



# Parent Handbook 2009-2010

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## Attachments

## **KJP Philosophy**

### **Purpose**

In the fall of 2003, a group of nine parents joined a grass-roots committee to form a Jewish preschool in Chapel Hill. Until then, there had been no Jewish preschool for 1 year olds in Durham or Chapel Hill, and there had been no part-time Jewish preschool within 25 minutes of the Kehillah.

### **Mission**

The primary mission of the Chapel Hill Kehillah Jewish Preschool is to provide children with a safe, nurturing, and developmentally appropriate environment that lets each child develop socially, emotionally, intellectually, and physically. In this child-centered environment, the children will experience the foundations of Jewish life, expressed through the teaching of Jewish music, values, rituals, holidays, arts, crafts and storytelling. Core values of this institution include building a strong and cohesive community and welcoming the diversity of its families. Our community benefits from the voluntary contributions of time, talent and energy by the school's parents.

### **National Association for the Education of Young Children (NAEYC)**

NAEYC exists for the purpose of leading and consolidating the efforts of individuals and groups working to achieve healthy development and constructive education for all young children. Primary attention is devoted to assuring the provision of high quality early childhood programs for young children (see [www.naeyc.org](http://www.naeyc.org)). Given that NAEYC accreditation is a self-reflective process, the preschool will utilize and abide by all NAEYC standards as they pertain to half-day early childcare education programs.

### **Preschool Committee**

The preschool committee is comprised of parents and community members who are committed to the development and maintenance of a successful preschool. This committee will make decisions around budget recommendations, policy and procedure for school wide issues, curriculum, fundraising, and staff hiring. If you have a policy question or concern, first discuss it with the preschool director. The director may bring policy issues to the Preschool Committee. For grievances, see the grievance section below.

# KJP Program and Curriculum

## Teacher Ratio and Class Sizes

Age	Ratio	Maximum Class size
12 months - 24 months	1:4	8
24 months - 36 months	1:5	10
36 months - 48 months	1:7	14
48 months - 60 months	1:9	16

## Daily Schedule

Each classroom maintains an independent daily schedule based on the developmental needs of the class. However, several elements are present in all classroom schedules: Quiet and active times, individual and group times, snack, and outdoor play.

It is important for children to engage regularly in gross motor activities such as riding bikes, running, climbing, jumping, etc. The children at KJP will be playing outside daily, except in cases of extreme weather (e.g. heavy rain or extremely cold temperatures) so it is important that you dress your child appropriately so that s/he is comfortable playing outside for a minimum of 15-30 minutes.

## Curriculum Areas

The curriculum at KJP is based on The Creative Curriculum by Diane Trister Dodge, Laura J. Colker, and Cate Heroman. Children will have the opportunity to participate in teacher-guided activities as well as self-directed activities each day. The learning centers and activities available in each classroom will include blocks, dramatic play, manipulatives, math, science, sensory, art, and library.

Curriculum will be developed based on the class' developmental stages of readiness.

- **Social/Emotional Development:** This area will focus on getting along with others, appropriate behaviors, individual responsibility in clean up, personal hygiene, dressing, snack preparation, playing in groups and expressing feelings with words.
- **Cognitive Growth:** This area includes learning through experience in the areas of problem solving, enhancing memory, understanding the five senses, objects and relationships, listening and comprehending skills, writing, and experiencing the surrounding world.
- **Language Development:** Learning in this area will center around listening and speaking, following directions, developing vocabulary (both English and Hebrew), using language to solve problems and resolve conflicts, discovering the importance of both written and spoken language, as well as individual skill development as each child demonstrates readiness.
- **Physical Development:** Children will have opportunities both in the classroom and outside to work on gross motors skills including climbing, sliding, carrying, running, balancing, kicking and throwing. Fine motor skills will be honed through small manipulative materials such as sand and water tables,

clay, paint, wood and other craft materials. Finger puppet play, body awareness through song and dance, and creative movement activities will also be available.

- **Creativity and Self-Expression:** Children will have opportunities to develop imagination through dramatic play, different art mediums, music, and making their own activity choices.
- **Jewish Curriculum:** Children will engage in craft activities and sing songs with Jewish content. This content will focus mostly around Shabbat and holidays. Children will also learn Hebrew words and phrases.

### **Parent Involvement**

There are 3 components to having a successful, secure, well rounded preschool: child involvement and enthusiasm; well trained and devoted teachers; and interested and participatory parents. The mission of KJP reflects this point. Therefore, parental involvement is vital to the success of the preschool and the children attending. Children feel pride and valued when they can express things such as "My dad is coming to read a story today!" or "I helped my mom make the play dough this week." This is the aim of our parent involvement requirement.

Parents are always welcome in the classroom to either observe or assist. Please be cognizant of your child's response to you being in his/her classroom. We want parent involvement in the school day to be positive for the child, parent and school. (See Parent Participation in the appendix section.) Below are the requirements:

- Signing up and completing at least 1 task each month for your child(ren)'s class(es). This will be organized by the teacher and/or room parent.
- Participating in 1 school work day on a Sunday afternoon.

Please note that the doors remain locked at all times for safety reasons. Ring the doorbell at any time and someone will open the door for you.

### **Substitute Teaching**

There will be days that teachers will not be able to come in to work. We would like to have a list of parents interested in substitute teaching. Ideally, we will know in advance when a teacher needs to be out and will contact you as soon as possible. However, we may need to provide last-minute coverage if a teacher becomes ill. If you are interested in being a substitute volunteer teacher, please speak with the director. A background check and an orientation session will be completed for all regular substitutes. Substitute teaching does satisfy the "parent volunteer" requirements.

