



PARENT  
**Handbook**  
2018-19

# WELCOME TO BETH EL EARLY LEARNING CENTER A PART OF THE MAIMONIDES INSTITUTE FOR JEWISH LEARNING AT TEMPLE BETH EL

We look forward to providing a very enriching and rewarding educational experience for your child while developing an appreciation and respect for Judaism. We hope that this handbook helps you to better understand the purpose and operation of our school.

## OUR MISSION

Our school is an inclusive early childhood program that builds Jewish identity while providing comprehensive and meaningful learning experiences for children and their families in a safe, warm and loving environment.

## STATEMENT OF PHILOSOPHY

The philosophy of our Early Learning Center is that the young child can develop a strong self-image through the use of positive reinforcement in a curriculum that enhances cognitive, physical, social, listening and language skills as well as moral growth.

**WE VALUE CHILDREN...**for their individuality, their extraordinary wealth of inborn abilities and potential, their strength and creativity. Children are active participants in the development of their identities, autonomy and creative intelligence.

**WE VALUE STAFF...**for their vision, their delight in children, their skill, dedication, knowledge and commitment to families.

**WE VALUE FAMILIES...**for their bonds and traditions, their commitment to career, home and community, and their visions for their children's education.

**WE VALUE JUDAISM...**for the spirit of its teachings, values, traditions, culture and heritage. We encourage families to embrace Judaism at their own comfort level.

## OUR GOAL

Our goal is to prepare each child for success in the area's finest public and private schools. Our program provides a balance between preparing for the future (intellectual development) and living fully in the present (social-emotional development). The balance that is created is different for every child on the basis of the child's academic needs, temperament, environment and family's needs. Children learn through multi-sensory/child-centered/organized experiences, discovery and rich adult-child interactions.

### OUR GOALS FOR EACH CHILD ARE TO:

- Develop positive self-esteem
- Foster emotional well-being
- Ease adjustment to routines and transitions
- Foster independence and self-direction
- Stimulate curiosity
- Encourage listening, language and literacy skills
- Develop gross and fine motor skills and control
- Enhance cognitive development
- Develop critical thinking skills

- Encourage social interaction
- Gain an understanding of Judaism while respecting cultural diversity
- Participate in an enjoyable and meaningful early childhood experience

These goals are achieved through a variety of hands-on activities and experiences that address the whole child and seek to make learning fun. Our professional staff ensures that individual needs are met and nurtured in a warm, loving and supportive environment. The children attending our Early Learning Center also develop an awareness of, and a positive feeling towards, Judaism. This is best demonstrated in the pride taken when saying the blessings or when participating in holiday celebrations. In addition, the classes are taught through a curriculum that emphasizes the similarities between people and minimizes the differences whether they are due to race, religion, age or disability. All our children learn to develop a sense of independence and self-confidence beginning at the youngest level. Our hope is that every child leaves our school with a solid foundation on which knowledge and positive self-esteem can grow and flourish.

## CONTACT INFORMATION

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## PARENTHOOD

Parent and Teacher partnerships are fundamental to the foundation of our school community. This reciprocal relationship is built on mutual respect, cooperation and shared responsibility. Anyone can sign up to become a Room Parent, welcome new families to our school, plan classroom holiday parties or special events. Please consider becoming involved with Parenthood, our parent-teacher organization. Meetings typically take place once a month in the evenings and occasionally in the mornings.

## SEPARATION

The process of separation is tailored to meet the needs of individual children and families. Children's reaction to separation can range from a child who is able to comfortably say goodbye on the first day of school, to a child who clings to a parent and requires more time. So, what can you expect during the first days of school? There will probably be a range of reactions and emotions. You may be able to say a quick goodbye and leave the building, or you may need to remain in the building in case your child becomes upset. Our Member Lounge is available to you at all times should you decide to stay.

At Beth El Early Learning Center, we believe that successful separation is a process whereby children learn to develop trust and are more able to have a positive classroom experience. We do not strive for the most expedient separation process.

You and your child's teachers will work as a team to develop the best plan of action for a successful separation process. Communication is key.

