



early  
childhood  
care & education

# Parent Handbook

Infant Care, Preschool, Extended Care, K-Club, & Enrichment

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## **PARENT INFORMATION**

The Jewish Community Center's (JCC) Early Childhood Care and Education (ECCE) at the Boonshoft Center for Jewish Culture & Education (CJCE) offers facilities especially designed for the young child. Children learn respect and consideration for others of all backgrounds through sensitive direction from qualified professional teachers as they continue to develop their unique personalities.

Learning opportunities and materials are provided for each child to help stimulate thinking, develop creativity, and increase communication skills.

The Jewish component of the program imparts to all children opportunities to appreciate the positive values of Judaism at an early, impressionable age.

The goals of the curriculum are:

- To promote a positive self-concept
- To respect individuality
- To encourage the development of each child's full potential
- To promote health, physical growth, and motor development
- To develop self-expression in art, music, dance & drama
- To broaden intellectual horizons
- To help children observe, investigate, seek, acquire information, and think critically
- To develop socialization skills and positive interaction with peers

## **PARENT INVOLVEMENT**

We welcome parent participation in their children's earliest learning experiences at the JCC. Many parents find that their own participation enriches their children's experiences and at the same time improves the quality of the program. Parents are encouraged to participate in the classroom, on field trips, and at other special family events. These programs include but are not limited to:

Annual Family Picnic

Family Fun Nights

Field Trip Volunteers

Purim Carnival

Bagels & Blocks

Thanksgiving Feast

Share Shabbat

Passover Experience

Fall Open House at Preschool

We have a very active Parent Teacher Organization (PTO). Parents are encouraged to join and volunteer their time by participating in the following activities: fundraising efforts, long range planning, holiday celebrations, and parent education programs.

Parents are encouraged to communicate their concerns to the director of JCC Early Childhood Care & Education, the teachers, childcare workers, or on-site supervisors. We are always available to discuss concerns. Parents are welcome to visit the Center at any time. Please notify the director or on-site supervisor when you arrive.

## **LICENSING INFORMATION**

JCC Early Childhood is licensed to operate by the Ohio Department of Job and Family Services (ODJFS). This includes reports from the Health, Building and Fire Departments. The license and reports are posted outside the office. Reports are also available for review upon written request from the ODJFS. The center's licensing inspection reports for the past two years are also available on the Child Care in Ohio website, at <http://jfs.ohio.gov/cdc/childcare.stm>. The licensing laws and rules are available for review at the facility upon request or on the ODJFS website. Please ask at the office.

Please refer to the license from the ODJFS for the number and ages of children we can serve.

# *JCC Early Childhood Care & Education*

JCC Early Childhood is open from 7:30AM to 6PM, Monday through Friday, except for Jewish and legal holidays, the day after Thanksgiving, Parent-Teacher Conference Day, and Teacher In-service Day.

ECCE is authorized to serve children ages six weeks through 6 years. The child-staff ratios are as follows: for infants from 6 weeks to 18 months, the ratio is 1:3; for children 18 months up to age three, the ratio is not more than 1:5; for preschool children age 3-5 years the staff ratio is not more than 1:10; for kindergartners, not more than 1:12.

Maximum group size:

Infants (6 weeks-18 months): 11

18-30 month olds: 14

Three-Year Olds: 18

Four-Year Olds: 18

After-School Kindergarten Program: 12

All children are eligible for enrollment regardless of race, color, religion, sex, national origin or disability in compliance with the Americans with Disabilities Act of 1990, 104 Stat. 327, 42 U.S.C 12101 et seq.

To report any suspected violation of childcare licensing laws, you may call toll free (877) 852-0010.

## **ENROLLMENT PROCEDURES**

Parents and children interested in enrollment must make an appointment to tour the Center and meet with the director or designated staff member before a child is enrolled and begins attending preschool or extended care.

A Registration form, Handbook Received form, Media Permission form, Family Data form, and Child Enrollment and Health Information form are required to be on file with JCC Early Childhood before a child can begin attending the Center. In compliance with the ODJFS, a Medical form signed by a physician or certified nurse practitioner is due within 30 days of a child starting in the Early Childhood Program. All medical forms must to be updated annually.

Please note that if your child has a *current* health or medical condition requiring child care staff to perform child specific care, such as: to monitor the condition, provide treatment, care, or to give medication, a Medical/Physical Care Plan and/or the "Request for Administration of Medication" must be completed and be kept on file at the Center.

## **CONTRACT INFORMATION**

Parents will be given a contract in February for the following academic year that specifies the program, contracted days, and tuition amount for their child(ren).