## Policies and Procedures

### Administration

#### **Registration and Admissions**

Admission to KJP is open to all children in the community, Jewish and non-Jewish. Priority will be given to Chapel Hill Kehillah members and siblings of current KJP students. The preschool has a non-discrimination policy for admissions but will have explicit Jewish content in the curriculum.

For each child, an application form must be completed and returned to the Kehillah with a non-refundable application fee. Applications are available on the web site ([www.chkehillah.org](http://www.chkehillah.org)), in the KJP office and in the main Kehillah office. Please note that a child must be the age of the class for which s/he is applying on or before August 31<sup>st</sup> of the new school year. Entering one-year-olds should be walking at the time of enrollment.

#### **Contract**

Children will be registered for the full academic year, which is mid August - mid June. A student is considered enrolled in the Kehillah Jewish Preschool when a signed contract and check for the deposit is received in the KJP office. This deposit is paid in March of each year and is non-refundable, even if the student withdraws from the program before or during the school year. In case of a withdrawal, the preschool will conduct a due and diligent search to find another student to fill the space. If a qualified student cannot be found to replace the withdrawn student, then in addition to forfeiting the entire deposit, the contract will remain in effect until a qualified student is found.

#### **Tuition and Fees**

- **Application Fee:** a one time fee that accompanies all completed applications.
- **Deposit:** a payment that must be received to secure a child's space in the school.
- **Tuition:** the amount for the entire year due in one of several payment options for a child to be in the school. Tuition can be mailed to KJP, 1200 Mason Farm Road, Chapel Hill, NC 27514 or handed in to either KJP director's office or Chapel Hill Kehillah administrative offices.
- **Late Tuition/Returned Check Fee:** the fee for late tuition (10 days after the due date) or returned checks. A \$25 late fee will be assessed for every 10 days that the tuition is late. A \$25 fee will be assessed for every returned check.

Once paid, tuition and fees are non-refundable. If you are having financial difficulty, please speak with director to discuss a special payment arrangement.

Tuition discounts are available for Kehillah members. Please see Melissa Segal ([execdir@chkehillah.org](mailto:execdir@chkehillah.org) or (919) 338-2696) for details

## Waiting List

When a class has reached maximum enrollment, additional applicants will be placed on the class waiting list for one year. If a space opens mid-year, or if a space is available for the following year, parents on the waiting list will be notified.

## Grievance Policy

Parents are encouraged to discuss any classroom issues or concerns with the teacher in their child's class. If resolution cannot be achieved through this process, parents should contact the preschool director. If the concern is not addressed satisfactorily, a parent should contact the KJP Advisory Committee. If the issue is one of policy, and if a parent disagrees with a policy decision made by the KJP director, the parent should write or email the chair of the KJP advisory committee detailing the grievance. This letter must be received by the chair within 30 days of the issuance of the disputed policy decision. The KJP advisory committee will meet with the aggrieved parent(s) within 14 days of the receipt of the letter to consider an appeal of the director's decision. Within seven days of this meeting, the KJP advisory committee chair will write to the parent(s) informing them of the committee's decision.

## Operations

### Calendar Year and Holidays

KJP will generally follow the Chapel Hill/Carrboro School system's calendar. KJP will be closed for the following secular holidays: Labor Day, Thanksgiving (3 days), Martin Luther King Day, and Memorial Day. In addition to these days, we will be closed for Jewish holidays that fall on regular school days. Please check the KJP calendar for specific dates.

### School Hours

The Kehillah Jewish Preschool will be in operation from 9 a.m. to 12:00pm. Extended day program is from 12:00 p.m. - 12:50 p.m. The preschool is open five mornings each week, excluding holidays (secular and religious). The KJP office will be open from 8:30 a.m. - 1:30 p.m. Monday - Friday.

### Communication

Below are several modes of communication between KJP and its parents:

- **Phone numbers:** The office number is 942-0233. The voice mail will be checked periodically during school hours and in the afternoons. Please use this number for **non-emergency** purposes. In case of an emergency during school hours, you may call the Chapel Hill Kehillah office, 942-8914.
- **Email:** The email address, [preschool@chkehillah.org](mailto:preschool@chkehillah.org) is checked several times daily. Most correspondence will be sent home via email.
- **Written correspondence:** Written communication should be mailed to KJP, 1200 Mason Farm Road, Chapel Hill, NC 27514 or given directly to the KJP director. Flyers and reminders will be distributed on a regular basis. Monthly calendars, containing classroom specific and school wide information, will also be distributed to parents.
- **Meetings:** At any time parents can ask to meet with a teacher or KJP director to discuss concerns or ask questions. Afternoon times are preferred, as the mornings are full with welcoming students and getting ready for the day.

- **Parent/Teacher conferences:** At least one time each year, the school will initiate an optional parent-teacher conference to discuss the progress of your child. You may request a conference at any other time during the school year.
- **Parent Feedback:** We are always looking to improve KJP. A formal feedback form will be distributed to all families at the end of the year. Prior to this, parents are encouraged to provide constructive feedback or share your ideas with the school at anytime of the year through email, meetings and/or in a written letter.
- **Bulletin Board Communication:** The bulletin boards have information for families, including important dates (tuition, Scholastic Book Club Fair, fundraisers, etc.), and curriculum. These bulletin boards are located in the hallways outside our classrooms.

### **Morning Time Contact**

Parents can inform teachers of information quickly and directly at drop off time. (i.e., "Grandma is picking Joey up today"). Any lengthy information (i.e., Hannah's potty training is going well, but she will need to do the following. . . ) needs to be communicated through email or voice mail. The KJP director will check emails and voice mails by 9:00 a.m. and relay important information to the appropriate teacher. The time before classes start is specifically designed for teachers to prepare their classrooms so at 9 a.m. class can begin and teachers can give their full attention to the children.