### The following are some helpful tips to remember:

- If your child demands your attention, try to redirect him/her to the teachers. Offer a few words or a hug, but keep your interactions with your child to a minimum so that he/she learns to trust the teachers.
- NEVER sneak out of the classroom without saying goodbye to your child. Always tell your child you are leaving and when you will be back (i.e. after story time, after lunch). Then, be sure to return at that time.
- When you say goodbye to your child, always exude confidence and trust in the teachers. If you express any ambivalence, your child will sense it, making the separation process much more difficult.
- Always feel free to give us a call later in the day to check on your child's adjustment. Should you wish to remain on campus, you are welcome to relax in our Member Lounge.
- Once separation has been established, always remember to pick up your child from school on time. They look forward to seeing you at dismissal time.

## CHILDREN WITH SPECIAL NEEDS

Our program makes every effort to appropriately accommodate children with disabilities whenever possible.

## REFERRAL

Teacher concerns about a child's behavior and/or development are discussed with the Directors. Documentation is kept and further classroom observations performed by the classroom teachers and the Directors. If concerns are validated, a parent conference is scheduled. At this meeting, observations are shared and a course of action is put into place. In some instances, parents may be referred to an outside agency, Early Steps, or Child Find for a formal evaluation.

## DISCIPLINE POLICY

Our school has a basic discipline policy. We are committed to helping children learn to express feelings appropriately, to consider other people's feelings and to negotiate their own conflicts. Challenging behavior is addressed first

through teacher observations. It is important to identify events, activities, interactions, and other contextual factors that predict and may contribute to the child's use of challenging behavior. Children's behavior is assessed, positive and supportive strategies are then put into effect.

If a child exhibits continually challenging, disruptive and/or unsafe behavior that is not resolved through appropriate behavior management strategies, the teachers will discuss the situation with a supervisor, parent, and/or other professionals to develop an individualized action plan that supports the child's inclusion and success. Teachers like to work closely with parents to understand each child and to determine which methods work best for that child, thus, teamwork with parents is very important. If a parent declines to work with the staff in resolving the problem and/or the behavior problem persists resulting in a chronic situation requiring greater need for care than the Early Learning Center teachers can provide, then the child's enrollment is subject to termination.



**We will facilitate the development of self control in children by treating each child with dignity, utilizing techniques that:**

- Set clear, consistent and fair limits.
- Value mistakes as learning opportunities.
- Redirect children to more appropriate behavior.
- Listen to children discussing their feelings and frustrations.
- Guide children to solve their own conflicts.
- Patiently remind children of rules and their rationale as needed.
- In extreme cases, a child may be asked to leave the preschool if he/she becomes a threat to the other children, to the teacher or to him/herself. In addition, if a child's behavior requires a one on one relationship with the teacher, he/she could be dismissed from the program. However, in most cases, a child may be allowed to continue in school if appropriate professional help is received.

We encourage parents to discuss any questions or concerns with teachers and/or the Director. Communication and consistency between home and school are essential to managing children's behavior and to the healthy development of every child.

**BITING POLICY**

Biting can be a form of expression in children, especially those children who have limited verbal skills. Biting is a powerful way to exhibit control and release frustration. Studies show that by the age of three, almost all biting and most hitting behaviors disappear. While biting is considered typical behavior for young children two years of age and younger, it is detrimental to the safety and well being of children and staff in a classroom setting.

Parents will be notified after the first incident. Each case will be handled on an individual basis and at the discretion of the Directors. An assessment will be made by the teacher and Directors to determine if further action needs to be taken. A referral for outside services may be necessary.

**ADMISSION**

Beth El Early Learning Center is a private, independent and non-discriminatory program. We believe in equal education, attention and care of all children without regard to race, color, religion or ethnic origin.

**REGISTRATION**

We require that the following documentation be in order for your child to be enrolled:

- Registration Form
- Medical health exam forms with up to date immunizations (a.k.a. "the yellow and blue forms") by the first day of school.
- All financial obligations must be met before the first day of school.



**TUITION**

**REGISTRATION FEE AND DEPOSIT ARE NON-REFUNDABLE AND NON-TRANSFERABLE.**

Tuition guarantees a spot for your child in our program. We will hold a spot for 90 days for incoming childcare students. Payments must begin on the 4th month following registration with the required deposits and fees.

Payments can be made in full at the beginning of the year, in quarterly payments, or in 9 or 12 monthly payments due by the 1st of each month. Payments made after the 10th of the month will incur a late fee of \$25. If tuition is in arrears for more than one month, attendance will not be permitted until tuition is up to date or arrangements have been made with the Temple Finance Department. We do not prorate tuition for absences, illness, vacation days or school closures due to weather related conditions. Unfortunately we cannot accommodate for make-up days.

