo of your child.
2. Provide a note from your child's physician with instructions regarding procedures and administering medication in the case of an allergic reaction. Review procedures with teacher.
3. Provide any other relevant information.
4. Schedule a meeting with your child's teacher to create a Personal Allergy File.

School Responsibilities:

1. Create Personal Allergy File. It will include items 1-3 listed above. It will also include a copy of any letters sent out to parents or teachers regarding your child's allergy. This file will be maintained in a designated filing area in the classroom that is easily accessible. It will be clearly labeled.
2. Create a list to be posted in the ECP office with the following information regarding the allergic children: name, allergies, and teacher. This list will be provided to all staff members and substitutes.
3. Create a sign to be posted in the classroom with the following information: name, allergies, photo, and action plan.
4. Distribute letters to parents of classmates stating that nut or peanut products are not permitted in the school. This letter will require that each parent sign and return the letter indicating that they have read it and will comply.
5. Distribute a list of mandatory "safe snacks" to parents, which will apply for birthday parties, Shabbat, and any other events. In addition, all snacks provided by the ECP will be nut and peanut free.
6. Conduct a training session for ECP personnel on Epi-Pen usage. At least one adult in the classroom will be trained on Epi-Pen usage at all times. Epi-Pens are located in the allergic child's classroom. If the allergic child leaves school grounds, a teacher will transport his/her Epi-Pen. If an Epi-Pen is used, 911 will be called immediately as well as the parent.
7. Ensure that all children's hands are properly washed before and after eating, if necessary.
8. No food will be permitted in to the building at drop-off.

9. In the case of an allergic reaction, notify parent immediately.

Home Language Policy

Given the steady increase in the number of families and children whose home language is one other than English, as well as in the number of languages spoken, The Early Childhood Program is responsive to serving culturally and linguistically diverse populations to ensure a high quality program for all children and families. We are supportive of other languages through labeling of centers throughout the classrooms and by providing access to classroom materials in the home language. We also provide pictures when necessary around the classroom, and our children will benefit from learning basic sign language.

Illness/Communicable Diseases (10:122-7.1 of DCF Requirements)

Please be aware of your child's behavior and/or any signs of illness prior to the school day. We will not allow children in the ECP when an illness appears to be starting or is in progress. In the interest of your child's comfort, and to reduce the risk of contagion, if a child becomes ill while at school, we ask that the child be picked up within one hour of notification from the teacher.

According to licensing, we will not permit any child who has had the following symptoms or illnesses **WITHIN THE PAST 24 HOURS** to attend school:

- a. severe pain or discomfort
- b. acute diarrhea, characterized as twice the child's usual frequency of bowel movements with a change to a looser consistency within a period of 24 hours, or bloody diarrhea
- c. two or more episodes of acute vomiting within a period of 24 hours
- d. elevated oral temperature of 100.4 degrees Fahrenheit
- e. lethargy that is more than expected tiredness
- f. yellow eyes or jaundiced skin
- g. red eyes with discharge
- h. infected, untreated skin patches
- i. difficult rapid breathing or severe coughing
- j. skin rashes in conjunction with fever or behavior changes
- k. weeping or bleeding skin lesions that have not been treated by a health care provider
- l. mouth sores with drooling
- m. stiff neck

Additionally, a child must be **FEVER FREE (WITHOUT FEVER-REDUCING MEDICATIONS) FOR 24 HOURS** before returning to school. Once the child is symptom free or a licensed physician has given written indication that the child is no longer contagious and the illness is **NOT RELATED TO COVID-19**, the child can return.

If a child becomes ill in school or exhibits any of these symptoms, the child will be brought to the Director's office, and the parent or emergency contact will be called immediately to pick up the child.

In the best interest of your child, staff, and the other children, we recommend that you refrain from sending your child to school if s/he exhibits symptoms of a cold, flu, stomach virus, or any other contagious infection.

