

**Beth Jacob Preschool**

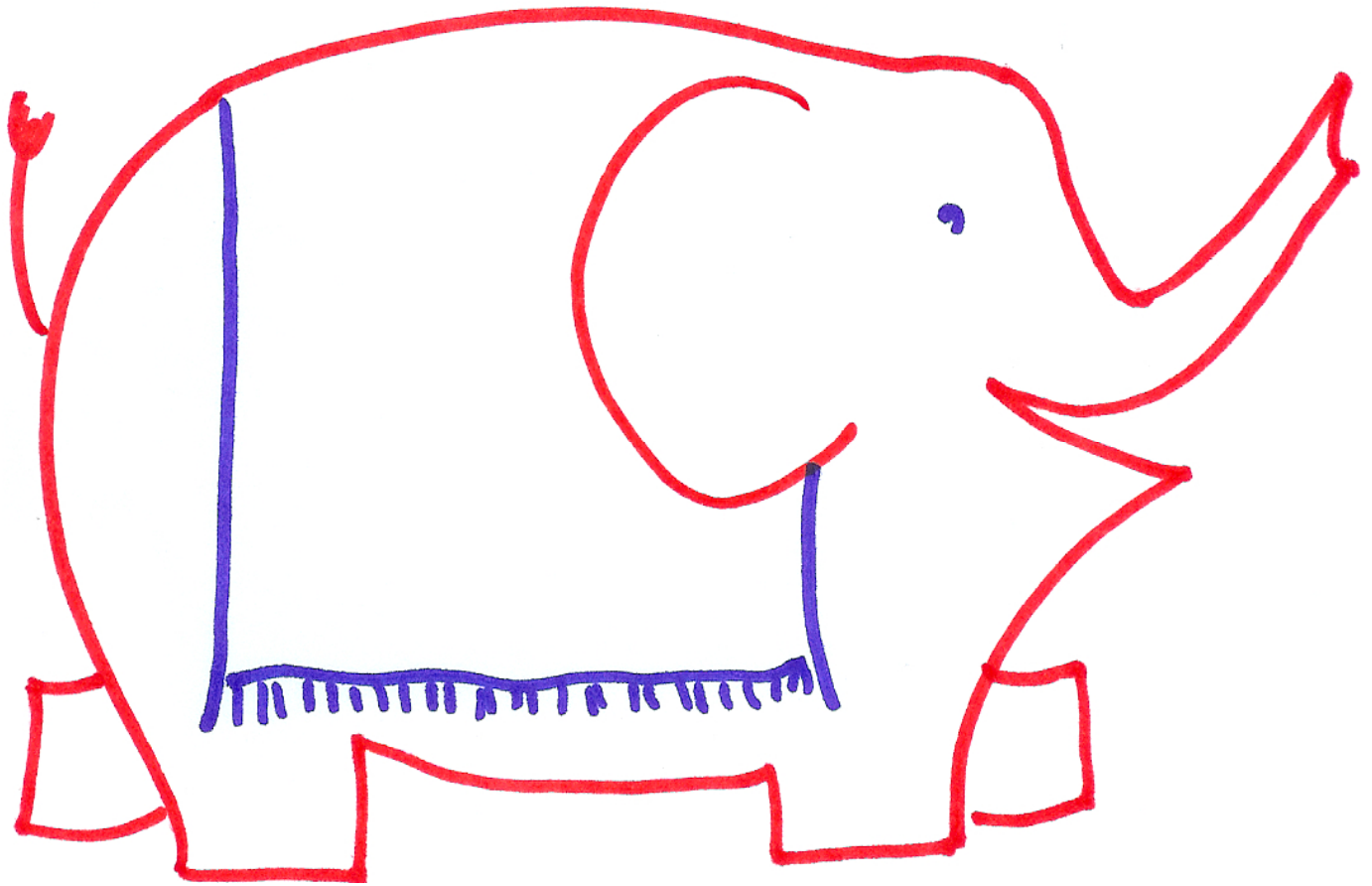
**Parent's Handbook**

**5771**

**2010/2011 School Year**

**1223 College Ave. Columbus, 43209**

**(614) 237-8641**



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**Beth Jacob Preschool  
1223 College Ave.  
Columbus Ohio 43209**

Welcome to the Beth Jacob Preschool. This handbook contains information regarding the preschool program. It is very important that you keep this handbook for the entire school year. It will answer many of the questions that you have about the preschool.