**TEMPLE MEMBERSHIP**

All Early Learning Center (ELC) families receive complimentary membership while your child is enrolled in school. Families that also have a child enrolled in religious school, 3rd grade or higher, must join the Temple. You will receive a special ELC discount on your congregational commitment.





## WITHDRAWAL

Parents who wish to withdraw their child from the program must give written notice one month prior to the actual withdrawal date. Registration & Deposit fees are non-refundable and non-transferable.

## HOURS

### CHILD CARE (3 MONTHS TO 23 MONTHS)

Programs are available 12 months per year from 7:30 AM until 6 PM with limited holiday closings for Jewish and legal holidays.

### EARLY CHILDHOOD

#### (2 TO 4 YEAR OLDS BY SEPTEMBER 1)

Programs are available 9 months or 12 months (for 2's and 3's) for full time students (7:30 AM-6 PM). We follow the Palm Beach County Public School calendar for Winter and Spring Breaks. Intersession weeks are available during the winter and spring vacation weeks at an additional tuition cost.

Early Childhood hours are 9 AM-1 PM, 9 AM-3 PM and 7:30 AM-6 PM. A late fee of \$5.00 will be charged for each 5 minutes past 1:00, 3:00 or 6:00 PM. Childcare children must be picked up by 6:00 PM. We appreciate your understanding and respect for our on-time pick-up policy.

Extended hours are only available after prior approval from the Directors and are based on student/teacher ratio. Extended hours are billed at an hourly rate of \$15.00.

### SUMMER ADVENTURE CAMP

#### (2 TO 5 YEAR OLDS BY JUNE 1)

Hours are full time from 7:30 AM until 6:00 PM or part time from 9:00 AM until 1:00 or 3:00 PM

## SUMMER BRIDGE TO KINDERGARTEN (5 YEARS OLD BY SEPTEMBER 1)

The program will refine your child's academic skills in reading, writing, math and number sense. Sports, games, splash pad, outdoor play and special themed activities round out the day, helping to ease your child's transition to kindergarten academically, socially and emotionally.

Lunch is included. Class is limited to 10 students.

## DROP OFF AND DISMISSAL POLICY

At Beth El Early Learning Center, we believe that it is important for a parent to drop off and pick up their child directly in the classrooms. This philosophy supports on-going teacher-parent interactions or what we refer to as "daily chats". In addition, your child loves showing you his or her classroom and is eager to have you learn about all the wonderful learning experiences that take place each and every day in school. We do offer a Rainy Day Car Pool line during inclement weather.

Parents walk their children into the classroom when doors open at your child's arrival time. If you are early, please wait outside until the teacher welcomes you in. Once separation is established, parents are encouraged to exit as quickly as possible. This will enable the children to better assimilate into their daily routine. At dismissal, the children are released directly to their parents or designee and exit from the main entry. This is to ensure the safety of our children and to allow for a better flow of people leaving the building. It is the parents' responsibility to monitor their children's behavior upon dismissal from the classroom as well as in the parking lot.

Please note that children will only be released to their parents unless prior notification by the parent is given to the teacher. Individuals, other than the parents, must be designated as authorized to pick up your child on the registration forms in the school office. Names can be added as necessary. A picture ID will be required of all individuals unknown to the preschool staff. We will not release a child to any caregiver if inappropriate behavior is exhibited or substance abuse is suspected.

We really care about the safety of your children. All vehicles for morning arrival and afternoon pick-up must be parked in a designated parking space. Vehicles inappropriately parked create visibility problems and pose a safety hazard to children as well as other pedestrians.





Two health forms, the physical and immunization records (provided by your child's pediatrician), should be filled out by your child's doctor and must be turned in to the office prior to the start of school. From time to time, you may be called to provide additional information or to remind you that you need to update your child's forms. For our school to stay in operation, without penalties, we must have current health records in our files. If your child's forms are not current, we will ask you to keep your child out of school until we receive the appropriate information.

If your child experiences a change of health condition during the year, a description of this change should be sent in writing to the school office. If your child is taking any type of medication, please let the classroom teacher know. Sometimes medications affect behavior, and knowing about the medication makes it easier to address your child's needs.

### OUR POLICY REGARDING ILLNESS IS AS FOLLOWS:

Any child who has a fever (over 100 orally, 99 axillary) may not attend school. The child must be fever free for 24 hours before being readmitted to school.

Diarrhea and vomiting – no child may come to school if there have been any symptoms within 24 hours.