If you need to make any changes to your contract during the school year, please let the ECS office know by completing a Change Form. PLEASE NOTE: Parents will be allowed only one change per contracted year to their Early Childhood Contract, temporary or permanent, without an administrative fee. Any changes made thereafter will result in a \$50.00 administrative fee for each change made to your Early Childhood Contract regarding days or hours your child(ren) will be attending. (This does not include requests for Play Care).

For preschool-only families, all contracts begin at the beginning of the academic year and run through May.

For extended care families, contracts begin on the Monday following the end of summer camp and run through the end of summer camp the following year. Extended care children are automatically enrolled in summer camp. There will be an additional charge for camp because of additional

activities and specialists. This charge will be based on the number of days your child attends. You will be advised of that cost when the summer camp materials are distributed in spring.

Any tuition increase for ECS will be published in the Preschool or K-Club registration form for the upcoming school year. Registration forms are available in February for the next school year. Increases for any Early Childhood program will become effective on the Monday following the last day of summer camp.

## **AGE REQUIREMENTS FOR ENROLLMENT**

Criteria for entrance into the Early Childhood program are based on age and space available. Available space is based on teacher/child ratios and number of children per classroom. Infants may begin at 6 weeks and must be enrolled full time. Toddlers who are 18 months old may enroll in the toddler program at any time.

## **ARRIVAL & DEPARTURE AT SCHOOL**

Please be sure that you bring your child into his/her classroom, making sure that the teacher sees both of you. At the end of your child's day, please let the teacher know he/she is leaving.

For K-Club students, parents/guardians are required to give written permission in order for their child to be transported in the Center bus. Upon arrival, a staff member will escort children arriving in the Center's bus from another school or program to their appropriate class. Parents and/or a child's primary school will be called for information on the whereabouts of a child who is scheduled to arrive but is absent.

Children will only be released to their parent/guardian or to a person designated by their parent/guardian verbally or in writing. If your child is being picked up by someone we do not know, the staff will ask for picture identification, even if their name appears on your child's Emergency Transportation Form.

## **BUILDING ACCESS**

We are a secure facility. In order to get into the preschool area or the infant room, you must use an activated key fob. Each family is provided with two fobs upon their first day at the Center. If you need more than two, additional fobs may be purchased at a cost of \$25 per fob. If you lose one, you will be charged for a replacement. Once your family leaves the program, the fobs need to be returned, or you will be billed.

Please do NOT give out your fob to anyone. Instead, have them come in the front door of the CJCE to receive a visitor's badge.

## **ADMINISTRATION OF MEDICATION**

The administration of medication, food supplements or special diets for any child at the Center will be carried out only by written authorization of a physician and parent/guardian signature. The administration of medication, food supplements or special diets for any child shall be carried out or supervised by a staff member. Forms used by JCC Early Childhood are in compliance with the ODJFS.

**Prescribed Medication:** Medications are to be sent to school in their original pharmacy container with the prescription label attached. The label must contain the child's full name, a current date (within the last 12 months), the exact dosage to be given and the means of administration. Parents/Guardians must provide the appropriate medication dispenser. The Parent/Guardian Request for Administration of Medication form must be filled out, signed and dated by the parent/guardian.

School age children who are capable of using inhalers will be supervised by Center staff.

**Food Supplements:** A doctor's written prescription on the Parent/Guardian Request for Administration of Medication form is necessary. The child's name, date, name of food supplement,

dosage and times to be given need to be on the container. Parents/guardians must provide the appropriate medication dispenser. The form must be signed and dated by a parent/guardian giving clear instructions for dispensing the food supplement to the child.

**Modified Diets:** Parents/guardians are required to give written notice to the Center on the Family Data form, Child Enrollment and Health Information form and the Parent/Guardian Request for Administration of Medication form if their child needs a modified diet due to allergies.

**Nonprescription Medication:** The child's first and last name needs to be on the container, and all medications must be in their original container. All nonprescription medications require that the Parent/Guardian Request for Administration of Medication form be filled out, signed, and dated by a parent/guardian giving clear instructions for dispensing the medication. The Center will follow manufacturer's guidelines regarding application, unless a doctor gives specific instructions and signs the form. A doctor's written prescription on this form also may be necessary. Please see the ECCE Director to determine if your medication does.

**Nonprescription Topical Products or Lotions:** A parent/guardian must fill out the Parent/Guardian Request for Administration of Medication form to request that Center staff apply topical products or lotions on their child, including sunscreen. Signed and dated forms are valid for no longer than 12 months. The Center will follow manufacturer's guidelines regarding application. When used for skin irritations, such as diaper rash, the topical product will not be applied by the Center for more than 14 consecutive days at any one period of time.

Please consult the director of JCC Early Childhood if you have any questions.