It is important that parents notify their child's teacher when there are any changes at home (e.g. parent out of town, sick relative, up very early or late, new baby, grandparents in town, etc.) which might affect your child's day. **Please communicate this to your teachers through an email or phone call before your child arrives at school** so that teachers are aware and provide the necessary nurturing and understanding of the situation. This is can be confidential information and will not be shared by your child's teacher if so requested.

### **School Closings for Inclement Weather and/or Emergencies**

In the case of inclement weather, KJP likely will close when the Chapel Hill/Carrboro School system closes. A message will be on the KJP voice mail by 7:30 a.m., and an email will be sent if possible. If we are open when the Chapel Hill/Carrboro School system is still closed, it will be at the parent's discretion as to whether or not they want o bring their child to school.

If KJP needs to close the school early for weather or other emergencies, parents will be notified by phone and asked to pick up their child as soon as possible. A staff member will remain at the school until all children are picked up.

### **Drop off and Pick-up Procedures**

Drop off in the morning will be at 9 a.m. Parents of children in Kitah Tikvah (3 & 4 years old), Kitah Lev (4 & 5 years old) should drop children off at the front circle of the synagogue as a staff member checks the child into school. (See Appendix D) Parents of children in Kitah Osher (toddler) and Kitah Chaverim (2 years old) programs must escort children into the appropriate classroom (not at the outside doors), sign the child in on the sign in/out log and acknowledge the child's arrival to one of the child's teachers. Please note: children may NOT be dropped off and allowed to walk into the building by themselves.

**Separation:** Different children will react differently to separation from their parents. We will approach each situation on an individual basis. Parents need to be prepared to stay with their child if this is necessary but also be prepared to separate at the appropriate moment. We

encourage parents to speak with their child's teacher so that the best drop-off routine can be established.

**Pick-up is at 12:00 pm** for children who are not signed up for the Extended Day program. (See Appendix D) All children signed up for **Extended Day are to be picked up no later than 12:50 p.m.** A late pick up fee will be charged to parents who arrive after these times. (Please see the "late pick up fee schedule below.)

Children will only be released to someone other than a parent if the parent has provided the preschool with written notice. If a person other than the parent is authorized to pick up a child, that person will be required to present photo identification to the releasing teacher before the child will be released. Parents or authorized adults must pick up their children in the classroom, sign the log, and inform the teacher that the child is leaving. *Children MAY NOT leave the preschool to meet a parent or authorized adult in the parking lot.*

- **Early Pick-up:** Parents picking up their children early from preschool should inform the child's teacher upon arrival that day.
- **Late Pick-up:** No staff members are scheduled to stay after preschool ends. In order to reimburse staff for supervising children who are picked up late, there will be a charge. Parents will receive a written notice each time late pick-up occurs. Charges are as follows:

Between 5 and 15 minutes late	\$10
Between 16 and 30 minutes late	\$20
Additional fee for 2nd or more late pick-ups	\$25 (plus the regular fee)

For every late pick-up after the second one, parents will be assessed \$25 more than the previous additional fee.

### **Important phone numbers and emails**

KJP School	942-0233
<a href="mailto:preschool@chkehillah.org">preschool@chkehillah.org</a>	
Chapel Hill Kehillah	942-8914
<a href="mailto:admin@chkehillah.org">admin@chkehillah.org</a>	

### Home numbers (for emergencies only)

Megan Hans (director)	868-0307
Tamara Rice (KJP Advisory Chair)	370-9570
Brenda Johnson (Ones Teacher)	967-6046
Roni Dvash (Ones Teacher)	914-6742
Tara Oliverio (Threes Teacher)	960-2546
Hillary Rubesin (Threes Teacher)	610-348-7253
Miriam Ornstein (Pre-K Teacher)	767-3764
Aimee Sears (Twos Teacher)	932-2678
Sharon Zegeer (Twos Teacher)	968-8754

### **School Absences**

Parents should advise their child's teacher by email or voice mail if their child will be absent from school, whether due to illness or other family plans. Teachers will provide phone numbers and email addresses parents can use to communicate this information. Tuition will not be refunded for missed school.

### **Field Trip Policy**

The Kehillah Jewish Preschool has elected not to take the children on field trips due to liability, safety, and transportation issues. Instead of this, KJP will be inviting facilitators to provide special programs on-site such as science, music and art.

## **Classroom**

### **Storing Personal Items**

Each child will have a designated spot in which to store personal items. Each child should keep a full change of seasonally appropriate clothing (pants, shirt, underwear, and socks) at school along with diapers (if needed) and any comfort items that your child needs to have close-by.

Children should bring a backpack or other bag with them each day. Artwork, notices for parents and correspondence from teachers and the school will be sent home in these bags. Please check your child's bag everyday for important notices.

### **Food and Allergy Policy (See Appendix E for more information)**

#### **Snack**

Included in tuition is a snack fee. KJP will provide nutritious, nut-free snacks for the classrooms. Please make sure to inform the director and teacher if your child has a special allergy. In cases of dietary allergies parents may be asked to bring in appropriate snacks for their children. Snacks served will include but not be limited to:

Fresh cut up fruit	Rice Cakes
Fresh cut up vegetables with dip	Graham crackers
Bagels and cream cheese/jelly	Animal crackers
Goldfish crackers	Celery filled with cream cheese
Cheese and crackers	Nutritious breakfast cereals
Yogurt	Fruit cups
Pretzels	Dried fruit (except Mango)

Certain items will be prohibited in the preschool as they are choking hazards for young children and/or not nutritious:

- Popcorn
- Candy
- Cake, cookies, and frosting

#### **Lunch**

Students staying for the Extended Day program will have lunch. Please bring a lunch in a soft lunch box or bag with a cool pack in it. Lunches are not refrigerated due to lack of space. Your child's lunch container is to be labeled clearly on the outside with his/her name.

