

# JCCNS PRESCHOOL MANUAL 2010-11





DEPARTMENT OF EARLY EDUCATION AND CARE

BOARD OF DIRECTORS

EXECUTIVE DIRECTOR

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VOLUNTEERS/STUDENT TEACHERS/SUBSTITUTES  
(AS APPLICABLE)

## **Program Philosophy and Curriculum**

JCCNS Preschool Program services children ages 2.9 years old by September 1<sup>st</sup> to 5 years old. We offer a developmentally appropriate curriculum designed to encourage social, emotional and physical growth. We support and promote positive feelings about school and strive to instill life-long patterns that reinforce the joys of learning and discovery.

We offer environments that are caring and encourage social interaction. Children are introduced to language arts, science, math, social studies, music and creative movement. Each classroom is arranged in a series of learning centers that foster creativity and independence.

Exploring Jewish life, culture and holidays are part of each child's experience at the JCCNS Preschool Program. Children are exposed to music, traditions and customs that link them with their Jewish heritage.

Children are assessed in their developmental level and growth through the use of portfolios. We collect and document their actual work throughout the program year as a means of evaluating the children's growth and progress. You can look forward to sharing your child's portfolio with their teacher at the Parent/Teacher conferences in the winter and spring.

Throughout the year, the program sponsors all-school programming to support families' involvement in the preschool. We encourage you to participate in our family days. We also welcome your input through membership on the PITCH Parent Committee. Meetings are held monthly and we encourage all parents to participate. Additionally, individual classrooms seek parent involvement during the program year.

**Jewish Community Center of the North Shore**  
**4 Community Road Marblehead, MA 01945**  
**(781) 631-8330**  
**Fax: 781-631-8181**  
[www.jcns.org](http://www.jcns.org)

**2010-2011 PRESCHOOL APPLICATION**

Child's Full Name \_\_\_\_\_ Birthdate \_\_\_\_\_ M / F

Address \_\_\_\_\_ Town \_\_\_\_\_ Zip \_\_\_\_\_

Parents Names \_\_\_\_\_ Home # \_\_\_\_\_ Cell # \_\_\_\_\_ E-mail \_\_\_\_\_

\_\_\_\_\_ Home # \_\_\_\_\_ Cell# \_\_\_\_\_ E-mail \_\_\_\_\_

I hereby make application to enroll my child in the JCCNS Preschool for the 2010-2011 school year. (September – June). My \$175 non-refundable, non-transferable deposit is attached and \$100 will be applied toward tuition. I agree to pay the tuition fee and maintain a family membership in the JCCNS. I understand that no refunds, credits or transfers will be made unless my child is permanently withdrawn for medical reasons, as verified by a Physician's certificate. I agree to make payments according to the below-stated schedule of my choice

**PLEASE CHECK PROGRAM AND CIRCLE DAYS REQUESTED**

Preschool Program 9:00 – 12:00

___ 2 Days	\$2690	MON	TUES	WED	THURS	FRI
___ 3 Days	\$3885	MON	TUES	WED	THURS	FRI
___ 4 Days	\$4242	MON	TUES	WED	THURS	FRI
___ 5 Days	\$4896					
___ Transition	\$5092 (5 Days required)					
___ Masoret	\$5092 (5 Days) \$4438 (4 Days, T-F)					

**PLEASE CHECK THE PAYMENT OPTION OF YOUR CHOICE:**

Single payment due by September 10, 2010. Save 10%. \$100 deposit is already deducted from the fees below.

\_\_\_ 2 Days \$ 2331 \_\_\_ 3 Days \$3407 \_\_\_ 4 Days \$3728 \_\_\_ 5 Days \$4316 \_\_\_ Transition \$4493  
 \_\_\_ Masoret 5 Days \$4493 \_\_\_ Masoret 4 Days \$3904

OR

Nine (9) payments due monthly (September 1 through May 1) \$100 deposit is already deducted from the fees below

\_\_\_ 2 Days \$288/mo \_\_\_ 3 Days \$420/mo \_\_\_ 4 Days \$460/mo \_\_\_ 5 Days \$533/mo \_\_\_ Transition \$555/mo  
 \_\_\_ Masoret 5 Days \$555/mo \_\_\_ Masoret 4 Days \$482/mo

**PRESCHOOL PLUS PROGRAM**

This program is designed for those who want childcare between the hours of 7:30-9am and/or 12-6pm. Billing is based on \$8.90 per hour. Preschool Plus registration form will be included in the Preschool Form Packet sent home in June. Registration is based on a first come first serve.