## **ILLNESS & THE MANAGEMENT OF COMMUNICABLE DISEASE**

If your child is ill with a communicable disease, please let us know. A Communicable Disease Chart is posted in the ECCE staff resource room for use by staff and parents. Should children be exposed to a communicable disease, written notification will be posted outside the affected classroom no later than the next day of operation.

In the event of illness, a parent/guardian, or adult designated by the child's parent/guardian, will be called immediately to remove the child from school. Until a caregiver arrives, the child will be isolated away from other children but within sight and hearing of an adult at all times.

A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his parent/guardian or adult designated by the child's parent/guardian:

- Untreated infected skin patches, unusual spots or rashes
- Sore throat or difficulty in swallowing
- Vomiting
- Evidence of lice, scabies, or other parasitic infestation
- Diarrhea (more than one abnormally loose stool within a twenty-four hour period)
- Severe coughing causing the child to become red or blue in the face or to make a whooping sound
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye or eyelid, obvious discharge, matted eyelashes, burning, itching or eye pain
- Temperature of 100 degrees Fahrenheit when in combination with any other signs of illness
- Unusually dark urine and/or gray or white stool
- Stiff neck with an elevated temperature

Mildly ill children (minor common cold symptoms, not feeling well enough to participate in activities) shall be observed carefully for signs and symptoms of worsening condition. Parents shall be informed by phone and/or note.

The director shall determine whether the child should be discharged immediately. The child, while isolated at the Center, shall be carefully watched for symptoms listed above.

Staff members are instructed to remain at home when ill. A substitute staff member will be used so that we will be able to maintain child/staff ratios in our classrooms. Center staff is trained in hand washing and disinfectant procedures. Staff members also have in-service training in First Aid/CPR, Recognition and Management of Communicable Diseases, and the Recognition of Child Abuse. In-service training is provided by the Red Cross, registered nurses, doctors, and police officers. A list of staff members trained in these areas is posted in the preschool office.

Please note: children may return to the Center when they have been fever-free and symptom-free for 24 hours without the aid of fever reducing medication.

If a child requires medication, he/she may return to the Center after being on proper medication for 24 hours.

If your kindergartener is too ill to attend kindergarten, they cannot attend our program in the afternoon.

### **Head Lice Policy**

In case of incidence, a child with head lice will be sent home and all Center parents will be informed. The child will be checked by ECCE staff before being allowed to return to the classroom. Only children whose heads are clear of any nits (eggs) or lice will be allowed to return to the Center.

If we have active cases of lice infestation, we will check every child's head on a daily basis. For two weeks after our last reported case, we will continue to check each child's head weekly.

### **INCIDENT/INJURY REPORTS**

In the event of an accident or injury, an Incident/Injury Report will be completed and a copy given to parents/guardians within 24 hours of the incident. In situations requiring emergency transportation, the Incident/Injury report form will be available at the Center for parents/guardians within 24 hours following the incident/injury. Incident reports are filled out if first aid is given to a child for any reason. Incident reports are kept in the children's file at the Center. If injury requires immediate medical attention and is sent to the hospital, a copy of the incident report will be sent to our licensing specialist at the ODJFS.

An Incident/Injury Report form will be completed when a child has:

- An illness which requires first aid treatment
- An accident which requires first aid treatment
- An injury which requires first aid treatment
- A bump or blow to the head
- An incident requiring emergency transporting
- An unusual or unexpected event which jeopardizes the safety of children or staff.

In the event of an emergency, if parents are not available, the child will be transported by the rescue squad to the hospital of the parent's request.

### **FIRST AID AND SAFETY POLICY AT SCHOOL**

Children will be supervised at all times by a staff member. The children will be greeted and signed in when they arrive, and accurate attendance records kept.

There is a phone available in the office for immediate use by the staff. A first aid kit is available in the ECCE staff resource room, the infant room, the JFGD office suite, and CJCE front desk. One also travels with the kindergarten, and another accompanies staff on all field trips.

In each room used by ECCE, plans are posted for fire emergencies, weather alerts, general emergency instructions, and emergency phone numbers. Dental emergency charts are located in the office, staff resource room, and multi-purpose room.

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The administrator and employees of the Center are required to report their suspicions of child abuse or child neglect to Children's Services Board. Please see the phone number listed in the ECCE office.

Additional safety measures:

- Spray aerosols are not used while children are in attendance.
- Children will be observed upon arrival and throughout the day for signs of illness.
- Safety drills will be held at least once per month for the continued safety of the children and staff.

## **DISCIPLINE POLICY**

This policy applies to all employees and persons on the premises.