The ECP will not permit a child or staff member with an excludable communicable disease, as specified in the table below, to be admitted to or remain at school until:

1. A note from the child's or staff member's licensed physician states that the child or staff member respectively, has been diagnosed and presents no risk to him/her or to others.
2. The school has contacted the State Department of Health's Communicable Disease Program or local health department pediatric health consultant and is told the child or staff member poses no health risk to others.

TABLE OF EXCLUDABLE COMMUNICABLE DISEASES

Respiratory Illnesses

Chicken Pox
 German Measles*
 Hemophilus Influenzae*
 Measles*
 Meningococcus*
 Mumps*
 Strep Throat
 Tuberculosis*
 Whooping Cough*

Gastro-Intestinal Illnesses

Giardia Lamblia*
 Hepatitis A*
 Salmonella*
 Shigella*

Contact Illnesses

Impetigo
 Lice
 Scabies

*Reportable diseases, as specified in NJAC 10:122-7.10

If your child is exposed to any reportable disease at school, you will be notified in writing.

All children must have immunization records updated each year. By state law we can exclude your child from school if these records are not on file at school. Please check with your pediatrician to make sure your child's immunizations are current. State law also requires a flu vaccination each year for children 6 months of age or older. At this time, our policy is that we would take children who do not vaccinate their own children.

Lice Policy

Our program has a "no nit" policy, consistent with The National Pediculosis Association, This public health standard is intended to keep children lice free, nit free, and in school. Families should be aware of signs that a child may be infested with lice or nits. Signs include scratching the head and/or the appearance of small, oval yellowish-colored eggs attached to the hair, many times located behind the ears or the nape of the neck. If lice is suspected or found, you must inform the office immediately and keep your child home from school. If lice is suspected or found in any of the children at school, the family will be immediately contacted, and the child must be taken home until the child has been cleared of all nits and lice. Once it has been determined that one child in a class is infested with lice, a note will be sent to the families of all classmates alerting them of the situation and asking them to regularly check their child for a two-week period. In addition, all classmates will be checked by the Director, or the Head Teacher. All classmates' belongings will be placed in separate plastic bags to be sent home. All items in the classroom that can harbor lice such as hats, dress-up clothes, and stuffed animals will be placed in a tied plastic garbage bag and stored for one month.

Medication

The ECP does not administer any medication to children, with the exception of prescribed medications for allergic children (e.g., Epi-pens). If a child is under the care of a physician and on medication, the child must be home for 24 hours after beginning the medication before returning to school.

Child Passenger Safety Law

The following recommendations will provide the safest way to transport your child according to the American Academy of Pediatrics and the National Highway Traffic Safety Administration (NHTSA). Additionally it will ensure compliance to the New Jersey Child Passenger Restraint Law. (Title 39:3-76.2a)

Any child under the age of 8 years old and a height of 57 inches shall be secured as follows in the rear seat of a motor vehicle:

a. A child under the age of 2 years and 30 pounds shall be secured in a rear-facing seat equipped with a 5-point harness.

b. A child under the age of 4 years and 40 pounds shall be secured as described in (a) until they reach the upper limits of the rear-facing seat, then in a forward-facing child restraint equipped with a 5-point harness.

c. A child under the age of 8 and a height of 57 inches shall be secured as described in (a) or (b) until they reach the upper limits of the rear-facing or forward-facing seat, then in a belt positioning booster seat.

d. A child over 8 years of age or 57 inches in height must be properly secured by a seat belt.

If there are no rear seats, the child shall be secured as described above in the front seat except that no child shall be secured in a rear-facing seat in the front seat of any vehicle that is equipped with an active passenger-side airbag. The aforementioned is acceptable if the airbag is de-activated.

Child Abuse

The ECP is required by DCF to report any allegation of child abuse. All observations by ECP staff members are documented. These observations may include hitting, abusive language, neglect or exploitation by any adult.