### **Philosophy**

Beth Jacob Preschool is an Orthodox Jewish preschool. We emphasize our Jewish heritage in all of our activities. We focus on Jewish values and character traits. We center our preschool day around a Jewish calendar and a Jewish way of life. We encourage a sense of connection with the land of Israel.

At Beth Jacob Preschool we use a holistic approach to learning. We blend the best of current pedagogical paradigms. We believe in supporting the child, building self esteem, social skills and problem solving skills, all in a Jewish environment. To help meet our goals, we incorporate the Reggio Emilia approach to early childhood learning. We build the curriculum around the children's interests, and integrate all areas of learning and development. We focus on learning through experience, role modeling and hands on activities. Our teachers organize classroom space for individual, small group and large group activities. Teachers co-explore with the children, as well as lead. We believe that children are strong, powerful and competent. Like Maria Montessori, we believe that "Play is the work of children." We respect children, their ideas and their work.

The Beth Jacob Preschool is a valuable part of our Jewish community. We believe in connecting to the Columbus Jewish Community and especially to the older generations. Our preschool is strongly tied into the L'Dor v'Dor initiative. We create bonds between our youngest generation and our oldest generation through varied programming. We believe in the joy that the young and the old can give to one another and the lessons that they can give one another.

### **License**

We are a state licensed preschool. Our license is #410321. We are currently licensed for 36 preschool age children and 2 school age children.

### **Admissions**

Children are admitted to the Beth Jacob Preschool on a first come, first served basis upon the opening of registration each year. The children are considered registered upon receipt of the registration form and fee. The enrollment form contains basic enrollment and health information. If any changes occur to this information, please contact the office as soon as possible. Upon attending the preschool, a medical form signed by a physician (no rubber stamp signatures) is required and must be renewed every 13 months. If the form is not turned in, the child cannot attend the preschool until the form is received.

### **Hours and Days of Operation – Late Fees**

The preschool operates Monday to Friday. The hours are 9 a.m, to 1 p.m Monday to Thursday and 9 a.m. to 12 p.m. Friday. children will be made ready to depart at 12:55 (11:55 on Fridays, 2:55 from extended care.)

Extended care is offered Monday through Thursday from 1:00 to 3:00

The center will be closed on all Jewish holidays and also Labor Day Thanksgiving, Martin Luther King Day and Presidents' Day.

Parents will be considered late and will be charged \$1 a minute after 1:05 (12:05 on Fridays.). The same policy will hold true for extended care, parents may pick up their children at 2:55, late charges of \$1 a minute will begin at 3:05. Extended care children whose parents are late three times will be asked not to return to extended care for that semester.

If parents/guardians are running late unavoidably to pick up their child, they are asked to call the preschool and to let the child know.

Monthly tuition is not reduced for time off for holidays. Tuition is one lump sum, divided into 9 payments.

### **Staff/Child Ratios and Maximum Group Size**

We will try to maintain staff/child ratios of 1 staff member to 8 children. The Maximum Group Size will be 16 children.

The required staff/child ratios in the state of Ohio are 1:12 for children aged 3-4 and 1:14 for children aged 4-kindergarten age.

The required maximum group size in the state of Ohio is 24 for children aged 3-4 and 28 for children aged 4-kindergarten age.

### **Daily Schedule**

The children's daily schedule is flexible enough to provide adaptability when necessary but structured enough to provide predictability for the children. We want them to view their school as a safe and comforting place where they know what to expect and when to expect it.

A typical day might follow this schedule like this:

9 – 9:45 free play with learning stations – sensory, construction, drama

9:45 – 10:00 circle time – prayers, weather, songs

10-10:20 wash, snack

10:20 -10:30 potty break

10:30-11:00 gross motor play

11 – 11:30 specialties – religious studies, art, music etc.

11:30-12 wash, lunch

12-12:30 play and explore manipulatives, science, math

12:30-12:40 clean up

12:40-12:55 story time

12:55 prepare to go home

### **Tuition/Fees and Payment Policies**

The tuition is \$375 per month and is due in the first of the month.