Children will be guided with positive reinforcement and instructed in acceptable behavior expected in an age-appropriate preschool environment (i.e. "Please walk," rather than "Don't run."). Cooperative skills will be teacher-facilitated to help the children learn to interact with others and learn problem-solving skills. Re-direction may be used, as well as removal from the situation until the child is ready to interact appropriately with his or her classmates. If numerous attempts to guide the child into appropriate behavior have been exhausted, a short "time out" will be initiated inside the child's classroom. The child will be given warning as to the consequences of his/her unacceptable behavior. Dangerous behavior may necessitate removal of a child from his or her classroom. The child will be taken to the ECCE office and the parent notified immediately.

The specifications of ODJFS Rule 5101: 2-12-22 apply to all employees of the Center.

## **CHILD GUIDANCE AND MANAGEMENT (as stated in the ODJFS Child Care Center Rules)**

JCC Early Childhood staff members are assigned to supervise a specific child or group of children and shall be responsible for their guidance and management.

When a child's behavior is unacceptable staff will:

- Use developmentally and age-appropriate techniques, separating the child from the situation only as necessary.
- Meet with parents/guardians to implement a specific behavior management plan if needed.

## **CLASSROOM ROSTERS**

Classroom rosters with parent provided and approved contact information will be provided electronically. Parents may request to withhold any information from the classroom roster. The roster will be updated no more than twice per year.

## **FIELD TRIPS and TRANSPORTATION**

Field trips to museums, parks, farms, concerts, ballet, and other places of interest are a very important part of our program.

Written parent/guardian permission is required for all trips.

Preschool parents may be asked to volunteer their services to drive and help chaperone the children with the teacher. The lead teacher will have an attendance sheet of all children and adults going on the field trip. Each chaperone will have a list of the children for whom they will be responsible, as well as a copy of each child's Enrollment and Health Information form. Each child will be accounted for by their chaperone and by Center staff while they are departing, upon arrival at the field trip location, during the field trip, on departure from the field trip, and upon return to the Center.

Kindergartners attending local schools may be picked up after kindergarten and transported to the Center. Transportation for kindergarten field trips will be provided using the Center bus.



## **PEANUT FREE/ TREE NUT FREE POLICY**

We are seeing an increase in the number of nut allergies among children. These allergies are often life-threatening. Therefore, we have adopted a No Peanut/Tree Nut policy. We view this as “*pikuach nefesh*”—our responsibility of saving a soul. *No Peanuts/Tree Nuts* means that there are no peanut/tree nut products in any of our children’s lunches; examples of this would be: peanut butter, cashew butter, almond butter, many types of granola bars.

We realize that this is an inconvenience to those families without nut allergies. However, we can provide you with a list of food alternatives.

If you have any questions, please consult the director of Early Childhood.

## **Daily PRESCHOOL Schedule**

**NOTE:** For our children still in diapers – diapers are checked mid-morning, changed as needed throughout the morning, and checked again before children leave. Children are taken to the bathroom when needed. Teachers assist parents in toilet training their child.

**7:30 AM** JCC Early Childhood Care & Education opens.

When extended care children arrive, a staff person will supervise the children’s activities in the Early Childhood area. Children have the opportunity to have a mix of quiet and active play and visit with their friends.

All toddler and older children move to their respective classrooms by 8:45 AM.

**9 to 10:30 AM** Preschool begins. This time includes Good Morning Circle Time. After circle time children have the opportunity for child-initiated and teacher-directed activities including: books, Judaic activities, creative play, dress-up clothes, housekeeping corner, block play, clay, art activities, manipulative toys, math, science, music, cooking, gym, reading readiness games, journals, recognition of names, letters, numbers and more. Gym, Judaics, could also be scheduled during this part of the morning. Children learn cooperation and responsibility while they assist in cleaning up after their morning activities. Children also have a nutritious kosher snack.

**9:30 AM** Each Friday toddler and older classes come together for Share Shabbat.

**10 to 11:30 AM** See the Parent Information Board outside your child’s classroom for scheduled activity times. This time includes opportunity for child-initiated and teacher-directed activities. Activities include sensory table, dramatic play, art and music. Gym or music classes that are each offered one morning per week may be scheduled at this time.

Large group activities include songs, finger plays, holiday stories and celebrations. All classes have a 30-minute scheduled time for large motor activities either outdoors or in the multi-purpose room.

**11:30 AM to 12:30 PM** Children eat their lunches in a relaxed atmosphere in their classrooms. Children learn self-help skills by helping to get their lunch out, eating their lunch, and cleaning up after themselves. Teachers help children develop social skills by engaging the children in conversation.