Discipline Policy

Our approach to guiding children's behavior is one of respect and support. We are committed to helping children develop socially acceptable behaviors, and do so through positive guidance. We work to create an environment that teaches children to behave in a responsible manner and establishes a foundation for mutual respect in the following ways:

- Setting realistic expectations for children's behavior
- Creating environments that nurture success and positive behavior
- Serving as appropriate role models

- Using natural and logical consequences for behavior
- Redirecting toward more appropriate behavior
- Encouraging cooperation, negotiation, and problem solving

Biting Policy

The ECP recognizes that biting is a developmentally appropriate behavior for children in the early childhood program. Parents should expect that their children may be bit or will bite another child. The staff understands that parents are concerned and can be upset when their child is involved in a biting incident. We ask that you remember this is a developmentally appropriate behavior and that the staff works to identify situations that provoke this behavior so that it can be prevented in the future. The staff will not punish or harshly discipline children for this behavior. The staff will simply redirect the children to different activities in separate areas of the room. Parents are expected to work with staff to identify methods and strategies to curb this behavior. The safety of all the children in this program is of the utmost concern of the ECP.

Sunscreen/Insect Repellent Application

Sunscreen is recommended for warm sunny days. If you provide sunscreen for your child, a staff member will apply it to exposed skin **only** with written parental permission. Please apply sunscreen on your child before dropping him/her off at school.

When **public health authorities** recommend the use of insect repellents, a staff member will apply it no more than once a day and **only** with written parental permission.

Safety

For the safety of the children, all doors to the ECP must remain closed at all times.

Injury

When an accident or injury requiring professional medical care occurs to a child while in the school's care, a staff member will take immediate necessary action to protect the child from further harm and immediately notify the child's parent(s) verbally. Accidents or injuries not requiring professional medical care will be reported to the child's parent by the end of the day. Upon request of the child's parent, the school will provide a written description of the accident and/or injury by the end of the next operating day.

Toilet Training

While toilet training is not a responsibility of our staff, we will assist whenever possible. We will continue to diaper and change children's clothing until they are confident in their toileting skills or until the teacher deems reasonable. Children will be taken to the bathroom often. We have a toilet that is the correct height for toddlers/preschoolers. Potty chairs from home are not sanitary and we cannot use them at school. A potty seat that fits onto the toilet is also not permitted due to sanitary reasons.

Parent/Child Meet the Teacher Day

Prior to the first day of school, the parent/caregiver and child will meet the teacher and see the classroom. The purpose of this day is to pave the way for a smooth transition into the school year. The first day of school will be much easier if you bring your child's extra clothing/diapering supplies (see what to bring each day) on this day. You will be notified of the date and time.

Parent/Teacher Conferences

Parent/Teacher conferences will be scheduled in the Fall and Spring. You may, however, request a conference at any time with your child's teacher or the director. If necessary, the teacher will contact you to discuss any concerns that may arise during the school year. All information is kept strictly confidential.

Children's Files

Children's files consist of health, academic and other personal information. All information will be maintained in the director's office and is kept strictly confidential. Names of individuals authorized by the family to have access to health information about the child should be given to the director.

Special Needs

The ECP will attempt to meet the needs of children who have been identified as having special needs. The list of special needs includes, but is not limited to, atypical development in the following areas: cognitive, speech/language, gross and fine motor, social/emotional, self-help, and behavioral. We will work with the family to determine the most beneficial situation for the child. A meeting with the ECP director and the parents will take place at which time recommendations and follow-up plans will be discussed. The ECP reserves the right, after meeting with the family and/or the appropriate professionals, to recommend a child for more intensive specialized services, early intervention or Preschool Handicapped Services. Professionals are permitted in the school to service the child at the request of the parent. All information is kept strictly confidential.

Screen Time

The ECP does not allow screen time for children under two years of age. For children age three and older, we strive to limit screen time to no more than 30 minutes per week during child care, and work with parents and caregivers to ensure children have no more than 1-2 hours of quality screen time per day, the amount recommended by the American Academy of Pediatrics.