Application Date \_\_\_\_\_ Signature of Parent \_\_\_\_\_ JCC Membership # \_\_\_\_\_ Renewal Date \_\_\_\_\_

For office use only: Deposit Paid \$ \_\_\_\_\_ Date Deposit Paid \_\_\_\_\_ Cash/ Check/ Credit Card (circle one)

## **PRESCHOOL PROGRAM SERVICES**

### **Hours of Operation**

The Preschool Program runs from 9:00 am - 12 noon. We offer flexible 2, 3, 4 or 5 day options with the exception of the Masoret class which offers a 4 day (Tuesday – Friday) or a 5 day option. Transition is a 5 day requirement.

### **Preschool Plus**

For those families who would like additional care, the Preschool Plus Program runs from 7:30 am - 9:00 am and from noon - 6:00 pm daily.

**Morning Preschool Plus:** If your child is signed up for early morning, you may send in his/her own breakfast such as a bagel, cereal, or yogurt.

**Afternoon Preschool Plus:** In the afternoon, children are separated into age groupings (three-year olds and four-year-olds) until 5:00 pm. Depending on the numbers and demand, after 5:00 pm, all children are combined into one classroom. The adult picking up the child at PS+ must sign out upon departure. The Staff will have the form required for signature.

### **Non-contracted Additional Child Care**

Please notify the Preschool Office if you have a special need or emergency request for any non-contracted additional childcare need. We will do our very best to accommodate your need within our licensing limitations. Extra hour charges will be billed to your account. You will receive a copy for your records. Extra care with advanced notice will be charged at a rate of \$10.00 per hour or \$7.00 per half hour.

### **Preschool and Preschool Plus Changes**

The Preschool Department will require a **30 day written notice** for all changes that result in a reduction of preschool and preschool plus hours in your child's schedule. If needed, we will be happy to increase contracted hours immediately as long as we have appropriate staffing.

### **Preschool Vacation/Intersession Programs**

Vacation Programs will be offered for the school vacation weeks in December, February, and April. Intersession programs will be offered for the week before camp begins in June as well as the week after camp in August. **Minimum enrollment is required.** All forms required for participation in the Preschool and Camp Programs are sent home in advance. Prompt return of all required forms and payments is suggested as enrollment is limited and handled on a first-come, first-served basis. **Staff is hired on the basis of registration, therefore, there will be no refunds.**

### **Preschool Enrichment Programs - PEP**

Our PEP Classes, such as Sabra'n Swim, must be registered for separately. These classes are designed for the 4-5 year old children. Classes are conducted per semester, beginning once in the fall, once in the winter and once in the spring. Please watch for fall registration information to register your child for these programs. Details and descriptions will be in the PROGRAM GUIDE and will be available online at [www.jccns.org](http://www.jccns.org). Print copies of the Guide are available at the front desk.

## **Preschool Sibling Discount Policy**

A 5% discount will be given to families with two or more children in our Early Childhood Program.

## **PRESCHOOL PROGRAM POLICIES**

### **Parental Responsibilities**

**Sign-Out.** The Department of Early Education and Care mandates that the adult picking up a child must sign out upon departure. The staff will inform you when the sign out form will be located.

**Backpacks.** All children are required to come to Preschool with a backpack to carry all of your child's important "stuff".

**Clothing.** Please send in two additional, complete sets of clothes including underpants and socks. Please bring in the **labeled** items in a large and sturdy **labeled shoebox or plastic container with lid**. The box will be left at school in case your child requires a change of clothing while at school. Any articles of clothing that are used or soiled will be sent home, enclosed in plastic bags. Please make sure you replace clothing in your child's **labeled box**.

In order for your child to participate in outdoor play and field trips, please send your child to school in appropriate outdoor clothing every day. In warm weather, please send along labeled sunscreen and in cold weather children should have snow outfits/warm coats, boots, mittens and hats. In misty and/or rainy weather, wear boots and appropriate coats/hats for the day's weather. Please make sure that all of your child's clothing is **labeled**. Sneakers are the best footwear for preschool. To prevent the risk of injury, please refrain from sending children with open toe sandals, crocs or flip flops.

**Diaper Policy.** If your child wears diapers, you must send in a weekly diaper supply. The diapers will be stored in the bathroom between Rooms Aleph/Bet and Gimel/Dalet. Please label their diaper bag/box. You are responsible for keeping your child's diapers (and pull-ups) stocked.

### **Food**

#### **A. Snacks:**

As of September, 2010, we ask that parents supply a morning and afternoon snack (if signed up for ps plus) for your child. If you would like to organize a class list for the children to take turn supplying snack for their class, please speak to your child's teacher and room parent. The school will provide water every day at snack time and challah on Fridays. As a reminder, our children's programs are **nut free**.