Often behavior that is different (i.e., fatigue, paleness, loss of appetite, irritability or restlessness) is a precursor to illness, and the child should be kept home. Illness can affect a happy, energetic child in a negative manner, predisposing him/her to accidents in the classroom and on the playground.

In the school setting, germs are easily spread by touching one's nose and mouth, placing toys in one's mouth and the touching of someone else. It is important that if your child's nose seems to be running constantly, or if he/she is coughing frequently (even with the absence of green mucus), the child should be kept at home. A medicated child often will exhibit the behaviors mentioned and should also be kept home. Our policy is not to deny the child the right to attend school, but to use discretion if it is not in the child's best interest to be at school.

In the case of a contagious disease, please notify the school office immediately. It is our responsibility to alert parents in the class. If your child should contract a contagious disease or rash, we must have a note from the doctor stating that the child is in good health before being readmitted.

Health alerts regarding communicable diseases such as, conjunctivitis, lice, pinworms and strep will be distributed to all parents. Detailed information will be included on symptoms, incubation period, treatment and readmittance to school.

Rash – no child can be admitted to school with an unspecified rash without a doctor's note.

A child who becomes ill at school will be made comfortable in the school office until his or her parent can be notified and the child is picked up. Parents or a person on your authorized pick-up list are expected to arrive immediately after being called. The school is not equipped to accommodate the needs of a sick child.

So as not to spread germs, bottles and pacifiers are not permitted in the classrooms for 2, 3 and 4 year olds.

A good rule of thumb to apply when making the decision as to whether or not to send your child to school is: "When in doubt, please keep them out."

### PLEASE ADHERE TO THE FOLLOWING GUIDELINES FOR RAINY DAY DROP OFF & PICK UP

- If the signs are present, follow the cones and arrows to the car pool line. Do not leave your car unattended in the car line.
- Call ahead to the front desk if you are picking up at a different dismissal time other than 1:00, 3:00 or 6:00 pm.
- A school staff member will escort your child to and from your car.
- Signs and traffic cones will direct you to the exit of the parking lot.
- Drive slowly and carefully as parents and children not utilizing the car pool line will be walking in the parking lot.
- You will need to secure your child in a car seat.

Rainy Day Drop Off and Pick Up will be instituted at the discretion of the Directors.

### CELL PHONE USE

It is with your safety in mind that we urge you to cease from using your cell phone while driving your vehicle in our parking lot. Thank you for your cooperation.

### HEALTH INFORMATION

The Florida Department of Health is the state's preschool and childcare licensing board. All children enrolled in any childcare facility are required to have specific forms on file in our preschool office. We require all of our students to receive the recommended vaccinations according to the American Academy of Pediatrics. You have already completed emergency contact information as part of the registration process. A parent must be reachable by phone at all times. Please notify the teacher and school office if any emergency contact information changes.



### MINOR BUMPS & BRUISES

Staff members attend to all bumps and bruises. If a child has an accident or incident during the day, you will receive a telephone call. We will complete an incident and accident report and you will receive a copy at the end of the day.

In the event of a serious accident, the school will secure medical attention as described on the "Authorization of Medical Treatment" form.

### MEDICATION ADMINISTRATION

Prescriptions are needed even for over the counter medications. We will administer prescription medication such as Epi-Pen, Benadryl, and inhalers. All medication must be in the original container, with the name of the doctor, child and medication directions for administration on the label. A Medication Administration form shall be signed by the parents.

We request that parents provide two Epi-Pens. One to be stored in the classroom and one to be stored in the school office. Children with Epi-Pen prescriptions must have them on site at all times they are present at school.

Under no circumstances are medications to be mixed by a parent or staff member in a child's bottle, sippy cup or food.

Physical barriers such as lotions, ointments, diaper creams, insect repellent and sunscreen will be applied with a signed parent Medication Administration form.

### CLASS PLACEMENTS

The Directors determine a child's class placement. We cannot guarantee teacher or classmate requests, though we will consider them seriously and do everything we can to accommodate our families. The following are just some of the criteria considered when creating classes:

- Age
- Gender
- Personality
- Learning style
- Teacher-child compatibility
- Teacher-child ratio
- Recommendations from current teachers

Rest assured that a lot of time, effort and care is spent forming well-balanced classes with the goal of producing an optimal learning environment for every child.