Curriculum

The ECP has adopted The Creative Curriculum by Dodge, Colker, and Heroman as a basis for learning and instruction. It is based on research and updated requirements for academic learning. This curriculum provides an organizational structure that supports our philosophy of learning. The premise of the curriculum focuses on the skills necessary for children to be successful in school and in life. A

developmental continuum is used to evaluate and assess learning. The classroom design incorporates a variety of centers offering the children the opportunity to discover and learn. Developmental goals are observed and measured on a continuum level of achievement.

Each week we celebrate Shabbat with a Rabbi and we invite families to join us as special guests throughout the year. Blessings are recited before we eat, Hebrew words are introduced, and the children learn about Israel throughout the year. Jewish customs and values are taught throughout our curriculum. Holidays are taught through symbols, stories, games, art, music, puzzles and food.

Creative Curriculum's Developmental Goals for Toddlers and 2s Program

To Learn about Self and Others

- Trusts known, caring adults
- Regulates own behavior
- Manages own feelings
- Responds to others' feelings with growing empathy
- Plays with other children
- Learns to be a member of a group
- Uses personal care skills
-

To Learn about the World

- Sustains attention
- Understands how objects can be used
- Shows a beginning understanding of cause and effect
- Shows a beginning understanding that things can be grouped

- Uses problem-solving strategies
- Engages in pretend play

To Learn about Moving

- Demonstrates basic gross motor skills
- Demonstrates basic fine motor skills

To Learn about Communicating

- Develops receptive language
- Develops expressive language
- Participates in conversations
- Enjoys books and being read to
- Shows an awareness of pictures and print
- Experiments with drawing and writing

Creative Curriculum's Developmental Goals for Ages Three Through Five

Social/Emotional Development

Sense of Self

- Shows ability to adjust to new situations
- Demonstrates appropriate trust in adults
- Recognizes on feelings and manages them appropriately
- Stands up for rights

Responsibility for Self and Others

- Demonstrates self-direction and independence
- Takes responsibility for own well-being
- Respects and cares for classroom environment and materials
- Follows classroom routines

- Follows classroom rules

Prosocial Behavior

- Plays well with other children
- Recognizes the feelings of others and responds appropriately
- Shares and respects the rights of others
- Uses thinking skills to resolve conflicts

Physical Development

Gross Motor

- Demonstrates basic locomotor skills (running, jumping, hopping, galloping)
- Shows balance while moving
- Climbs up and down
- Pedals and steers a tricycle or other wheeled vehicle
- Demonstrates throwing, kicking and catching skills

Fine Motor

- Controls small muscles in hands
- Coordinates eye hand movement
- Uses tools for writing and drawing

- Compares/measures
- Arranges objects in a series
- Recognizes patterns and can repeat them
- Shows awareness of time concepts and sequence
- Shows awareness of position in space
- Uses one-to-one correspondence
- Uses numbers and counting

Representation and Symbolic Thinking

- Takes on pretend roles and situations
- Makes believe with objects
- Makes and interprets representations

Language Development

Listening and Speaking

- Hears and discriminates the sounds of language
- Expresses self using words and expanded sentences
- Understands and follows oral directions
- Answers questions
- Asks questions
- Actively participates in conversations

Cognitive Development

Learning and Problem Solving

- Observes objects and events with curiosity
- Approaches problems flexibly
- Shows persistence in approaching tasks
- Explores cause and effect
- Applies knowledge or experience to a new context

Cognitive Development (con't)

Logical Thinking

- Classifies objects

Reading and Writing

- Enjoys and values reading
- Demonstrates understanding of print concepts
- Demonstrates knowledge of the alphabet
- Uses emerging reading skills to make meaning from print
- Comprehends and interprets meaning from books and other texts
- Understands the purpose of writing
- Writes letters and words

ASQ- (Ages and Stages Questionnaire) **This is a parent driven questionnaire.**

This is a questionnaire for parents to complete about their own children. The questionnaire will be sent home for the parents to complete. Upon completion, the questionnaire will be scored and results will be shared with parents. Resources will be shared as well as following up with the parents will occur. If further assessment is needed, recommendations will be made.