### **Suggested Snack List for JCCNS Early Childhood Program**

#### **Carbohydrates:**

Crackers

Bread sticks

Pretzels

Mini-bagels

Graham crackers

Vanilla wafers

Rice cakes

Low-sugar cereal

Mini-muffins  
Animal crackers

**Fruits/Vegetables:** (some suggestions)

Apples  
Bananas  
Grapes  
Watermelon  
Melon  
Baby carrots  
Celery sticks  
Cucumbers  
Apple sauce  
Raisins

**In the Milk Group:**

Yogurt / Go-gurt  
Cheese sticks  
Block of cheese

While you are welcome to celebrate your child's birthday in their classroom, we hope that you will consider celebrating with some healthier treats. You can bring in some mini-muffins, fruit kebobs, bagels and cream cheese, etc. It could be a wonderful opportunity for you and your child to create something special. Surf the web and find some great recipes for rice cake faces, painted toast, or fresh fruit popsicles.

**B. Lunch:**

Please send in your child's lunch, which follow our dietary guidelines below, along with any snack item in a labeled insulated bag. Lunches need to be dairy or vegetarian. **We also request all food to be NUT FREE. Kindly do not send in any peanut butter or any nut product of any type. Any food allergies should be reported to the staff and clearly written on your child's forms.** Water is served at lunch. We have microwave ovens for heating up lunch foods. If you send food that requires heating, please send it in a microwave safe container.

**Dietary Policy**

While we are a community with varying dietary observances, we feel that it is important for our entire population to feel comfortable with our Preschool Food Policy. Therefore, the JCCNS Preschool Program adheres to the following and we ask that parents comply.

We request that you refrain from sending in any meat or shell fish products. Please send in dairy or vegetarian lunches. Below are some suggestions for lunch to send with your child.

Tuna Fish	Cheese Sandwich	Boiled eggs	Vegetable slices	Pasta
Yogurt	Egg Salad	Crackers	Soups	Macaroni & Cheese
Cottage Cheese	Cream Cheese/jelly	Pita Bread	Pizza	

Bagel/Cream Cheese

Salads

Fruit slices Quiche

**Early Childhood Program  
4 Community Rd.  
Marblehead, MA 01945  
781-631-8330**

**1. EMERGENCY NUMBERS**

**(Dialing on JCC phones)**

Fire Department	9-911
Police Department	9-911
Rescue/Ambulance	9-911
Marblehead Pediatrics (Health Care Consultants)	9-781-631-7800
Poison Control Center	9-1-800-682-9211
N. S. Children's' Hospital	9-978-745-2100
I/T Office	ext. 109
Preschool Office	ext. 118
Main Office	ext. 0
Executive Director	ext. 108

***EMERGENCY FIRST AID***

<b>Tedi Markham (Fitness Director)</b>	<b>ext. 151</b>
<b>Andrew Dalton (Aquatics Director)</b>	<b>ext. 144</b>
<b>Aquatics Staff (including Lifeguards)</b>	<b>ext. 117</b>

Marblehead Pediatrics (Health Care Consultants) 9-781-631-7800  
70 Atlantic Avenue Marblehead, MA 01945

**Health Care Policy**

**Illness**

The Preschool Program does not have the facilities to care for sick children. In general, your child should be kept home if a parent feels that his/her child should not go outdoors; if your child requires individual and specialized attention; and/or if your child's illness is infectious. Included in these parameters are conditions such as diarrhea, vomiting, fever, etc. For contagious illnesses, a signed and dated statement from your pediatrician will be needed stating when it is safe for your child to return to the program and any medical instructions.

The Preschool follows the Massachusetts Department of Health recommendations for appropriate action for illness. The Preschool staff will call and ask you to pick up your child as soon as possible for any of the following reasons:

1. If your child is not well enough to participate fully in all activities.
2. A cold with fever, sneezing, heavy cough, or nasal drainage.
3. A temperature of 100 or above auxiliary: Please note: your child cannot attend school for one full calendar day after she/he has had a temperature of 100 or above. **For example: If your child has a fever, diarrhea or vomiting anytime on Monday, he/she may not return to the program until Wednesday, providing he/she is symptom free.**
4. Continuous diarrhea.
5. Vomiting.
6. An eye, ear or throat infection. If your pediatrician diagnoses any of these problems and gives your child an antibiotic, your child should be kept at home until he/she has been on the medication for a full calendar day. **For example, see above.**
7. Any suspicion of a contagious disease or condition such as: conjunctivitis, impetigo, strep throat, head lice, pinworms, and/or any suspicious rash.

Should your child develop symptoms of illness while at our program, a Preschool staff member will place a call to the parents informing them of their child's condition and requesting that they be picked up. If we are unable to contact either of the child's parents, we will then contact the next person listed on the child's Emergency Release Form until we can contact someone who can come and pick up the child.