Payment should be by check and made out to Beth Jacob Preschool.

The tuition will not be adjusted for missed days due to illness or family vacations. In the case of long-term illness, please contact the administrator to discuss options. Late payments can result in a late fee of \$25 per week for repeat offenders at the discretion of the administrator.

A part time attendance is possible upon request. We can accommodate children for 2-day schedules (Tuesday/Thursday) or 3-day schedules (Monday/Wednesday/Friday) if space permits. First consideration will be given to children attending full time. A registration fee of \$100 is applied one time to secure a place for your child. Registration will open in January each year and will remain open until all places are filled. It is possible that there will be small fees for field trips throughout the year and the teacher will make these known as they occur.

There are no scholarships available at this time.

If payments fall behind by more than a month, the parents/guardians must discuss with the administrator a plan to pay. If the parents/guardians do not meet with the administrator or make efforts to meet their financial obligations in a timely manner then the preschool reserves the right to disenroll the child.

Parents/guardians can withdraw their child at any time. The current month's tuition will not be reimbursed. We ask for as much notice as possible.

The Tax ID of the synagogue is available to parents/guardians upon request. Please contact the synagogue office for this information.

### **Supervision**

A major responsibility of the preschool staff is to ensure the safety and well-being of the children in their care. Staff members are alert to the safety needs of their children, anticipate potential hazards, and take necessary appropriate precautionary and preventative measures.

At no time will a child be left alone. Children will be accompanied to the bathroom. If a child is sick, he or she will be isolated from the other children and allowed to rest until he or she is picked up. A staff member will remain with the sick child.

### **Arrival**

Parents/guardians are required to bring their children to the teacher. Any special messages, medication etc. are to be given to the teacher. Children may not be dropped off at the synagogue entrance or even inside the synagogue. They must be brought to the teacher. Staff must be made aware of each child's presence before the parent/guardian departs. Parents/guardians are responsible for their children before sign in.

### **Departure**

Parents/guardians should make sure that the teacher knows the child is leaving. Parents/guardians should sign their child out on the clipboard. Parents/guardians are responsible for their children after sign out.

Children may leave with an adult who is not a parent/guardian if that person is listed on the approved pick up list. Or if the parent/guardian instructs the teacher in writing that their child is to leave with the other adult.

Children will not be released to any person (including parent/guardian) who appears to be under the influence of alcohol or drugs. In such circumstances an emergency contact will be called. Police will be notified if necessary.

### **Custody**

If there are custody arrangements for your child, you must provide the preschool with court papers indicating who has permission to pick up your child. The center may not deny a parent/guardian access to a child without the proper documentation.

## **Transitioning**

Transitioning into, with in and out of our program:

Into - all children new to our preschool will be assessed to see what their comfort level is in playing with others, language arts skills (both Hebrew and English), fine motor and large motor skills. Since our program meets individual needs, each child will begin to work at whatever level they are currently performing. We will look at the child's age to help properly place them into the correct social group.

Within since all children are taught academics at an individual level, transitioning from one group to another is not necessary unless the teachers see that social needs are not being met. If that occurs, then teachers will first confer among themselves and with the director, and then the parents will be invited to help decide into which social group the child should be placed.

Exiting – all children who exit before the school year is over will receive a written assessment that they may share with their new school if they desire.

## **Child Abuse Reporting**

All preschool staff are mandated child abuse reporters. If staff have suspicions that a child is being abused or neglected, they **MUST** make a report to the local children services agency. The safety of children is always our first concern.

## **Field trips/ Transportation of Children**

The preschool will not transport children in emergency situations. If a child requires transportation, a parent/guardian or emergency squad will be called.

The preschool will not be taking driving field trips.

The preschool will take walking field trips. There will be regular, weekly field trips to our local Jewish community organizations such as Wexner Heritage House, Creekside Village, the Jewish Federation

the JCC playground. A staff member trained in CPR and first aid/communicable diseases will accompany all trips. Before leaving the preschool, the children will be counted and marked on a separate attendance sheet, used just for the field trip. Upon arrival, another count will be taken to ensure that all of the children have arrived safely. This process will be repeated upon leaving the destination and returning to the preschool. During the course of the field trip, each staff member will have certain children for whom he or she is responsible. Before any child participates in a routine or walking field trip, the preschool must have a permission form signed by a parent/guardian.