Transition and Adjustment to School

Attending school for the first time, and even returning to school after the summer, is an exciting yet possibly stressful time for families. Preparation for this day should include a brief discussion about school, encouraging words about meeting new friends, and the reassurance that the parent/caregiver will see the child when school is over each day. Too much emphasis and discussion about the first day may cause a child to be apprehensive. When parents are positive, excited, and confident, children can sense these feelings and feel the same way. If you have concerns about your child's transition to school, feel free to contact the teacher or director before the school year begins. A helpful hint would be to make sure that your child's school routine (bedtime, breakfast, etc.) begins at least one week before school starts.

Separation

The staff will work with you to help your child bond with teachers and friends at school. Working as partners in guiding your child through this new adventure is paramount to a successful transition from home to school. It is critical that the parent/caregiver always acknowledge his/her departure so that the child will not feel abandoned or lost. Remember to give your child an encouraging hug before you leave and be sure that he/she has a chance to turn to someone else with whom to engage—either an adult or a child. Equally important is reminding your child that you will return.

Dress Code

Because active play is natural for children, it is important that their footwear be appropriate. We recommend closed-toe shoes. It would be wise to make sure that footwear has either a closed back or a strap so that the shoes stay on the child's feet.

Friday's dress code is slightly different due to our Shabbat celebrations. Children should be dressed comfortably but appropriate for a visit to the sanctuary.

In order for your child to enjoy participation in our entire program, please be sure that both indoor and outdoor clothing is durable, easily managed by the child, and easily washable. Children will play outdoors in varying types of weather, so please dress them accordingly.

What to Bring to School Each Day

Children must come to school daily with a backpack so that we will be able to send home notices, art projects, etc.

Arrival and Dismissal

Please see our COVID -19 updated information handbook for arrival and dismissal.

We understand doctor's appointment are not always scheduled at a convenient time. **However, we do ask that if your child can not arrive at school by 11am, they are absent for the day.** It is extremely disruptive to not only your child, but to the class routine and structure.

Please also be prompt at dismissal time as well. Young children get very anxious if you are late picking them up, and many of our teachers have other commitments after class. **If you are late picking up your child/ren, you will be charged \$15. The first time being late is waived. After that, the late charge will appear on your bill.**

You must notify the school IN WRITING if someone else besides the child's parents/guardians will be picking up your child. If there is a last minute emergency, please call the office in order to ensure the safety of your child. Please limit phone arrangements to emergency situations. In situations where the child's parents are divorced, the school must be informed (in confidence) as to the custody arrangements that have been made and whether the non-custodial parent (if any) is permitted to take the child from the school. A copy of the court order stating these conditions must be on file at the school in order for us to act in the proper legal manner. We must also be notified when court orders or custody arrangements change.

We also ask you not to pick up your child during the day for an appointment (haircut, special treat, or doctors appointment, etc.) and then bring them back to school/camp. Again, this is not fair to your child nor the class and staff. It is extremely disruptive.

Absences

When your child is going to be absent or late for any reason, please call the ECP Office (973-376-0539 x 18 or 22) between the hours of 7:00 and 9:00 a.m. In the event a child will be absent due to a communicable disease, a doctor's note will be required for readmission. When a child is unexpectedly absent for more than two days, a teacher will call home. **We do not reimburse or offer make-up days for absences.**

School Closings/Delayed Openings/Holiday Closings

If there is a school closing or delay, you will receive a recorded message from the ECP Director, receive an email, see a posting on our Facebook page, as well as being listed on NJ.com. There are no tuition adjustments for snow or emergency closings. School is closed for all legal Holidays and Rosh Hashanah and Yom Kippur, We close at 2:30pm on the day before Rosh Hashanah, and Yom Kippur.

Objects from Home

For the safety of ALL children, no toys from home are allowed in school.

What Remains at School

Every child must have a labeled clear plastic bag filled with a complete set of clean clothing, including socks, underwear, top, pants/shorts, and a sweater/sweatshirt in school. Include diapers and wipes if necessary. If your child uses his/her extra clothing, it must be replaced the following day. Please be sure that all belongings are clearly labeled with the child's name so that they can be easily returned. For children who stay in the afternoon, a crib sheet and blanket are required for napping. **These sheets and blankets must be labeled and taken home each week for washing.** Sleeping bags and soft furniture are not permitted.