In order to comply with the Chapel Hill Kehillah dietary laws (kashrut) please pack vegetarian, fish or dairy items. Meat or shellfish products are prohibited. Lunches are to be nutritious and something your child likes to eat.

We encourage parents to be creative with their child's lunch items especially if there are "family favorite" items or foods from a child's culture which would meet the Chapel Hill Kehillah's dietary guidelines as stated above.

### Celebrations

Throughout the course of the year, there will be special occasions including holidays and birthdays. Parents are encouraged to work with their child's teacher to plan a birthday celebration including a special snack. All snack restrictions are to be observed during these special celebrations, including avoiding sugary items such as cake, candy, or cookies. Please see **Appendix G** for some suggestions about how provide fun, festive, and nutritious food for your child's special day.

*Party invitations **may not** be distributed at school **unless** every child in the class is included.*

### Allergy

In the event that a Kehillah Jewish Preschool student has a severe food allergy, the following Allergy Policy will apply:

A Food Allergy Action Plan will be posted in the classroom with the student's name, photograph, allergy information, and instruction plan.

If the child has a nut allergy, the classroom that child attends will be designated "nut-free" during the school day (this includes snack and lunch). This is based on a good faith effort by the entire school, in order to reduce the chances of a life-threatening situation. **The Kehillah Jewish Preschool *cannot* guarantee an allergen free environment, but with the implementation of the Allergy Policy, KJP can greatly reduce the risk of an allergic reaction occurring.**

The allergic child's parent(s) will work with the school to prepare and distribute an approved snack/lunch list to the parents in the classroom. Snacks must be provided in the original packaging, so the teacher can verify ingredients. Home-baked items cannot be considered to be free of allergens.

All preschool staff and substitutes will be trained by the parent in the use of the EpiPen, Jr., as well as Benedryl dosage and Orapred (oral steroids) dosage.

The Kehillah Jewish Preschool takes safety seriously. If an unapproved snack comes to school, the teachers will provide a substitute snack.

### **Child Health Policies**

The emergency contact form and the health form for the current school year must be completed and returned to KJP before any child can attend class. The health form must include a record of

immunizations and medical conditions, including allergies. No child shall attend the preschool without current immunizations. Parents must update these forms annually. Please notify the director of any changes to these forms during the school year.

Please make sure that your child is feeling well when you bring him or her to school. If your child is not well enough to function normally at school (if s/he has a continuous runny nose, an unrelenting congested cough, lethargy, vomiting, diarrhea and/or low grade fever), your child should not come to school. Not only will your child be unable to enjoy the school day, but s/he may infect other children and teachers who will then miss school. **Please note: do not give your child medicine before coming to school. If your child requires Tylenol or Motrin, he or she should not be at school.**

- **Illness:** Children are considered ill if they have a phlegm producing cough, a continuous runny nose with discharge, fever, lethargy, diarrhea, vomiting, nausea, unexplained rashes, chills, ear-aches and/or red eyes. Children should be free of all these symptoms for 24 hours before returning to school. ***KJP reserves the right to refuse attendance to any child displaying the above symptoms and appreciates your cooperation in this matter.***
- Please notify the director if you child has:
  - a communicable disease
  - a serious illness or health problem, and/or
  - an event that may cause your child physical or emotional distress
- **Illness at school:** If a child becomes sick at school, one or both parents will be notified. In the event that the parents cannot be contacted, the emergency contacts listed on the child's emergency contact form will be called. ***Arrangements to pick up a sick child must be made immediately.*** Please keep the numbers listed on your emergency contact form current, and advise anyone designated on your emergency contact form that they will be expected to pick up your child immediately upon notification that your child is sick.
- **Administration of medication at school:** Teachers will not administer any medication to children during school. If a child requires medication during school hours, the child's parent will be required to return to school and assist the child with the medication.
- **Accident policy:** Accidents do happen. If a physical injury occurs, a note will be sent home with your child explaining how the accident happened and the procedures that were taken.

### **Immunization Policy**

In accordance with the State of North Carolina General Statutes (G.S. 130A-155), no child may attend KJP unless a certificate of immunization indicating that the child has received the immunizations required by G.S. 130A-152, is presented to the school prior to attendance.

### **KJP Small Animal Policy**

As often as possible, KJP strives to bring real experiences to the children enrolled and that can include bringing in small animals for the children see, touch, and learn about first-hand. Anytime animals are around children, there should be specific guidelines followed in order to ensure the health and safety of all involved.

First, parents and teachers at KJP will be informed when animals will be present.

Second, the animals must be shown to be healthy. Any animals provided through an official animal program, such as the Museum of Life and Science, will be assumed to be healthy and free of disease. Animals brought in by private individuals should be accompanied by a current set of shot/health records. Dogs and cats are prohibited due to the common occurrence of allergic reactions to these animals.

Third, all animals must be caged, leashed, and/or contained as appropriate and manageable by the adults in attendance.

Finally, children and adults must ALWAYS wash their hands immediately upon the completion of contact with the animal(s).

### **Positive Discipline**

In keeping with our mission to provide children with a safe, nurturing, and developmentally appropriate environment, KJP will provide opportunities for children to develop positive self-esteem, self control, and appropriate behavior. Teachers will approach discipline as an opportunity for learning and developing self-control. They will praise children for advances in this area, set limits and guidelines, instruct children what to do (instead of what not to do), use positive reinforcement and encourage children to use words and their minds to solve conflicts.