**12:30 PM** Children leave preschool or continue in the extended care program.

**12:45 to 3 PM** Naptime for children ages 18 months through 3 years. Early Childhood enrichment classes are available for the first hour for older children who can take shorter naps or do not need to nap. Children 3 years and up can participate in these Enrichment Classes if they choose for an additional cost. Children 4 and up have a choice of either resting or participating in another activity for the second hour. (*Note: All children ages 18 months through 3 years who remain at the Center for more than 4 hours are required to have a nap or rest time. Older children who are not participating in Enrichment Classes will also use this time for rest.*)

**3 to 3:30 PM** Children have a delicious kosher snack after naptime.

**3:30 to 6 PM** The remainder of the day is spent indoors and outdoors in a recreational program that includes games, art activities, music, and supervised play and is an extension of our preschool day.

**6 PM** JCC Early Childhood Care & Education closes.

### **Daily INFANT Schedule**

Parents provide their child's eating and sleeping schedule and primary caregivers (assigned to each child) see that they are followed. Age appropriate stimulation and activities are provided throughout the day, including art and large motor play.

### **Daily Schedule for the After-School Kindergarten Program (K-Club)**

Our after-school kindergarten program begins when we pick them up from their schools, and runs until 6 PM, Monday through Friday. Children eat lunch together and have the opportunity to have a mix of quiet and active play and visit with their friends.

Children then attend enrichment classes lasting 30 to 45 minutes each. Enrichment classes are specifically designed to enhance their kindergarten experience. Classes are divided into fall, winter and spring sessions. Science, cooking, academics, music, art, Judaics, math, field trips, language and geography are some of the classes scheduled for K-Club. Kosher snacks are provided daily.

### **ENRICHMENT CLASSES**

Enrichment classes are held during the fall, winter, and spring to further enrich your child's experience at the JCC. There is an additional charge for these classes. Detailed information and registration forms will be put in your child's cubby prior to each season's session. Classes are limited in size to assure a successful experience.

Classes can include dance, gym classes, art, science, cooking, Judaics, and more. Classes are divided into fall, winter and spring sessions. Enrichment class registration forms with class descriptions and cost will be placed in all eligible children's cubbies. If you have any questions, please ask your child's teacher or director of Early Childhood Services.

### **PLAYGROUNDS & GYM INFORMATION**

The Center has both a toddler and preschool playground available for children to enjoy outdoor play and large motor activities. Each day toddlers, preschoolers and school age children will have the opportunity to play outside twice each day if weather permits.

Administrators will use their judgment when it is cold outside. Please keep warm clothes in your child's cubby for play in cooler months, such as hats and gloves.

The Center has a multi-purpose room for large motor activity if the playground is not available. Gym equipment is available for use.

### **SUMMER PROGRAMMING**

During the summer we provide both extended care that includes summer camp and summer camp only for preschool families. Our Summer Camp brochure will give you specific information regarding summer camp curriculum, availability, and cost. It will be distributed to our current families in the spring.

We offer daily water play for all age groups during the summer. We bring in specialists and our oldest children go on fieldtrips to correspond with our weekly themes. There will be an additional charge for summer camp because of these additional activities, which will be based on the number

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of days your child attends. You will be advised of that cost when the summer camp brochures are ready. Extended care children are automatically enrolled in summer camp.

## SWIMMING AND WATER SAFETY

A Permission to Participate in Water Activities Form must be signed and dated each year by a parent/guardian for their child to swim and enjoy water activities, such as wading pools and sprinklers. Teachers will review swimming and/or water safety rules with children each time they participate in any water activities.

Childcare staff shall accompany and actively supervise children at any pool or water activity. A certified lifeguard and/or certified water safety instructor will supervise all water activity in pools with two or more feet of water.

Field trips are sometimes scheduled during the summer to pools or waterparks for children above age three. All children use sprinklers and wading pools located on-site.

## NAPTIME

Cots are provided by JCC Early Childhood for children 18 months and up. Parents bring bedding the first day a child attends each week. We will send bedding home each week to be laundered. JCC Early Childhood provides crib sheets for the Infant Room.

## CLOSINGS DUE TO WEATHER

Emergency closings due to snow and weather conditions will be announced on local radio and television stations and their respective websites. We are part of the "School Watch" weather program in the Dayton area. When snowy and/or icy conditions exist, watch local television stations WDTN channel 2, or WHIO channel 7, log onto their websites at [www.whiotv.com](http://www.whiotv.com), or [www.wdtn.com](http://www.wdtn.com), or listen to area radio stations for information regarding our program. You may also call the CJCE at 610-1555 after 7 AM for closing information.

Please watch for a letter in the weeks leading up to winter for exact protocols.

Snow days are considered and computed into monthly preschool only fees. There will be no refund for snow days.

We understand that some parents will have to go to work. Therefore, we will attempt to keep our extended care open. Children who are currently enrolled in the K-Club may come for extended care if needed.

There may be times when our extended care program will be open and the preschool morning program closed. We always consider the safety of the children first.