Shabbat

A joyous Shabbat celebration occurs every Friday morning in each classroom.. The children are lead in song and dance. The children also learn about an upcoming holiday or tradition or about an interesting facet of Judaism or its traditions. At the beginning of the year, each family can sign up to be the "Shabbat Girl or Boy" for his/her child's class for a particular week. . The Shabbat girl/boy provides challah, snack (from safe snack list) and kosher grape juice for the class. A snack may be fresh fruit, fresh vegetables, or nut-free baked, kosher goods. The school orders challah for the family. We ask the parents to send in \$6.

Tzedakah

Please send your child with tzedakah every Friday so that he/she can participate in the mitzvah (commandment) of tzedakah. At the end of the year, each class will decide how to distribute its collections.

Fire Drills, Lock Down and Evacuation

The ECP conducts fire drills and lock down drills once a month. In the event of an evacuation, students will be escorted by staff to a location in Springfield, which serves as our emergency evacuation site. Parents will be notified if an evacuation has occurred. All teachers carry the children's emergency contact information with them at all times, so in the event of an evacuation we will be able to notify families immediately. Additionally, all contact information is stored off site.

Birthdays

We are happy to help celebrate your child's birthday in school. We encourage families to keep the celebration simple and refrain from bringing party favors of any kind. You may send in snacks from our safe snack list. For birthday party celebrations outside of school, please be aware that some

families observe Shabbat and will not attend birthday parties during Shabbat. Planning for another time should be a consideration. To avoid hurt feelings please invite all children in the class. Snacks need to be Kosher. Please ask your child's teacher for acceptable food items.

Staff Gifts

At certain times, such as Chanukah or the end of the school year, a class gift is usually given to the teachers. The following amounts are suggested by Ahava. Based on two teachers, the amount is \$5 per day, per child, per teacher. Class parents collect for such occasions.

Web Sites

Temple Beth Ahm Yisrael – www.tbaynj.org

Department of Law and Public Safety – www.njsp.org

DCF, Office of Communications and Legislation - www.nj.gov/def

US Consumer Public Safety Commission - <http://www.cpsc.gov/cpsc/pub/prerel/category/toy.html>

The Partnership for Jewish Learning and Life - <http://www.thepartnershipnj.org>

PJ Library - <http://www.thepartnershipnj.org/page.aspx?id=183607>

Like us on Facebook – Early Childhood Program at Temple Beth Ahm Yisrael

List of Unsafe Children's Products - <http://www.njconsumeraffairs.gov/>

American Association of Pediatrics <http://www.aap.org>

Department of Children and Families Office of Licensing INFORMATION TO PARENTS

Under provisions of the Manual of Requirements for Child Care Centers (N.J.A.C. 10:122), every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters. The center must comply with this requirement by

reproducing and distributing to parents this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). In keeping with this requirement, the center must secure every parent's signature attesting to his/her receipt of the information.

* * * * *

Our center is required by the State Child Care Center Licensing law to be licensed by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). A copy of our current license must be posted in a prominent location at our center. Look for it when you're in the center.

To be licensed, our center must comply with the Manual of Requirements for Child Care Centers (the official licensing regulations). The regulations cover such areas as: physical environment/life-safety; staff qualifications, supervision, and staff/child ratios; program activities and equipment; health, food and nutrition; rest and sleep requirements; parent/community participation; administrative and record keeping requirements; and others.

Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may secure a copy of the Manual of Requirements by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: NJ Department of Children and Families, Office of Licensing, Publication Fees, PO Box 657, Trenton, NJ 08646-0657.

We encourage parents to discuss with us any questions or concerns about the policies and program of the center or the meaning, application or alleged violations of the Manual of Requirements for Child Care Centers. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing requirements, you are entitled to report them to the Office of Licensing toll free at 1 (877) 667-9845. Of course, we would appreciate your bringing these concerns to our attention too.