### **Health Care Policy and Implementation**

The Program staff is well aware of the difficulties that working parents encounter when it is necessary to keep a child home from school. However, one of the Program's goals is to provide a healthy and safe environment for all children. The health and well being of all must be considered and protected. For some children, this will be their first time being exposed to the many germs of the world. In a group situation like this one, it is inevitable that there will be illnesses and both children and staff will get sick. We realize that staying home with a sick child may feel like it is defeating the purpose of your need for childcare --the need to go to work. Please understand that the staff can, at best, offer you advice and sympathy. As much as we would like to help you further, we cannot endanger the health of other children by allowing your child to stay in school when he/she is contagious. We strongly suggest that you have backup people ready in the event that your child needs to stay home and you need to work.

### **First Aid**

All teaching staff at the JCCNS is trained in emergency first aid procedures. If care is provided to a child by a teacher, the teacher will notify the parents, in writing, of the injury and the first aid administered. If the staff feels it is necessary, a phone call will be made to the parents to inform them of the nature of the injury and the first aid administered.

### **Medication Policy**

All medication\* must be brought into the program in the original container, clearly stating the physician's name, the child's name, the dosage and the precise directions for its administration. A parental consent form

must be signed by the parent or person responsible for the child that day. **Non-prescription medicine such as Tylenol, Benadryl, etc. must have a note from your physician.** We are not allowed to administer any medication, prescription or otherwise, for more than two (2) weeks, unless it is accompanied by a supplemental note from the child's physician. Because sunscreen and most other topical creams, gels and ointments are considered medication by the Early Education and Care Department, these, too, require medication release forms (available at the Preschool Office).

The parent and/or the person designated as responsible for the child must fill out an authorization form and along with the medication, give it to the child's teacher. At the end of each day, it is the parent's (or designated responsible adult's) responsibility to claim the medication. **Medicine will not be placed in a child's backpack or lunch bag or cubby.**

\*EPI-pens will be kept in a secure place in each classroom.

### **Absentee Policy**

We request that any day that your child does not attend our program you inform your child's teacher, the Director or Administrative Assistant by a telephone call or message. The Preschool Program's tuition is based on the school year and the Preschool Plus Program fees are based upon pre-registered sign up, therefore refunds are not given for absenteeism. The same No Refund policy is applied when families take vacation time during the program year or any days cancelled due to snow, inclement weather or emergencies.

### **Late Policy**

The Preschool Program is open from 7:30 AM to 6:00 PM, Monday through Friday. Families are expected to pick up their child by the designated time stated on their specific contract in order to maintain compliance with Early Education and Care Dept. licensing and to respect the schedules of our staff and the welfare of the children placed in our care. If a parent or person responsible for picking up a child arrives after their designated time, the staff member in charge of staying with your child will verify and document the time of your arrival. If you arrive after your scheduled pick up time, you will be charged \$10 for any portion of the first 10 minutes. You will then be charged an additional \$10 for any portion of each 10 minute block of time thereafter.

We hope that all parents establish some form of emergency back-up procedure so that this policy need not be enforced. Please note that a waiver of this fee will only be granted in extreme emergency situations and is at the discretion of the Director *only*.

### **Withdrawal Policy**

No refund or credits will be given for withdrawal from the Preschool Program unless it is for medical reasons that are verified by a physician's certificate.

### **Suspension Policy**

A child may be suspended from the Preschool program if that child exhibits repeated or patterned behavior that puts him or herself, another child or teacher at risk.

Parents will be notified of behavior and staff will work with parents to decrease behavior prior to suspension.

If attempts to decrease behavior fail, parents will be informed. A timely, yet planned, two-three day “time off” may occur.

### **Termination Policy**

A child may be terminated from the Preschool program if that child exhibits repeated or patterned behavior that puts him or herself, another child or teacher at risk if such behavior shows no sign of decreasing, for non-payment of tuition, and/or not adhering to the policies of the Preschool program.

Parents will be notified in writing and all attempts will be made to resolve the issues prior to termination.

If termination is then indicated, parents will be given written documentation from the Director and provided with referrals to other services. The child will be prepared for termination consistent with his/her ability to understand.

### **Non-Discrimination Policy**

The Jewish Community Center of the North Shore shall not discriminate in providing services to children and their families on the basis of race, sexual preference, religion, cultural heritage, political belief, marital status, national origin and disability.

## **Behavior Management Plan**

Staff use positive techniques of guidance, redirection, anticipation of and elimination of potential problems, and encouragement of appropriate behavior rather than competition, comparison or criticism. Consistent, clear rules are developed in conjunction with children and are discussed with them to help the children understand. When appropriate, staff describes the situation to encourage children’s evaluation of the problem rather than impose the solution. Staff do not force children to apologize or explain their behavior but help children recognize another child’s feelings. Guidance techniques are non-punitive and are accompanied by rational explanations of expectations. Limits are set for children but the environment is arranged so that a minimal number of “no’s” are necessary. “Time out” (for 1-3 minutes) may be used as a last resort.