We recognize there will be developmental struggles between autonomy and dependence and that conflicts will arise.

#### **KJP staff WILL:**

Praise and encourage children.

Set limits for children and explain limits to them on their level.

Model appropriate behavior and teach common courtesy and empathy for others.

Modify the classroom environment in an attempt to prevent problems before they occur.

Listen to children's concerns and respect their needs and feelings.

Provide alternatives for inappropriate behaviors, and redirect their efforts.

If the child wants, provide a quiet area for a child to "compose" him/herself so that s/he can rejoin the group or activity when s/he is ready.

Help children understand the consequences of their behavior.

Use gentle, supportive and appropriate touching and hugging to encourage, comfort or guide the child or to help him/her calm down.

Demonstrate consistency.

#### **KJP staff WILL NOT:**

Use corporal punishment.

Verbally disrespect any child.

Shame or punish children when bathroom accidents occur.

Leave children unsupervised.

If the KJP staff identifies any concerns regarding a child's behavior, the teacher will speak with the child's parents directly and arrange for a conference. If a parent identifies problem behaviors at home, or if a child experiences a major life change that could affect his/her behavior, please speak with the child's teachers.

## **Behavior Policy**

KJP understands that intermittent aggressive behaviors in young children is normal in early childhood development. However, since such behaviors have the potential to harm others, KJP has established the following policy to help manage these behaviors. Please note that this policy applies to truly aggressive behaviors that can result in injury. It does not apply to typical behaviors such as grabbing toys, occasional pushing, or other minor behaviors that typically occur in a preschool classroom.

1. Classroom environments will be designed, as much as possible, to encourage appropriate behavior in children. On a regular basis, teachers will include in the curriculum lessons on appropriate ways that children can deal with feelings of frustration and anger. Emphasis will be placed on using words and language rather than aggressive behaviors. Any incident of aggressive behavior, including biting, will be used as an opportunity to reinforce appropriate behavior.
2. Upon observing an incident, the teacher will first attend to the hurt child, comforting the child and applying any necessary first aid. At the same time, the child who demonstrated the aggressive behavior will be removed from the situation. Teachers will then address the behavior, involving both children in the discussion, when possible.
3. A teacher who observes aggressive behavior, such as biting, will document the behavior on an Incident/Accident Form and report the incident to the Director and the parents of both children involved. The names of the children will not be released, nor will any medical or other information.
4. If a child demonstrates aggressive behaviors on a regular basis, KJP staff will participate in a meeting with the parents and the director in order to determine a specific plan for preventing and responding to the behaviors.
5. KJP staff will implement the plan and will communicate progress and/or additional challenges to the parents. If the aggressive behavior displayed is biting, the following policy will apply: If the child bites three times in one day, the parent will be asked to pick up the child from KJP. Sometimes biting is a short but intense phase. If necessary, a parent may be asked to temporarily remove the child from KJP—often for a period of two weeks—until the biting phase has passed.
6. If after the plan has been implemented consistently, the behaviors do not begin to decrease, KJP staff will again meet with the parents to determine new strategies.
7. If the aggressive behavior is not able to be controlled with reasonable staff supervision, or if the child continues to display significant aggression to the extent that another child could be harmed, the child shall be withdrawn permanently from KJP.

## **Child Abuse/Neglect**

The KJP staff is concerned about the well being of all the children and their families. The preschool has a moral and legal responsibility to report any case of suspected child abuse to the Orange County Department of Social Services (DSS). In suspected abuse and neglect cases, no evidence will be excluded on the grounds of confidentiality, including preschool records. Although KJP staff is not obligated to do so, we will speak with parents prior to notifying DSS.

## **Dressing for School**

KJP's philosophy includes having the children learn through exploration in a variety of mediums (paint, sand, Flubber, mud, water, glue, etc.) **Students and their clothing will get messy at school.** To minimize cleaning we ask that children be dressed in clothes and shoes that can accommodate active play and which can get dirty. Children will be given the choice to wear smocks but will not be required to do so for play.

Please dress your child in shoes for running and climbing as well as clothing appropriate for outdoor play throughout the year (hat, gloves, warm jackets, rain boots, shorts, etc.). In the summer, please apply sun block before arriving at school. Clothes may become soiled due to craft projects or outdoor conditions. **Label all clothing with your child's name.** A lost and found box will be located in the Kehillah's administrative offices.

### **Toys from Home**

Comfort items: Many children have a favorite toy or blanket that helps comfort them. Feel free to bring this item to school (be sure to label it). Let your child's teacher know if this item should go home with the child every day or stay at school.

Other than your child's comfort item, toys from home should stay at home or in the car. These toys are difficult to share and can easily be broken or misplaced. Also, all toys will be gentle toys. We do not have action figures, Barbie's, battery-operated toys or any weapon-related toys (guns, swords, knives, slingshots, etc.) at school.

Pacifiers: Please send a pacifier to school with your child only if you believe your child can not feel secure without it. If a pacifier is sent to school with your child, it must be attached to his or her clothing with a pacifier clip. Because the pacifier can interfere with the development of teeth and language, children are discouraged from bringing a pacifier to school beyond December of the two year old class year.

### **Diapering and Toilet Training**

Preschoolers are typically at various stages of potty training. Potty training should be well underway at home before teachers take children to the potty at school. Communicate with your child's teacher when you feel your child is ready to use the potty at school and what routine you have so that we can support this important milestone in your child's life.

For children still in diapers, please dress your child with the ease of changing his or her diaper in mind. Diapers are not provided by the preschool, so please bring a supply of 10 - 12 diapers for us to keep in the changing area. We will let you know when you need to replenish your supply. If your child is still in diapers, you may be asked to bring a box of wipes up to 4 times each year.