We watch the local weather reports and what nearby school districts are doing. Please note that if Centerville is closed, JCC Early Childhood may still be open. If nearby districts are on a delay, preschool will probably be open, as we start at a later time. **The most accurate information will be what we broadcast on the local stations.**

*Please note: If morning preschool is closed, enrichment classes will also be cancelled for that day and a makeup session will be scheduled.*

## APPROPRIATE DRESS FOR CHILDREN

Learning and discovering is a messy business, so please dress your children accordingly. Children should dress comfortably for play both indoors and outdoors each day. On gym days, **gym shoes are required and pants are recommended.** A change of clothes is needed at school for toilet and other accidents. Please make sure that all clothing is clearly marked with your child's name.

During the summer, children should bring a swimsuit and towel daily for water play.

Children should be prepared for outdoor play every day, including when it is cold. Please bring or leave warm clothes such as hats, gloves, and boots for outdoor play during winter months. When

boots are not needed, gym shoes are best because our playgrounds are covered with rubberized mulch.

## **TRANSITIONING A CHILD TO THE NEXT AGE GROUP**

Children are transitioned into an older classroom either before summer camp or at the beginning of the preschool academic year. Children are transitioned into another class when they 1) meet the age requirement for the class and/or 2) when they are developmentally ready to transition into an older classroom.

Children transitioning into our toddler room will do so when developmentally ready between 16 and 20 months and as space allows throughout the year. These parents will receive an informational letter before the transition begins.

Children are typically transitioned with other children in their age group. Children visit each classroom and are acquainted with their new teachers. Parents will receive a copy of their Registration/Contract Form that states which classroom their child will be in.

If parents have any questions or concerns about their child transitioning into another classroom, they should contact their child's teacher and/or the director of JCC Early Childhood.

## **ABSENTEEISM**

Please let us know if your child is not going to be attending school that day. There is no reduction of tuition for a child's absenteeism due to illness, vacation, or legal holiday closings. The only exception is for specified, contracted vacation days for children enrolled in our twelve month extended care program.

## **HOLIDAY CLOSINGS & OTHER SCHOOL CLOSINGS**

Early Childhood Services closes on certain Jewish holidays. Jewish holidays follow the lunar calendar and therefore fall on a different day each year. At the beginning of each school year families are given an "Activities Calendar" which gives them program information for the entire year, including these holidays.

Please note the days that we close. Also, there are some days that our preschool is closed, but our extended care program is open.

*If your child is enrolled in the extended care program, you will not be charged for days that we close for Jewish Holidays. **There is no change in preschool only fees for days that we are closed for Jewish holidays or winter and spring breaks.*** These days are considered and computed into monthly preschool only fees.

For legal holidays and other designated days when JCC Early Childhood is closed (New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, and December 25th), there is no change in your child's tuition either for the preschool or extended care program.

## **JEWISH HOLIDAY CELEBRATIONS**

Within our program we promote Jewish values and introduce Jewish culture and history. We celebrate and learn about each holiday throughout the year. Special programs include weekly Shabbat sing-along, a Sukkot celebration, the Purim carnival, Passover Experience, and Share Shabbat.

We do not celebrate Halloween, Christmas, St. Valentine's Day, St. Patrick's Day, or Easter.

Throughout the school year we will send information home about Jewish holidays, Jewish culture and history and how we teach children in our program about them. Here we want to provide you with a brief overview of some of the Jewish holidays. If you would like more information such as song lyrics or classroom practices, please feel free to ask.

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All Jewish holidays begin the evening before the date listed. This is because in the Jewish calendar, a Jewish day begins and ends at sunset, rather than at midnight. The dates listed refer to the Hebrew calendar date. Because the dates on the Hebrew calendar do not correspond to the calendar we use, please check the activities calendar for dates during each school year.

### **Shabbat:** *Sabbath Celebrated Each Week*

Shabbat commemorates God's rest on the seventh day of creation. Shabbat begins just before sundown Friday and ends just after sundown Saturday. Traditionally, there are special blessings, candle-lighting, and a festive meal Friday evening. Jewish synagogues hold services Saturday morning and (often) Friday night. Each of our classes celebrates Shabbat on Friday morning with singing, *challah*, and grape juice.

### **Rosh Hashanah:** Jewish New Year 1-2 *Tishrei*

A festive celebration during which individuals contemplate past, present, and future actions. Traditional foods include round *challah* and apples with honey, symbolizing wholeness and sweetness for the new year. The *shofar* (ram's horn) is blown for the first time of the year on Rosh Hashanah. This fall holiday marks the beginning of the Jewish calendar year and commences the Ten Days of Awe, a 10-day period of repentance and prayer that culminates on Yom Kippur.