The program prohibits:

- Spanking or other corporal punishment of children

- Subjecting children to cruel or severe punishment such as humiliation, verbal or physical abuse, neglect or abusive treatment

- Depriving children of meals or snacks

- Force feeding children

- Disciplining a child for soiling, wetting or not using the toilet: of forcing a child to remain in soiled clothing or forcing a child to remain on the toilet, or using any other unusual or excessive practices for toileting.

Where appropriate, and feasible, children shall participate in the establishment of such rules, policies and procedures.

## **Snow/Inclement Weather Policy**

The JCCNS has an inclement weather extension, 555. A decision will be made by the Program Directors in coordination with the JCC administration by 6:00 AM and recorded on X555. Please call this extension before you leave for the program. Please use discretion when traveling to the JCCNS in stormy weather.

## **Transportation Plan**

The Preschool program does not provide any type of transportation to and from the program. Parents are responsible for transporting their child to and from the program. Parents are also responsible for bringing their child to the classroom at drop off time and for picking up their child from the classroom or traffic circle at pick up time.

If a teacher is planning a field trip with the class, a note will be sent home with a permission slip. Since teachers do not drive on field trips, parents will be asked to drive and/or a school bus company will be contracted to provide transportation.

## **Supportive Services for Families**

The JCC Preschool has developed a multi-disciplinary approach to work with families determined to be in need of supportive services. The group of professionals includes Teachers, Directors and Mental Health Consultants. The team will work with families to develop and implement a supportive plan to help each child grow and succeed. This team will be beneficial to families with children displaying challenging behavior, developmental delays and emotional issues.

## **Referral Policy**

If any staff member has a concern about a certain child, he or she will discuss the concern with the Lead Teacher in the classroom, who will in turn discuss it with the Preschool Director. At the same time, the Lead Teacher will begin documentation in the class and review the child's record. The Preschool Director will also come into the classroom to observe said child. If the concern is validated by the Preschool Director, the Director will proceed to notify the parents to schedule a meeting in person. At this meeting, the Director will provide the parents a written statement including the reason for recommending a referral for additional services, a brief summary of the Center's observation related to the referral and any efforts the Center may have made to accommodate the child's needs. The Director will then suggest the most appropriate resource from the list below.

## **Resources**

Marblehead Public School System, Chapter 766:                   781-639-3141

North Shore Children's Hospital                                   978-745-2100

57 Highland Avenue, Salem

Dept. of Early Education and Care 978-681-9684

Department of Social Services, Salem/Cape Ann 978-825-3800

Your Child's Pediatrician

### **Policies and Procedures on Institutional Abuse and Neglect**

The Jewish Community Center of the North Shore, as an agency, is committed to the safety and well being of all children of all ages, races and religions. As a part of this commitment, the staff is made aware of the signs and reporting procedures involving cases in which a child is suspected of having been abused or neglected. Abuse is defined as the non-accidental commission of any act by a caretaker who causes or creates a substantial risk of harm to a child's physical or emotional well being, including sexual abuse. Neglect is defined as the failure of a caregiver, either deliberately or through negligence, to take those actions necessary to provide a child with minimally adequate food, safety, clothing, shelter, medical care, supervision or other essential care. Training in this regard takes place during the staff's orientation sessions at the beginning of each school year and is reviewed during EEC required staff meetings.

The following is a center-wide procedure to insure the safety of children:

- A. If a staff member displays abusive or neglectful behavior, he/she is reported immediately to the Director or the next person in charge.
- B. If warranted the staff member is suspended immediately, pending investigation.
- C. The Dept. of Early Education and Care and the Department of Social Services are notified immediately and within 24 hours a 51A form is filed.
- D. Staff person will not have interaction with children until EECS investigation is complete.
- E. If dismissal is warranted, written documentation is put in the staff member's file and any further action is left to the DSS.
- F. If a child shows symptoms or signs of having been abused or neglected, the symptoms are brought to the immediate attention of the next person in charge as required by law.
- G. If warranted, the Director notifies the Salem/Cape Ann office and at the same time files a 51A form (kept in the file of each Director's office.)
- H. The center cooperates fully in supporting the DSS investigation.

**ALL QUESTIONS SHOULD BE REFERRED TO:**

Department of Social Services, Salem/Cape Ann: 978-825-3800

## **Children with Disabilities**

The Early Childhood Department of the Jewish Community Center of the North Shore services children with disabilities in our Infant Toddler, Prime Time and Preschool Programs.