## OUR STAFF

Our employment criterion for teaching staff adheres to or exceeds all state requirements for a licensed childcare facility. Beth El Early Learning Center teachers are hired according to their education level, experience and commitment to early childhood education.

Every staff member is required to complete a minimum of 10 hours per year of professional development in the area of early childhood education. Staff members are trained in CPR, First Aid and EpiPen administration.

## LEARNING ENVIRONMENT

Our curriculum is developmentally enriched. It provides children with the opportunities to learn and practice new skills while recognizing individual variations. We offer challenges just beyond the level of present mastery. We recognize various learning styles, so we incorporate Howard Gardner's Theory of Multiple Intelligences into daily learning experiences.

Our curriculum is emergent. We recognize that children learn best when they are highly interested in the subject matter. We utilize a thematic approach that is fluid and flexible, and values the interests of the children.

Our curriculum is experiential. Learning occurs as a result of hands-on involvement with experiences in and out of the classroom. Children's learning reflects a recurring cycle that begins with awareness and discovery, moves to exploration and inquiry, and finally to utilization.



We utilize a combination of secular and Judaic curricula. The following curriculum is implemented in all classrooms: The Creative Curriculum for Infants & Toddlers, Dodge, Colker & Heroman (Teaching Strategies, Inc.), The Creative Curriculum for Preschool, Dodge, Colker & Heroman (Teaching Strategies, Inc.). In addition, all Pre K classes exceed Florida Pre K Standards (CTB/McGraw-Hill).

Our Judaic curriculum utilizes the following resources: Jewish Every Day, What's Jewish About Butterflies, and Torah Alive.

Our Pre K classes incorporate The Land of the Letter People as part of our reading readiness curriculum and Handwriting Without Tears as part of our writing curriculum.

All curricula are available for parent review in the school office and by visiting the following websites: [www.teachingstrategies.com](http://www.teachingstrategies.com) or [www.ctb.com/preschoolstandards](http://www.ctb.com/preschoolstandards). Our classrooms are divided into many different activity centers. Each of these centers has its own objectives in developing and guiding the use of cognitive skills, group interactions and energy outlets as well as imaginative and sensory activities. Teaching or learning a skill is not just restricted to one center, but may be taught or reinforced at many different centers during the school year. Our emphasis is on teaching children to work independently and in groups with materials that will enhance and develop these skill areas.

## SPECIAL PROGRAMS

### OUR CURRICULUM INCLUDES THE FOLLOWING PROGRAMS EACH WEEK:

- Music and Movement
- Yoga
- Physical Education
- Foreign Language (Spanish and Hebrew)
- Science
- Library
- Judaics
- Shabbat sing-a-longs with our clergy

## EXTENDED DAY

Enrichment is offered as part of our extended day. The children are instructed by our Early Learning Center staff and outside resources. Each day, the children will participate in a special activity. We make every effort to keep children in their own classroom; however there may be times when we combine students, never exceeding our ratios.

## PARENT/TEACHER CONFERENCES

During the Fall or Spring we offer Parent/Teacher conferences for all age groups and, depending upon the program, we may also arrange for conferences earlier in the year. These parent/teacher sessions are a wonderful way of assessing a child's progress during the year and serve to address any questions or concerns that may arise. However, if necessary, a conference can be held at any time during the year with the teacher and/or Directors.

We always try to keep the lines of communication open between parents and staff.

## HOLIDAY AND SHABBAT CELEBRATIONS

All children in our preschool learn about the significant Jewish holidays throughout the year such as Rosh Hashanah, Yom Kippur, Sukkot, Simchat Torah, Hanukkah, Tu B'Shevat, Purim, Passover, Lag B'Omer, Yom Ha'atzmaut, Shavuot and, of course, Shabbat. They also learn about the secular holidays of Thanksgiving, Mother's Day, Father's Day, Earth Day, Martin Luther King Day, President's Day and Election Day. Some holidays considered secular in nature but with Christian or pre-Christian origins are not celebrated, such as Halloween, St. Valentine's Day and St. Patrick's Day.

Every Friday morning, we celebrate Shabbat with blessings over wine, candles and challah. The celebration continues in the classroom with blessings over white grape juice, candles and challah. 3 and 4 year old classes have a designated Shabbat Child (Ema "mother" or Abba "father"). Children are selected on a weekly rotating basis. The Shabbat Child's family is invited to join us and provides a special nutritious snack for their child's class that morning. (Please refer to food policy.) Please see your child's teacher for specifics regarding time and suggested snacks. You are always welcome to join us at our weekly Shabbat Sing-A-Long with our Clergy.