### **Guidance Policy**

The Beth Jacob Preschool believes that helping the child learn self-control is very important. Our hope is that each child will learn self-discipline through careful guidance. Your child will be treated with love and respect. If children are treated with respect, they learn to respect the teachers and their friends. Our expectations are kept within the child's capabilities and the child will be made aware of these expectations. Positive reinforcement (commenting on a child doing the "right thing") and positive redirection (removing the child and giving him an appropriate activity) will be used. A child may be asked to sit for a short period of time to give him or her a chance to regain control if they are having a difficult time. Staff will not impose discipline for failure to eat or toileting accidents. This discipline policy applies to all staff and parents/guardians while at the center.

If a situation arises in which a child is constantly endangering himself/herself or others, it may become necessary to disenroll the child. Every attempt will be made to work with the child and parents/guardians to correct the issue but the safety of all the children is our primary concern. The director would be in touch with the parents/guardians before this happening.

If a child demonstrates behavior that requires frequent extra attention from the staff member, we may chose to develop and implement a behavior management plan. This plan would be developed in conjunction with the parents/guardians.

## **Meals and Snacks**

The Beth Jacob Preschool provides morning snack at about 10 a.m. Lunch will be brought by the children and will be eaten at about 11:30 a.m.

Snacks will contain at least 2 nutritional foods. Please let us know ahead of time if your child has any special requirements surrounding foods such as allergies.

The lunch that the child brings must contain nutritional food from the following categories (amounts shown are minimum for 3-6 year olds):

protein 1 ½ oz  
grain ½ slice of bread, ¼ c pasta etc.  
2 foods from fruit/vegetable group (1/2 c)  
fluid milk

In addition, lunches must contain only dairy or pareve items (no meat products!). Please ensure that all items have a reliable hechsher (kosher mark). For assistance in identifying kosher food, please refer to the teacher or the synagogue office. If a child brings in a food item that does not meet kosher standards, the child will not be permitted to eat it during preschool.

All lunches must be brought in a lunch box or bag that is clearly marked with your child's name. The lunches will be stored in the classroom. Please include an ice pack if your child's lunch must stay cold.

If a lunch does not meet the nutritional requirements stated above then the preschool will provide items at a cost of \$1 per item.

### **Accidents/Emergencies**

The preschool has developed several policies to follow in event of an emergency while there are children at the preschool. In the event of a fire or tornado, staff will follow written procedures that are posted in each classroom, describing emergency evacuation routes and procedures. In order to prepare children for the unlikely need to evacuate, the preschool will conduct monthly fire drills and periodic tornado drills. Should we need to evacuate because of fire or weather or loss of power, heat or water to our building, our emergency destination will be 2300 Brookwood Rd, Columbus, Ohio 43209 – this is the home of one of the synagogues congregants and is very close to the synagogue. A sign will be posted at the front doors of the synagogue indicating that we have evacuated and the address to which we have gone. Parents/guardians will be contacted as soon as possible to pick up their children. If a parent/guardian cannot be contacted, we will call the emergency contacts that you provide us for your child.

In the unlikely event of an environmental threat or a threat from violence, the staff will secure the children in the safest place possible, contact and follow the directions of local authorities and contact the parents/guardians as soon as possible. An incident report would also be provided to parents/guardians.

There is always at least one staff member who has up to date training in CPR and first aid/communicable diseases. In the case of a minor injury/accident, staff will give first aid and TLC. If the injury/accident is more serious, first aid will be administered and parents/guardians will be contacted immediately to determine the course of action. If any illness/injury is life threatening, EMS will be contacted immediately, parents/guardians will be notified and a staff member will accompany the child to the hospital with all available health records. Staff will not transport children in their vehicles. Only parents/guardians or EMS will transport.

An injury/incident report will be completed and given to the person picking up the child in the following cases: child has injury/accident/illness that requires first aid; child receives blow or

bump to the head; child has to be transported by EMS; unusual or unexpected event that jeopardizes the safety of the child. If a child requires emergency transportation, the report will be available 24 hours after the incident. The center will also contact licensing specialists from the Ohio Department of Job and Family Services within 24 hours whenever there is a general emergency or serious injury/illness/accident. The report will be available to licensing staff within 3 days.