### **Yom Kippur:** Day of Atonement 10 *Tishrei*

Yom Kippur is one of the holiest days of the Jewish year. Through fasting and prayer, Jews reflect upon their relationships with other people and with God, atoning for wrongdoings and failures to take right action. The holiday ends at sunset with the final blast of the shofar for the year.

### **Sukkot:** Festival of Booths 15-21 *Tishrei*

This seven-day holiday commemorates the fulfillment of God's promise to bring the Israelites to the Promised Land after forty years of wandering. Traditionally, people build a *sukkah* (booth) in which they eat their meals. The *sukkah*, a temporary structure with a roof made of branches, is modeled after the huts constructed in the desert and gives the holiday its name. Sukkot is also celebrated with the shaking of the *lulav* (assemblage of palm, willow and myrtle branches) and *etrog* (a Middle Eastern lemon-like fruit). Agriculturally, Sukkot is a harvest festival.

### **Shemini Atzeret** 22 *Tishrei*

Celebrated the day after Sukkot, this is sometimes considered an extension of that holiday. *Shemini Atzeret* literally means "the assembly of the eighth (day)."

### **Simchat Torah** 23 *Tishrei*

Simchat Torah celebrates the completion of the annual Torah-reading cycle. After finishing the last sentence of the chapter *Devarim* (Deuteronomy), the Torah is joyously paraded seven times around the synagogue. The new cycle begins immediately with a reading from *Beresheet* (Genesis).

### **Chanukah:** Festival of Lights 25 *Kislev*

This is perhaps the Jewish holiday non-Jews are most familiar with, but theologically it's a minor Jewish holiday. Its eight days recall the Jewish victory over the Syrians and the miracle of the rededication of the Temple. Oil that was anticipated to last only one day lasted eight days instead. A menorah is lit for eight nights and *latkes* (potato pancakes) and *sufganiyot* (jelly donuts) are fried in oil to commemorate the story. Children play with *dreidls* (tops) and gifts are exchanged.

### **Tu B'Shevat** 15 *Shevat*

Tu B'Shevat is a biblical holiday that celebrates springtime renewal and growth. Traditions include eating fruit and planting trees. It is a holiday also known as the New Year for Trees. Many people consider this the Jewish Earth Day.

### **Purim** 14 *Adar*

Purim is a joyous holiday commemorating the rescue of the Jews by Queen Esther and her uncle Mordecai from the evil Haman. The story is read aloud and when Haman is mentioned in the *Megillah* (scroll of Esther), people turn *graggers* (noisemakers) to drown out his name. Traditions include parties, dances, *mishloach manot* (gift-giving), and eating *hamentashen* (three-corned, fruit-filled pastries).

**Passover** 15-22 *Nissan*

Passover celebrates the liberation of the Israelites from slavery and their exodus from Egypt. At the *Seder* (service and festive meal, literally “order”), the *Haggadah* (collections of text and commentaries on the Exodus) is read and symbolic foods are eaten. Throughout the eight days of Passover, nothing with leavening is eaten in remembrance of the departure of the Israelites, who could not wait for their bread to rise before fleeing Egypt. That’s why you see Jews eating *matzah* (unleavened bread) during Passover.

**Yom HaShoah:** Holocaust Remembrance Day 27 *Nissan*

This is the day chosen by the Israeli Knesset (Congress) in 1951 to mourn the millions killed in the Holocaust. The day is often commemorated with speeches by survivors and the reading of names. In Israel, a siren’s blast allows collective remembrance in a moment of silence.

**Yom HaAtzma’ut:** Israeli Independence Day 5 *Iyar*

On May 14, 1948, Israel was declared an independent state. Many Jews world-wide celebrate with parades, festivals and donations to Jewish charities.

**BIRTHDAY PARTY INVITATIONS**

If you are planning a birthday party for your child and would like to place invitations in cubbies, you must invite every child in the class. If you are planning a single-gender party, then you may place invitations in the cubbies provided you include every boy or every girl in the class.

**PARENT/TEACHER CONFERENCES**

During each academic year, we schedule parent/teacher conferences during the fall and spring. There will be no enrichment classes on the afternoons of the fall parent/teacher conferences, but we will remain open following the preschool day for Extended Care. In the spring, ECCE—both preschool and extended care—will close for one day for conferences. Please see your “Activities Calendar” for specific information regarding these days.

If you wish to meet with your child’s teacher outside of these conferences, please let your teacher or the director know, and we will be happy to set up a time for you to meet.

**RELEASE OF CHILDREN**

We are a lockdown facility, and as such, we ask that you do not give out your key fob to anyone else. If someone else is picking up your child, direct them to the CJCE’s main entrance upstairs. Tell the director in person or in writing, and we will inform the front desk who to expect.

Please be sure to keep the list of people to release your child to up to date.