We host evening Tot Shabbat services once a month at the Beck Family Campus. A pizza dinner is served prior to services at no charge to our families. There are two special Saturday morning Tot Shabbat services at 10:00 AM - Back to School and Family Fun Day.

## FOOD POLICY/ALLERGIES

Our school is a peanut- and tree nut-aware facility. Peanuts, tree nuts and nut products are not permitted in the classrooms or at any school related functions.

All foods brought to the classroom for Shabbat or other celebrations must be store bought, in unopened packages, and have ingredient labels on the packaging. Please do not be offended if we do not serve foods that contain peanuts, nuts, or their by-products. If you are in doubt about any foods, please speak to the Directors.

A peanut- and tree nut-aware facility means we take necessary precautions to avoid such foods in our program, but cannot guarantee that we are completely peanut- or tree nut-free.

If your child has any food related allergies, please inform the Directors. We will make every effort to make special accommodations for your child.

## LUNCHES AND SNACKS

A snack is provided every morning for children who are in the half-day programs and another snack is provided in the afternoon for those children who are in full day programs. These snacks are low in sugar and salt and frequently become part of a study unit on numbers, letters, shapes, colors or nutrition.

All children who are in programs which run until 1:00 PM or later are expected to bring their own lunches and drinks. Lunches **MUST** be Kosher-style. This means no pork products or shellfish. Meat and dairy products are permitted in the same meal, but not in the same bite. For example, a turkey sandwich and a cheese stick are permissible. A turkey and cheese sandwich is not permissible. Please try to send a balanced lunch with your child that is low in sugar and combines different food groups, such as a sandwich, sliced fresh fruit or vegetables, and fruit juice. Also, do not send any candy, pop corn, whole grapes, soda or glass bottles/containers to school with your child. Please pack your child's lunch in an insulated lunch bag.



Lunchtime is one of the many opportunities your child has to develop self-help skills. Please send easy to open containers and finger foods to encourage your child's independence.

## OPTIONAL PIZZA LUNCH

Pizza lunch is offered on Wednesdays. Advanced sign up is required.

## BIRTHDAY CELEBRATIONS

Birthdays are always a special happening at our school, and parents are welcome to come in to help celebrate the happy occasion with their child and his/her classmates. You may choose to provide a special birthday treat of cupcakes, brownies, cookies, etc. (please refer to food policy.) Party invitations may be passed out at school only if the entire class is invited. This is also true of thank you notes. We believe that this policy will spare any hurt feelings by children not invited.

## CLOTHING

Children should be dressed comfortably in weather appropriate clothing. Closed shoes with soft soles and socks will provide the most protection in our outside play areas. If sandals are worn, socks are required. Clothing depicting action figures, guns or similar violent designs is not permitted.

All children should have an extra set of clothing left at school at all times. Please make sure the extra clothing is clearly labeled with his or her name. Accidents happen. The best way to minimize the effect they have on your child is to be able to treat them with minimum fuss. Having a change of clothing on hand helps to accomplish this. We provide smocks for painting; however, since this is an early childhood program, you should send your child in clothing that you wouldn't mind getting soiled.

For all children not yet potty-trained, a supply of diapers or pull-ups is to be sent in and left at school along with two containers of unscented wipes. When supplies are low, parents will be asked to replenish them. If your child naps in school, please provide a crib or cot sheet and small, lightweight blanket. Items in need of laundering will be sent home weekly or on an as-needed basis. Please be sure to return all items sent home on the next school day.

## POTTY/TOILET TRAINING

Children entering our 2 year old classes do not need to be potty trained.

Classroom staff will support your efforts to potty train your child by taking your child to the bathroom and encouraging your child to use the bathroom.

All children entering the 3 and 4 year old classes need to be toilet trained and independent enough to attend to their own bathroom needs. Accommodations will be made for children with special needs.

Please note: Staff are not permitted to wipe children. We will however, provide verbal guidance for your child, which will help ensure success. We recommend you provide flushable wipes as they help make the process hygienic and encourage independence and self help skills.

## SPECIAL PROGRAMS

During the year, special programs are arranged for the children, such as school-wide celebrations for Thanksgiving, Hanukkah, Tu B'Shevat, Purim and Passover. Some of these get-togethers include family members and friends.