The Early Childhood department of the JCCNS will make every effort possible to accommodate the needs of all children. In determining whether to accept or serve a child with a disability, the JCCNS shall, with parental consent and as appropriate, request information related to the child's participation in the Center's program for the Local Education Agency, Early Intervention Program or other health or service providers.

Based upon available information the JCCNS shall, with the parent's input, identify in writing the specific accommodations, if any, required meeting the needs of the child at the Center, including, but not limited to:

1. any change or modifications in the child's participation in regular Center activities;
2. the size of the group to which the child may be assigned and the appropriate staff/child ratio
3. any special equipment, materials, ramps or aids.

If, in the JCCNS's judgment, the accommodations required to serve the child would cause an undue burden to the Center, the JCCNS shall provide to the parent(s) written notification within 30 days of receipt of authorized, requested information and the reasons for this decision. In addition, the notification shall inform the parent(s) that they may contact the Office and request that the Office determine if the JCCNS is in compliance. The JCCNS shall maintain a copy of this notification in its records. The accommodations related to the toileting needs of a child with a disability who is not toilet trained shall not be considered an undue burden.

In determining whether the accommodations required reasonable or would cause an undue burden to the Center, the JCCNS shall consider the following factors which include but are not limited to:

1. the nature and cost of the accommodations needed to provide care for the child at the Center
2. ability to secure funding or services from other sources
3. the overall financial resources of the JCCNS
4. the number of persons employed by the JCCNS
5. the effect on expenses and resources, or the impact otherwise of such action upon the JCCNS

The JCCNS shall, with parental permission, participate in the development and review of the child's program plan in cooperation with LEA, Early Intervention Program and/or other health and service providers.

The JCCNS shall, with parental permission, inform the appropriate administrator of special education, in writing, that the JCCNS is servicing a child with a disability.

## **Designation of Center Liaison**

The Lead Teacher of each classroom shall serve as the liaison for each child with a disability if that shall occur in their particular classroom.

## JCCNS PRESCHOOL EMERGENCY EVACUATION PLAN

**ALEPH ROOM:** Assemble children, proceed into hallway, take a right, proceed out the door and assemble at Hillel.

Alternate Plan: Proceed through Bet to Prime time, Room 4, take immediate left, out the door and assemble at Hillel

**GLOW PROGRAM:** Assemble children, proceed into hallway, take a right, proceed out the door and assemble at Hillel.

Alternate Plan: Proceed to Prime Time room 4, take immediate left out the door and assemble at Hillel.

**GIMEL, DALET, VAV:** Proceed to the Hallway, down the backstairs, through I/T Playground door and assemble at Hillel.

Alternate Plan: Proceed to Hallway, go down main stairwell, out the front door and assemble at Hillel.

**ZAYIN, CHET:** Proceed into hallway, use main stairwell, out the front door and assemble at Hillel.

Alternate Plan: Use Chet Room Exit, go down the Stairs to bottom level Exit, turn right and assemble at Hillel

\*\* Stefanie will check Preschool rooms downstairs and other areas where children may be at the time.

\*\*Marilyn will check preschool rooms upstairs and other areas where children may be at the time.

\*\* The lead teacher in each classroom must take the day's attendance roster with her/him.

### Contingency Plans for Fire, Natural Disaster, Loss of Power, Heat or Water, Missing Child

In the case of fire or natural disaster, the evacuation plan will be followed. In cases of loss of power, heat or water, parents or emergency contact person will be contacted in order to pick up their child. If need be, children will be moved to Hillel Academy to remain under the supervision of teaching staff until pick up.

In the case of a missing child, a staff member radios the Executive Director( or most senior staff member in the building) to initiate a Code Adam and provides a description of the child. The parent/guardian is notified and the Executive Director radios a Code Adam announcement. The police are notified, a child's picture is submitted and the staff begin a building/grounds sweep. The Code Adam will be followed as detailed in the Safety Plan manual on file at the JCCNS.

## **PARENTAL INVOLVEMENT**

### **Parent Conferences**

The program schedules two Parent/Teacher Conference nights per school year. They are generally scheduled for December and May. However, you can request a meeting with your child's teacher any time during the year. We do ask that you schedule an appointment so that we can ensure that the teacher gives you his/her undivided attention.

### **PITCH Committee (Preschool, Infant/Toddler and Childrens)**

We encourage parents to become active participants of the PITCH Committee. Meetings are held monthly and are open to all current parents. We welcome your input on policies, family programming, program development and fundraising.

### **Parent Volunteerism**

Children share their time between home and school, and we are partners in their growth and development. We encourage you to be involved in their Preschool experience. If you can, we urge you to participate with their field trips, assist as classroom helpers, and/or bring in a special talent or knowledge that you have. Each classroom teaching team will send out information when they need extra help.