Children in diapers will be changed at school as needed. Only preschool staff will be permitted to change diapers or to take children to the toilet. Preschool staff will wash their hands before and after each diaper change and will disinfect the changing table between changes.

## Appendix A - School Calendar 2009-2010

### FALL SEMESTER

Monday - Tuesday	Aug. 17-21	Teacher Orientation and Workdays
Tuesday	Aug. 25	Open House 10 a.m. - 12 p.m. drop in
Wednesday	Aug. 26	First Day of School
Thursday	Aug. 27	Parent Orientation 7p.m.
Saturday	Sept. 5	Tot Shabbat 9:30 a.m.
<b>Monday</b>	<b>Sept. 7</b>	<b>No School - Labor Day</b>
<b>Monday</b>	<b>Sept. 28</b>	<b>No School - Yom Kippur</b>
Saturday	Oct. 31	Shabbat B'Yachad
<b>Monday</b>	<b>Nov. 2</b>	<b>No School - Teacher Workday</b>
<b>Tuesday</b>	<b>Nov. 3</b>	<b>No School - Parent/Teacher conferences</b>
Saturday	Nov. 21	Tot Shabbat 11:00 a.m.
<b>Wednesday - Friday</b>	<b>Nov. 25 - 27</b>	<b>No School - Thanksgiving Holiday</b>
Saturday	Dec. 12	Tot Shabbat 9:30 a.m.
Friday	Dec. 18	Family Chanukah Program 11:00 a.m.
<b>Monday - Friday</b>	<b>Dec. 21 - Jan. 1</b>	<b>No School - Winter Break</b>

## SPRING SEMESTER

Monday	Jan. 4	First Day of School
Saturday	Jan. 16	Tot Shabbat 11:00 a.m.
<b>Monday</b>	<b>Jan. 18</b>	<b>No School - MLK Day</b>
Saturday	Feb. 13	Tot Shabbat 11:00 a.m.
<b>Monday</b>	<b>Feb. 22</b>	<b>No School - Teacher Workday</b>
<b>Tuesday</b>	<b>Feb. 23</b>	<b>No School - Parent/Teacher Conferences</b>
Saturday	Mar. 13	Shabbat B'Yachad
Monday	Mar. 22	2010-2011 School Year Deposit Due
<b>Monday - Friday</b>	<b>Mar. 29 - Apr. 2</b>	<b>No School - Spring Break</b>
<b>Monday</b>	<b>Apr. 5</b>	<b>No School - 7<sup>th</sup> Day of Pesach</b>
<b>Tuesday</b>	<b>Apr. 6</b>	<b>No School - 8<sup>th</sup> Day of Pesach</b>
Saturday	Apr. 17	Tot Shabbat 11:00 a.m.
Friday	April 30	Family Day Shabbat and Lag B'Omer Picnic
Saturday	May 8	Tot Shabbat 11:00 a.m.
<b>Wednesday</b>	<b>May 19</b>	<b>No School - Shavuot</b>
<b>Thursday</b>	<b>May 20</b>	<b>No School - Shavuot</b>
<b>Monday</b>	<b>May 31</b>	<b>No School - Memorial Day</b>
Friday	June 4	Last Day of School

## Appendix B Parent Participation

There are 3 components to having a successful, secure, well rounded preschool: child involvement and enthusiasm; well trained and devoted teachers; and interested and participatory parents. The mission of KJP reflects this point. Therefore, parental involvement is vital to the success of the preschool and the children attending. Children feel pride and valued when they can express things such as "My dad is coming to read a story today!" or "I helped my mom make the play dough this week." This is the aim of our parent involvement requirement.

To facilitate parent participation, each month your child's teacher will post a sign up sheet outside the classroom door or emailed to class parents . Parents are asked to sign up for a volunteer opportunity each month. Some sample assignments are listed below:

- Room Parent
- Art Projects in the classroom
- Assisting with fund raising events/projects
- Storytelling in the classroom
- Setting up/Cleaning up Holiday Events:
  - Shabbat (weekly)
  - Rosh Hashanah
  - Chanukah
  - Tu B'Shvat
  - Purim
  - Passover
  - Yom Ha'Atzmaut
  - Lag B'Omer
  - End of Year Celebration
- Substitute teaching in the classroom
- Cutting out classroom materials
- KJP Library or pick up of thematic books from CH Public Library
- Purchasing wish list items
- Making play dough and modeling clay
- Washing classroom toys
- KJP Advisory Committee membership with assigned responsibilities

**Your signature is required below.**

I \_\_\_\_\_ understand that during the school year, I will need to:  
Print parents name

1. Sign up for at least one volunteer opportunity per month and;
2. Participate in 2 school work days scheduled during the academic calendar year as assigned by the director.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

## Appendix C - Playground Rules

Children are to be supervised by adults at all times.

1. Children ages 2 - 6 years of age are to play on the back playground behind the wooden fence. Children ages 5 - 12 years of age are to play on the front playground structure. Children older than 12 years of age are to remain off the playground while younger children are playing.
2. Sand is to remain in the sandbox while mulch is to remain on the ground and not in the sandbox.
3. All equipment is to be treated with respect. Plastic play structures (i.e. small houses, tool benches, large cubes) are to remain where they have been placed on the playground and remain intact. At no times should children be climbing on top of house structures.
4. Sand toys, teeter totters, and other plastic movable equipment labeled "KJP" should remain in the back playground area at all times.
5. All riding toys are to "parked" next to the wooden fence on the Chapel Emaun-El side of the courtyard prior to children and adults leaving the courtyard area.
6. The playground is to be kept neat and tidy after children finish playing.
7. It is the adult supervisors (teachers, parents, babysitters) of the child to make sure these rules are adhered to at all times.
8. Children are playing at their own risk when there is no supervision from KJP or the Chapel Hill Kehillah staff on the playground.
9. The playground is closed from dusk to dawn.