## EARLY LEARNING CENTER TASK FORCE

Our school encourages direct communication. Task Force committees are established to assist with policy changes. In conjunction with the Directors and staff, these committees meet as needed. Please watch for our e-mails.

## SECURITY

Entrance onto the campus requires clearance past the armed guard. Our building is equipped with a security system. Entry doors are locked with a buzzer system and security codes in place. Security cameras are located throughout the building. Only adults listed on a parent issued authorized pick-up list are permitted to pick up children from school. In some cases, photo ID may be required for pick up.

## EMERGENCY INFORMATION

In the event of an emergency, we will notify and update parents using our Emergency SMS texting system. After school begins, you will receive an opt-in text message to accept this service.

Different types of emergencies require different action. An evacuation from our school to a safer site would be prudent, as in the case of a fire or a bomb threat. Other emergencies such as chemical or weather related threats such as a hurricane may make it unsafe for us to leave the building. In these situations, we would "Protect in Place," rather than going to our evacuation site, we would remain in school.



## IN THE EVENT OF A BUILDING EVACUATION, PLEASE REFER TO THE FOLLOWING INFORMATION:

The evacuation site for the Beck Family Campus is located at  
JARC Rales Campus  
9832 Yamato Road

In the event of an evacuation we will use our text messaging system and post signs on the school's entry doors.

In the event that we PROTECT IN PLACE, the following measures will be taken:

- All staff and children will remain in the school building.
- We are prepared to care for your children until it is safe for them to be picked up from school. We will "protect in place" until local authorities give us clearance to leave the building.

## IN THE EVENT OF LOSS OF UTILITIES, THE FACILITY IS EQUIPPED WITH THE FOLLOWING:

- Cell phones
- Emergency lights
- Flashlights with batteries
- Battery powered walkie-talkies
- First Aid and burn kits
- Emergency bags, which include emergency contact numbers for every child and staff member

It is very important that you regularly update the accuracy of all information on your child's emergency information sheets. Please stop by the school office if there are changes to home and/or cell phone numbers.

Please be advised that we share this information with you, not to alarm you, but to prepare you in case of an emergency. Hopefully, we will never have to resort to any of the aforementioned plans but, if we do, rest assured we would do everything possible to ensure the health and safety of every school child in our care.

## HURRICANES

Our entire building is hurricane proof. In the event of a hurricane watch, school will remain open. In the event of a warning, school will be closed.

## TORNADOES

In the event of a tornado watch, school will remain open. Drop off and pick up will continue as normal

In the event of a tornado warning, we will "Protect in Place". We will not dismiss children. Disaster experts advise that automobiles are among the most dangerous places to be in a severe storm. If you are in the parent pick up line, please come into the school to seek shelter. Once the warning is lifted, dismissal will resume as usual. We will update parents using our Emergency SMS texting system and by posting signs on the school entry doors if these conditions should arise.

## PLAYGROUND USE

For insurance purposes, the playgrounds may not be used before or after school hours. Thank you for your cooperation.

## COMMUNICATION

If any events/happenings occur at home that may influence or affect your

child's behavior at school, please inform us. We will communicate with you through phone calls, e-mails, informally at morning drop off and afternoon dismissal. Daily written reports are provided to all Childcare and 2 year old classes. Please check your child's backpack and "Take-Home Folder" for daily sheets and artwork. All teachers will be writing a classroom blog that will explain the learning process and include photographic documentation. Open communication is the key to school success! Visit our website and Facebook page for calendar and special events.

## OPEN DOOR POLICY

Our school has an open door policy, so you are welcome at any time to stop

by the office for a chat or to voice a concern or compliment.

Parents are always welcome in our school. In addition to special events, we encourage you to visit at any time. Join your child's class for a story, snack or lunch. Arrange a day with your child's teacher when you can cook with the class, share a talent or simply come to play! You'll be glad you did!

The staff at Temple Beth El is looking forward to a fabulous fun-filled school year!



## AFTER OFFERING YOU ALL OF THIS INFORMATION, PLEASE KEEP THE FOLLOWING IN MIND:

In the event that we lose phone service, most staff have cell phones. We will do all we can to contact you. However, during times of crisis, even cell phone lines may be unreliable (as in the case of a hurricane).

During an emergency, roads and parkways may be closed or impassable. You may be instructed by local authorities to remain in your house and, therefore, be unable to pick up your child from school.

Local police and fire departments have been notified of our emergency plans and both have copies of the building site map on file in their offices.

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