Our center must have a policy concerning the release of children to parents or people authorized by parents to be responsible for the child. Please discuss with us your plans for your child's departure from the center.

Our center must have a policy about administering medicine and health care procedures and the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy.

Our center must have a policy concerning the expulsion of children from enrollment at the center. Please review this policy so we can work together to keep your child in our center.

Parents are entitled to review the center's copy of the Office of Licensing's Inspection/Violation Reports on the center, which are issued after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the Office's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review.

Our center must cooperate with all DCF inspections/investigations. DCF staff may interview both staff members and children.

Our center must post its written statement of philosophy on child discipline in a prominent location and make a copy of it available to parents upon request. We encourage you to review it and to discuss with us any questions you may have about it.

Our center must post a listing or diagram of those rooms and areas approved by the Office for the children's use. Please talk to us if you have any questions about the center's space.

Our center must offer parents of enrolled children ample opportunity to assist the center in complying with licensing requirements; and to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of the center should discuss their interest with the center director, who can advise them of what opportunities are available. Parents of enrolled children may visit our center at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents.

Our center must inform parents in advance of every field trip, outing, or special event away from the center, and must obtain prior written consent from parents before taking a child on each such trip.

Our center is required to comply with the New Jersey Law Against Discrimination (LAD), P.L. 1945, c. 169 (N.J.S.A. 10:5-1 et seq.), and the Americans with Disabilities Act (ADA), P.L. 101-336 (42 U.S.C. 12101 et seq.). Anyone who believes the center is not in compliance with these laws may contact the Division on Civil Rights in the New Jersey Department of Law and Public Safety for information about filing an LAD claim at (609) 292-4605 (TTY users may dial 711 to reach the New Jersey Relay Operator and ask for (609) 292-7701), or may contact the United States Department of Justice for information about filing an ADA claim at (800) 514-0301 (voice) or (800) 514-0383 (TTY). Our center is required to periodically review the Department of Law and Public Safety (DLPS), Division of Consumer Affairs (DCA), unsafe children's products list, make the list accessible to staff and parents, and ensure that items on the list are not at the center. The list is available at www.state.nj.us/lps/ca/recall/recalls.htm. Internet access may be available at your local library.

For more information call the DLPS, DCA, toll-free at 1(800) 242-5846.

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, whether working at the center or not, is required by State law to report the concern immediately to the State Child Abuse Hotline, toll free at 1 (877) NJ ABUSE. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting: DCF, Office of Communications and Legislation at (609) 292-0422 or go to www.nj.gov/dcf and select Publications.

OOL4/17/08

Manual of Requirements for Child Care Centers (10:122-6.6 Discipline)

The methods of guidance and discipline used shall:

- Be positive.
- Be consistent with the age and developmental needs of the children; and
- Lead to the child's ability to develop and maintain self-control
- Staff members shall not discipline children for failing to eat or sleep or for soiling themselves

- Children may be removed from a group activity to another area, provided that the child removed is either under the supervision of another staff member or continuously visible to a staff member
- The center shall maintain on file a written policy on the disciplining of children by staff members

The policy shall:

- Reflect the provisions specified and include the acceptable actions that a staff member may take when disciplining a child (that is, discussion with the child, time-out, etc.);
- Be distributed to every staff member; and
- Be posted in a prominent location within the center
- The center shall secure and maintain on file each staff member's signature, attesting to receipt of the policy on the disciplining of children by staff members

Expulsion Policy

Unfortunately, there are sometimes reasons we have to expel a child from our program either on a short term or permanent basis. We will do everything possible to work with the family of the child in order to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from this center:

Immediate causes for expulsion:

- Child is at risk of causing serious injury to other children or himself/herself.
- Parent threatens physical or intimidating actions toward staff members.
- Parent exhibits verbal abuse to staff in front of enrolled children.