### **Parent Information Lines**

The JCCNS Preschool has a great system to help foster communication between the school and home...voice mail or "Info lines". Every day the morning classes (9a.m. – 12 noon) record a message on their own personal info line to tell about their day with your children. The line is designed for you to get a summary of your child's day. The line may also be used to inform parents about upcoming events or important reminders. The following list includes all of the info line extensions. You must dial 781-631-8330 first to access the JCC voice mail system.

CLASSROOM ALEPH	313
CLASSROOM GIMMEL	302
CLASSROOM VAV/MASORET	306
CLASSROOM ZAYIN/TRANSITION	308
CLASSROOM CHET	307

## **PARENT INFORMATION**

The General Laws of the Commonwealth of Massachusetts mandates to the Department of Early Education and Care the legal responsibility of promulgating and enforcing rules and regulations governing the operation of child care centers (including nursery schools), and school age child care programs.

These regulations, 102 CMR 7.00, establish minimum standards for operation of group child care and school age child care programs in the Commonwealth. The regulations require certain things of licensees (child care program owner) in regard to their work with parents. A summary of the required parent information, rights, and responsibilities follows.

**Parental Input.** The licensee must appropriately involve parents of children in care in visiting the program, meeting with the staff and receiving reports of their children's progress. The program must have a procedure for allowing you to give input and make suggestions, but it is up to the program to decide whether or not they will be implemented.

**Meeting with parents.** In group child care programs, the licensee shall assure that the administrator or his designee meets with the parent(s) prior to admitting a child to the program. The parents shall have an opportunity to visit the program's classrooms at the time of the meeting or prior to the enrollment of the child. In school age programs, the licensee shall provide an opportunity for the parent(s) and child to visit the program and meet the staff before the child's enrollment.

**Parent Information.** The licensee must provide to the parents upon admission of their child the program's written statement of purpose, including the program philosophy, goals and objectives, and the characteristics of children served; information on the administrative organization of the program, including lines of authority and supervision; the program's behavior management policy; the program's plan for referring parents to appropriate social, mental health, education and medical services for children; the termination and suspension policy; a list of nutritious foods to be sent for snacks or meals; the program's policy and procedures for identifying and reporting suspected child abuse or neglect; the procedures for emergency health care and the illness exclusion policy; the program's transportation plan; the procedure for administration of medication, and, upon request, a copy of the complete health care policy; a copy of the fee schedule, and in school age child care, the procedures for on-going parent communication. All of this information may be contained in a "Parent Handbook".

**Parent Conferences.** The licensee must make staff available for individual conferences with parents at your request.

**Progress Reports.** At least every six (6) months the licensee should meet with you to discuss your child's activities and participation in the program. The licensee will prepare a written progress report for your child, will provide a copy to you, and will maintain a copy of the report in your child's file. If your child is an infant or a child with disabilities, you should receive a written progress report at least every three (3) months.

Program staff must bring special problems or significant developments, particularly if they regard infants, to your attention as soon as they arise.

Parent Visits. You have the right to visit the center and your child's room at any time while your child is present.

Children's Records. Information contained in a child's record is privileged and confidential. Program staff may not distribute or release information in a child's record to anyone not directly related to implementing the program plan for the child without your written consent. You must be notified if your child's record is subpoenaed.

Access to your child's record. You are entitled to have access to your child's record at reasonable times on request. You must have access to the record within two (2) business days of your request unless you consent to a longer time period. You must be allowed to view your child's entire record, even if it is maintained in more than one location. The center must have procedures governing access to, duplication of, and dissemination of children's record, and must maintain a permanent, written log in each child's record which identifies anyone who has had access to the record or who has received any information from the record. This log is available only to you and the people responsible for maintaining the center's records.

Amending your child's record. You have the right to add information, comments, data, or any other relevant materials to the child's record. You also have the right request deletion or amendment of any information contained in your child's record. If you believe that adding information is not sufficient to explain, clarify or correct objectionable material in your child's record, you have the right to a conference with the licensee to make your objections known. If you have a conference with the licensee, the licensee must inform you in writing within one week of his decision regarding your objections. If the licensee decides in your favor, he must immediately take the steps necessary to put the decision into effect.

Transfer of Records. When your child is no longer in care, the licensee can give your child's record to you, or any other person you identify, upon your written request.

Charge for Copies. The licensee shall not charge an unreasonable fee for copies of any information contained in your child's record.

## PROGRAM RESPONSIBILITIES

### Providing Information to the Department

The program must make available any information requested by the Department to determine compliance with any Department regulations governing the program, by providing access to its facilities, records, staff and references.

### Reporting abuse or neglect

All center staff are mandated reporters. They are required by law to report suspected abuse and neglect to either the Department of Social Services or to the licensee's program administrator. The licensee must have written policies and procedures for reporting and must provide the written policy to you upon enrollment.