## Appendix D - Kiss and Go Drop off and Pick Up Instructions

All traffic is to enter the Kehillah parking lot and "kiss and Go" drop off/pick up area off Mason Farm Road.

All traffic is to exit the drop off/pick up area onto Purefoy Road.

All traffic going into the parking lot to park and drop off or pick up must follow the one way direction to around the parking lot to exit onto Mason Farm Road. **SPEED LIMIT IS 6 MILES PER HOUR IN THE PARKING LOT.**

### **Morning Kiss and Go Drop off (3, 4 and 5 year olds)**

Use the Mason Farm Road entrance and drive slowly to the right car circle in front of the sanctuary entrance.

**Pull your car up as far as possible either on the grass side or the building side of the car circle.** This will reduce back up on Mason Farm Road. Have your car come to a complete stop.

Parents are to stay in their car and wait for a KJP staff member to assist their child out of the car and over to the lobby area of the synagogue.

Make sure the KJP staff member has all your child's personal items, (lunch box, comfort blanket, etc.) before leaving.

Students will enter the lobby of the sanctuary and wait until their teacher brings them down to their classes.

The car circle has one way traffic flow. Please do not attempt to drive against the flow of traffic, even to park in one of the parking lot drop off/pick up spaces.

Wait for the car in front of you to unload and proceed. Do not pass other cars in the car circle.

Exit the car circle onto Purefoy Road.

### **12: 00 p.m. Pick Up (3, 4, and 5 year olds)**

At the beginning of the year, you will be given a KJP Family Identification Card. Please have it on the front windshield of your car so your family name is visible. The card will have your child's last name on the card.

If the identification card is not available, the driver will be asked to show identification that will be checked against our records.

**Pull your car up as far as possible in the traffic circle and stay at your car** while a KJP staff member brings your child to the car. Once parents have secured their child in his/her car seat, parents are to proceed slowly out of the car circle allowing other parents to pull up.

Please make sure you have all your child's personal items (Canvas bag, lunch box, comfort blanket or toy, etc.) before leaving.

The car circle has a one way traffic flow. Please do not attempt to drive against the flow of traffic, even to park in one of the preschool drop off/pick up spaces.

Wait for the car in front of you to load and proceed. Do not pass other cars in the traffic circle.

**PLEASE FOLLOW ALL DIRECTION AND SPEED LIMIT SIGNS**

## **Classroom Drop Off and Pick Up Instructions**

### **For all classes**

Please keep the gates in the courtyard closed.

Please do not arrive before the 9 a.m. drop-off time.

### **Morning Classroom Drop off (1 and 2 year olds)**

All traffic is to enter the Kehillah parking lot off Mason Farm Road.

Traffic going into the parking lot to park to drop off or pick up must follow the one way direction and 6 mile per hour speed limit around the parking lot to exit onto Mason Farm Road.

Park your car in a space designated as "Preschool Parking, 8 a.m. - 3 p.m., Mon - Fri, 10 min max."

Walk your child to the classroom.

Sign your children in on the sign in/sign out sheet.

### **12 noon Classroom Pick Up (1 and 2 year olds)**

Park in a space designated as "Preschool Parking, 8 a.m. - 3 p.m., Mon - Fri, 10 min max."

Sign your children out on the sign in/sign out sheet.

Take home your child's canvas bag containing any flyers, art work or comfort items which need to go home.

The parking lot has a one way traffic flow. Please do not attempt to drive against the flow of traffic, even if your spot is close to the parking lot exit.

### **12:50 P.M. Extended Day Pick Up (all age groups)**

Park in a space designated as "Preschool Parking, 8 a.m. - 3 p.m., Mon - Fri, 10 min max."

Sign your children out on the sign in/sign out sheet.

Take home your child's canvas bag containing any flyers, art work or comfort items which need to go home.

The parking lot has a one way traffic flow. Please do not attempt to drive against the flow of traffic, even if your spot is close to the parking lot exit.

**PLEASE FOLLOW ALL DIRECTION AND SPEED LIMIT SIGNS**



## Appendix E – Food Policies

If your child is attending Extended Day and will be bring his/her lunch you are required to abide by the policies below with regards to food items.

In order to comply with the Chapel Hill Kehillah dietary laws (kashrut) please pack vegetarian, fish or dairy items. Meat or shellfish products are prohibited. Lunches are to be nutritious and something your child likes to eat.

### Possible Lunch Items include:

Tuna/salmon salad sandwiches	Cottage cheese cups with fruit
String/block/shaped cheese	Cold noodle salads
Hard boiled eggs or egg salad	Veggie wrap sandwiches
Fresh cut up fruit (grapes cut in half)	Rice Cakes
Fresh cut up vegetables with dip (no carrots)	Graham crackers
Bagels and cream cheese/jelly	Animal crackers
Cheese flavored crackers	Celery filled with cream cheese
Cheese and (multi grain) crackers	Nutritious breakfast cereals (check labels)
Yogurt cups	Fruit cups
100% Juice products	Pretzels
Pasta with vegetarian sauce and/or cheese	Peanut butter and jelly
Tofu products	

### Prohibited Items include:

Popcorn  
Cookies, cake, frosting, or other foods that are high in sugar.

We encourage parents to be creative with their child's lunch items especially if there are "family favorite" items or foods from a child's culture which would meet the Chapel Hill Kehillah's dietary guidelines as stated above.

### Tree Nut Allergy Information

Allergic reactions to peanuts and tree nuts are the leading cause of fatal reactions to foods.