### **Management of Illness**

The Beth Jacob Preschool provides children with a safe, clean and healthy environment. However we realize that your child may become ill from time to time. If this is your child's first group care experience then it is possible that they may experience more frequent illnesses at first before their immune system becomes more active. We observe all children as they enter the preschool to quickly assess their general health. We ask that you not bring a sick child to preschool. They will be sent home! Please also plan ahead and have a backup care plan in place if you will not be able to be home with your child.

Any child with the following symptoms will be immediately isolated and discharged to parent/guardian or emergency contact:

- Temperature of 100 degrees Fahrenheit
- Diarrhea (3 or more loose stools in a 24 hour period)
- Severe coughing (causing child to become red in face or make a whooping sound)
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of eye, eye discharge, matting of eye lashes, eye burning or itching
- Untreated skin patches, unusual rashes or spots
- Unusually dark urine or white or grey stools
- Stiff neck with elevated temperature
- Evidence of untreated lice, scabies or other parasitic infestation
- Vomiting more than once or when accompanied by other signs of illness
- Sore throat or difficult swallowing

Any child showing signs of illness not listed above will be isolated and observed for symptoms. The parent/guardian will be notified. If a child does not feel well enough to participate in preschool activities, the parent/guardian will be called to pick up the child. Any time a child is isolated, he or she will be in view and hearing of a staff member. The cot and any linens will be washed and disinfected before they are used again.

A sign on the door and/or an e-mail will notify Parents/guardians if their child has been exposed to any communicable illness.

Children will be readmitted to the preschool after being free of fever or other symptoms for at least 24 hours. If they are not symptom free then a doctors' note will be required saying that the child is not contagious.

### **Medications**

The preschool will administer medications to a child only after the parent/guardian completes a Request for Medication form. All proper sections must be completed and the medication given to the director each day. Medications will be stored in an area inaccessible to the children. Medications may not be stored in a child's backpack, pocket etc.

Prescription medications must be in their original container and administered in accordance to the instructions on the label. If parents/guardians request a different dosage, a physician must provide written instructions on the Request for Medication form. Over the counter medications will not be administered for more than 3 days without written instructions from a physician.

If your child requires food supplements or a modified diet, you must secure written information from your physician. Please speak with the director for more information about this.

### **Outdoor Play**

As long as the weather permits, (no rain, temperature (wind chill)) above freezing children will play outdoors daily on the playground.

Playground equipment should be used as it was intended. Children will slide down the slides feet first. They may not climb on top of the equipment.

### **Parent Participation**

Parents/guardians are STRONGLY encouraged to spend time in our classrooms. Whether you wish to read to our class, help with an art project, lead the children in active play or just sit and watch, we welcome parent/guardian participation any time.

Parents/guardians can enter the building any time during preschool hours and have full access to our classrooms.

Teachers are available to discuss a child's progress or needs at any time. However because of the demands on the teachers' time and the responsibilities of the classroom, we ask that parents/guardians make an appointment for any discussions that require more than a few minutes.

If parents/guardians have concerns or questions at any time, it is recommended that the following chain of command be used until a solution is found:

1. teacher
2. director
3. Rabbi

Please feel free to bring up concerns whenever they occur. Often they can be addressed when they are little problems, before they grow into big problems. Staff fully realize that you are entrusting your children to us and we want our relationship to be a great partnership.

### **Supplies**

Your child should come with a backpack each day and with a lunch. Also on site we should always have a clean change of clothes for your child in case of toileting accident. If your child is not toilet trained yet, please make sure that we have a box of wipes marked with your name and a bag of diapers also marked with your name. You will be notified if your child's teacher requires any additional supplies.

### **School Closings**

On rare occasions, it may be necessary to close the preschool due to poor weather conditions. If Columbus Torah Academy is closed for weather, then we will also close. There may be occasions that CTA is closed and we are not, or that we are closed and CTA is not (power outages are one example.) You can check the bad weather closings on channel 10 and on the Internet. In this case, tuition is not adjusted.

### **Birthday parties**

We will be happy to celebrate your child's birthday at preschool. If you are supplying cake then it must come from a kosher establishment such as Matt's Bakery, Chani's Catering. The cake should be pareve.