### Notification of injury

The licensee must notify you immediately of any injury which requires emergency care. The licensee must also notify you, in writing, within 24 hours, if any first aid is administered to your child.

### Availability of EEC Regulations

The program must maintain a copy of the regulations, *102 CMR 7.00: Standards for the Licensure or Approval of Group Day Care and School Age Child Care Programs*, on the premises of the center and must make them available to any person upon request. If you have a question about any of the regulations, ask the center to show them to you.

**JCCNS Preschool Calendar**  
**September, 2010 – June 2011**

- **Thursday, September 2<sup>nd</sup> Parent Orientation 7:00 p.m.**
- **Monday, September 6<sup>th</sup> Labor Day**
- **Tuesday, September 7<sup>th</sup> First day of Preschool**
- **Wednesday, September 8<sup>th</sup> Erev Rosh Hashanah – JCC closes at 3:00 p.m.**
- **Thursday and Friday, September 9<sup>th</sup> and 10<sup>th</sup> Rosh Hashanah – JCC closed**
- **Friday, September 17<sup>th</sup> Erev Yom Kippur JCC closes at 3:00 pm**
- **Saturday, September 18<sup>th</sup> Yom Kippur – JCC closed**
- **Wednesday, September 22<sup>nd</sup> Erev Sukkot, JCC closes 6:00**
- **Thursday, September 23<sup>rd</sup> First Day of Sukkot – JCC closed**
- **Wednesday, September 29<sup>th</sup> Erev Shemini Atzeret JCC closes 6:00**
- **Thursday, September 30<sup>th</sup> Shemini Atzeret – JCC closed**
- **Monday, October 11<sup>th</sup> Columbus Day – preschool closed (holiday program offered)**
- **Thursday, November 11<sup>th</sup> Veteran’s Day - preschool closed (holiday program offered)**
- **Thursday, November 25<sup>th</sup> Thanksgiving Day**
- **Friday, November 26<sup>th</sup> Thanksgiving school recess (no childcare programs)**
- **Friday, December 24<sup>th</sup> Friday, December 31<sup>st</sup> preschool vacation; vacation programs offered**
- **Monday, January 17<sup>th</sup> Martin Luther King, Jr. Day Staff Training (no childcare programs)**
- **Monday – Friday – February 21-25 – Preschool vacation; Vacation programs offered**
- **Monday, April 18<sup>th</sup> Erev Passover, First Seder, JCC closes at 3:00**
- **Tuesday, April 19<sup>th</sup> First day of Passover – JCC closed**
- **Monday, April 18<sup>th</sup>, Wednesday, Thursday, Friday April 20-22 Preschool Vacation. Programs offered.**
- **Monday, April 25<sup>th</sup> 7<sup>th</sup> day of Passover – JCC closed**
- **Monday, May 30<sup>th</sup> Memorial Day**
- **Tuesday, June 7<sup>th</sup> – Erev Shavuot – JCC closes at 6:00**
- **Wednesday, June 8<sup>th</sup> – First day of Shavuot – JCC closed**
- **Thursday, June 17<sup>th</sup> –Last Day of Preschool**
- **Friday, June 18<sup>th</sup> Staff Day**
- **Monday – Friday June 20-24 – Intersession Week – Program offered**
- **Monday, June 27<sup>th</sup> Camp begins**

**In case of inclement weather, call 781-631-8330 extension 555 for school closings or delays.**

Dear Parents:

We have provided you with the Early Childhood Program Parent Handbook. The information provided within the handbook will be helpful to answer some questions you may have about:

Dates the program will be closed (Program Calendar)

Program Philosophy

Program Services

Extra Hours Policy

Curriculum

List of Things to Bring with Your Child

Food Policies (Lunches, Snacks, Etc.)

Sign-in/Sign-out

Parent/Teacher Conferences (Communication)

Parent Responsibilities (Communication)

About Department of Early Education and Care (Parent Information)

Procedures for Medical Emergencies (Health Care Policy)

Medical Forms Policies (Health Care Policy)

When a Child is Sick at the Program and when he/she is sent home (Health Care Policy)

Policy for prescription and non-prescription Medication (Health Care Policy)

About our First Aid Equipment, where it is located and how it is maintained (Maintenance of First Aid Kits)

Institutional Abuse and Neglect Policies

Abuse and Neglect Prevention

Injury Prevention

Children with Disabilities

Behavior Management Plan

Tuition and Fee information

Absentee Policy

Late Policy

Credits and Discounts

All these areas are important in the effective operation of the program and will be helpful to you. We encourage you to read the handbook carefully. As always, if you have any questions, please feel free to contact Sandy Hoffman at 781-631-8330 X152 any time.

I have read the Early Childhood Program Parent Handbook.

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Parent Signature

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Date