Tree nuts encompass a group of foods (See "items to avoid below.") Tree nuts are being added to an increasing variety of foods such as cereals, crackers, baking mixes, etc. Hidden allergens are commonly found in commercial bakery products, ice creams, etc.

**Tree Nut or Peanut products or products made in factories making tree nut or peanut products (See Tree Nut Allergy Information below) are only prohibited in a classroom where a nut allergy exists.**

Most physicians dealing with patients who have tree nut allergies also ask that the patient avoid peanuts as well. The reason for this is that there are a significant number of children who initially had only tree nut allergies and then went on to have an allergic reaction to peanuts.

There are children who are severely allergic to *tree nuts* at KJP. below is a specific list of items which are prohibited in the classroom they attend. Please read all labels carefully, for anaphylactic reactions to food may be fatal. **The food does not need to be ingested by the children in order for them to have an allergic reaction. Sometimes dermal contact can cause a severe reaction.**

**PLEASE AVOID-** cashews, almonds, Brazil nuts, walnuts, hazelnuts/filberts, chestnuts, macadamia nuts, marzipan/almond paste, nougat, hickory nuts, pistachios, pine nuts, pesto, pecans, pure almond extract, Nutella (hazelnut and chocolate spread), mango, and peanuts (even though peanuts are not tree nuts).

**PLEASE GET R.E.A.L. with us! Read Every and All Labels!** Most manufacturers are printing allergen information clearly on each product so take the time to read every label carefully. Thank you.

**Anaphylaxis** is the severe reaction to an allergen that usually involves two or more body systems. Symptoms can present in the mouth, eyes, throat, lungs, stomach, and skin. Symptoms may include: itching and swelling of the lips, mouth, throat, tongue, vocal cords, hives, vomiting, abdominal pain, diarrhea, overall feeling of itchiness, wheezing, weakness, irregular pulse, shock and loss of consciousness. Anaphylaxis progresses rapidly. Therefore immediate treatment is crucial.

Treatment for nut allergies is critical. Because anaphylaxis is a deadly reaction with sudden onset, immediate Epi-Pen, Jr. injection and further emergency treatment is needed. **SECONDS COUNT!** Treatment goes as follows: Epi-Pen, Jr. injection, calling 9-1-1 to send an ambulance, oral steroids and Benadryl to be given as well. After 9-1-1 has been called, parents should be contacted.

Education and training is provided to teachers, substitutes and volunteers in the classroom. Training should include: administration of the Epi-Pen, Jr., doses for oral steroids and Benadryl, posting of emergency treatment plan, practice with the "get R.E.A.L" program (**Read Every and All Labels**), letter writing to inform parents, sign posting, FAN (Food Allergy Network) information on going to school with allergies, classroom materials discussion (i.e. bird feeder project=seeds, nuts, nut butter, etc).

\*Information above was provided by The Food Allergy Network and *The Parent's Guide to Food Allergies* by Marianne S. Barber

The Food Allergy Network- [www.foodallergy.org](http://www.foodallergy.org)  
10400 Eaton Place Suite 107  
Fairfax, VA 22030-2208  
703-691-3179

## **Appendix F - Cleaning Schedule for KJP**

### **Daily Cleaning**

Put all toys, materials, and art supplies away.

Wipe off the tables with soapy water and spot clean the chairs.

Empty water tables clean out, spray with bleach solution and air dry.

Wash dishes, containers, etc used for activities in warm soapy water and air dry.

Wash the paint brushes in warm water, store brush-end up by easels.

Place overturned chairs on top of the tables.

Spray all table surfaces and small potty with green cleaning solution and allow them to air-dry.

Sweep the floors.

Take out trash and reline cans. Use plastic grocery bags in small trashcans.

Vacuuming carpets

### **Weekly Cleaning**

Bathrooms and sinks are cleaned 3 days a week with daily maintenance

Art supplies (cookie cutters, sponges, brushes, paint buckets, etc)

Language/reading toys, materials

Manipulative and dramatic play toys, puppet theater,

Blocks, and kitchen toys

## Appendix G-Birthday Celebrations at KJP

Birthdays are an important way of celebrating your child and we encourage parents to work with their child's teacher to plan a celebration at school on or near their child's birthdate. Parents are expected to follow the school's food policies for these celebrations, including avoiding sugary items such as cakes, cookies, candy, popsicles, and frosting. Below are some suggestions for creating a special day for your child while adhering to KJP's food policies.

### Food

Talk with your child about the kinds of foods s/he would like to have at the party. Often children don't even mention the kinds of foods we think they will. If your child does suggest a sugary food item, you can use one of the following as a substitute or come up with your own...be creative!

Fruit kabobs	Sandwiches cut into fun shapes with cookie cutters
Pizza with vegetarian toppings	Chex mix (or some variation)
Veggies with ranch dip	Fruit and yogurt parfaits
Mini-burritos	Fruit smoothies
Cheese and crackers	Macaroni and cheese
String cheese	Jumbo pasta shells stuffed with egg salad or tuna salad
Goldfish crackers (for extra fun, add blue tinted cream cheese as a dip!)	
Painted toast (use tinted cream cheese that children can paint onto their toast)	

**\*Remember that with many of these snacks, you can provide the ingredients and children can actually make their own as a part of the festivities!**

### Decorations

Decorating the classroom can be a wonderful way to make the celebration festive. Bring decorated table cloths, plates, cups, and napkins. Have your child make a birthday crown to wear (check with your child's teacher—she may already be doing this!). Provide a craft activity for the children to participate in such as making a party placemat or a silly hat.

**Please work with your child's teacher to plan the party...they are full of great ideas for making your child's party fun, engaging, and nutritious!**