Parental actions for child's expulsion:

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

Child's actions for expulsion:

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

Schedule of expulsion:

- If remedial actions have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion.
- An expulsion action is meant to be a period of time so that the parent/ guardian may work on the child's behavior or come to an agreement with the center.
- The parent/guardian will be informed regarding the length of the expulsion period.

- The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the center.
- The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternate child care (approximately one to two weeks depending on risk to other children's welfare or safety).
- Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the center.

A child will not be expelled:

If a child's parent(s):

- Made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements.
- Reported abuse or neglect occurring at the center.
- Questioned the center regarding policies and procedures.
- Were not given sufficient time to make other child care arrangements.

Proactive actions that will be taken in order to prevent expulsion:

- Staff will try to redirect child from negative behavior.
- Staff will reassess classroom environment, appropriateness of activities and supervision.
- Staff will always use positive methods and language while disciplining children.
- Staff will praise appropriate behaviors.
- Staff will consistently apply consequences for rules.
- Child will be given verbal warnings.
- Child will be given time to regain control.
- Child's disruptive behavior will be documented and maintained in confidentiality.
- Parent/guardian will be notified verbally.
- Parent/guardian will be given written copies of the disruptive behaviors that might lead to expulsion.
- The director, classroom staff and parent/guardian will have a conference(s) to discuss how to promote positive behaviors.
- The parent will be given literature or other resources regarding methods of improving behavior. This may include a recommendation or an evaluation by professional consultation on premises, or a recommendation for an evaluation by a local school district child study team.

Policy on the Release of Children (per DCF)

Each child may be released only to the child's custodial parent(s) or person(s) authorized by the custodial parent(s) to take the child in an emergency if the custodial parent(s) cannot be reached. A child shall not be visited by or released to a noncustodial parent unless the custodial parent specifically authorizes the ECP to allow such visits or release in writing. This written authorization, including name, address, and phone number of the noncustodial parent, shall be maintained in the child's file. If a noncustodial parent has been denied access to a child by a court order, the ECP shall secure documentation to that effect and maintain a copy on file.

The procedure to be followed by staff member(s) if the parent(s) or person(s) authorized by the parent(s), as specified previously, fails to pick up a child at the time of the ECP's daily closing requires:

1. The child shall be supervised at all times.
2. Staff members will attempt to contact the parent(s) or person(s) authorized by the parent(s).
3. An hour or more after closing time, and provided that other arrangements for releasing the child to his/her parent(s) or authorized person(s) have failed and the staff member(s) cannot continue to supervise the child at the ECP, the staff member shall call the Division's 24-hour Child Abuse Hotline (1-877-652-2873) to seek assistance in caring for the child until the parent(s) or person(s) authorized by the parent(s) is able to pick up the child.

Procedure to be followed by a staff member(s) if the parent(s) or person(s) authorized by the parent(s) appear to be physically and/or emotionally impaired to the extent that, in the judgment of the Director and/or staff member, the child would be placed at risk of harm released to such an individual:

1. The child may not be released to an impaired individual.
2. Staff members attempt to contact the child's other parent/caregiver or an alternate person authorized by the parent(s).
3. If the ECP is unable to make alternative arrangements, as noted previously, a staff member shall call the Division's 24-hour Child Abuse Hotline (1-877-652-2873) to seek assistance in caring for the child.

Early Childhood Program
At Temple Beth Ahm Yisrael



60 TEMPLE DRIVE
SPRINGFIELD, NJ 07081
973-376-0539x22
973-376-5478 - FAX
Sandi Newman, Director
sandinewman@tbaynj.org

The Parent Handbook contains important information about the Early Childhood Program.

Since the information, policies, and benefits described herein are subject to change at any time, I acknowledge that revisions to the handbook may occur. All such changes will generally be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the ECP Director has the ability to adopt any revisions to the policies in this handbook.

I have received a copy of the Early Childhood Program Parent Handbook. I understand that I am expected to read the entire handbook. Additionally, I will sign a copy of this Acknowledgment of Receipt, retain one copy for myself, and return one copy to the ECP Office. I understand that this form will be retained in my child's personnel file.

Signature of Parent

Date