**LEGAL CUSTODY OF CHILDREN**

If there is a custody issue regarding your child, a custody agreement must be on file the first day your child begins preschool. We will follow the custody agreement without alteration unless we have written, signed instructions otherwise.

**QUESTIONS OR CONCERNS**

If at anytime you have questions or concerns regarding any program offered within JCC Early Childhood, please let us know. We are interested in your input.

# JCC Early Childhood Care & Education

You may contact the director of Early Childhood, the on-site supervisor, or teachers in person, by phone, or over email.

## **PAYMENT POLICY & FEE INFORMATION**

Any payment questions should be directed to JFGD's Billing & Accounts Receivable, at 610-1555, ext. 125. Tuition fees for a school year become effective in August on the Monday following camp.

**Twelve-month Extended Care Parents** are responsible for full tuition each week. Parents are allowed a two tuition-free vacation weeks during the contracted year, running August-August. The Extended Care program includes morning preschool. There will be a slightly higher tuition charge during the summer camp program to cover extra expenses (swimming, field trips, specialists, etc.)

**Ten-month Extended Care Parents** (school teachers, full-time college students, etc.) are responsible for full tuition each week. This program includes morning preschool. The ten-month contract is not available for infants.

**Morning Preschool Parents** are charged an annual tuition for our academic year, which begins in August and runs through May. The total tuition is divided into nine equal payments. There is an additional fee for the weeks of preschool in the month of August.

**Play Care** is a program for parents who occasionally need more hours than morning Preschool. Play Care hours are billed each month for hours used in the preceding month. Play Care is billed per hour (or fraction thereof). Please check with us to see if there is space for your child to stay for Play Care ahead of time.

- **Statements are to be paid upon receipt.** If weekly or biweekly payments better suit your budget, please contact billing to arrange an alternate payment option.
- Parents will be allowed only *one* change to their Early Childhood Contract, temporary or permanent, without an administrative fee. Any changes made thereafter will result in a \$50.00 administrative fee for each change made to your contract regarding days or hours your child(ren) will be attending. This does not include requests for Play Care.
- There will be a reduction in tuition for additional children enrolled. Please ask for specific rates.
- JCC members receive discounted Preschool and Extended Care fees. If you would like to become a JCC member or receive information on becoming a member, please let us know.
- Parents in our Extended Care Program who have not picked up their child(ren) by 6 PM will be charged \$15.00 *per child* for every 15 minutes (or fraction thereof) to cover the cost of a delayed staff person.
- FINANCIAL ASSISTANCE MAY BE AVAILABLE. Please ask the preschool office for a scholarship application if needed. All information is kept strictly confidential.
- PARENTS WHOSE ACCOUNTS ARE IN ARREARS WILL HAVE THEIR CHILD(REN) WITHDRAWN UNTIL TUITION FOR ALL ECCE AND CAMP PROGRAMS ARE MADE CURRENT.

## **REGISTRATION FEE**

Due with Registration

There is a nonrefundable registration fee of \$50.00 for each child over 18 months and returning infants enrolled due with the registration. For new infants, the fee is \$100, \$50 of which will be applied toward the first week of tuition.

Registrations will not be accepted or processed without the registration fee.

## **ACTIVITY FEE**

Due by September 30 of the current school year or upon enrollment.

The Activity Fee is an additional fee charged to cover the cost of special events including field trips, concerts, Purim Carnival, guests, Share Shabbat, Passover Experience, etc.

Please see your contract form for pricing information. There will be no change in the activity fee regardless of the month your child begins attending.

## **CLOSINGS**

At the beginning of each school year, families are given an “Activities Calendar” which gives them program information and closing dates for the entire year.

JCC Early Childhood closes on certain Jewish holidays. Jewish holidays follow the lunar calendar and therefore fall on different days each year. Our Extended Care parents are not charged for days that we are closed for Jewish holidays.

**If your child only attends the morning Preschool program, there will be no change in tuition due to school closings for holidays or breaks.** Children are charged for the days that they are scheduled to attend class. The total school year tuition is then broken down into nine equal payments for fiscal management purposes, plus two weeks of preschool in the month of August.

Also, there are some days that our Preschool is closed, but our Extended Care is open. There will be no adjustment in the monthly total for these days.

**For legal holidays that JCC Early Childhood is closed** (New Year’s Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, the day after Thanksgiving, and December 25), **there is no change in your child’s tuition for either the Preschool or Extended Care programs.**

During the school year JCC Early Childhood will be closed for spring parent/teacher conferences, one staff professional day, and two teacher work days in August. Families are given the dates that we will be closed on the “Activities Calendar.” There is no change in your child’s tuition for either the Preschool or Extended Care programs.

Snow days are considered and computed into monthly preschool only fees. There will be no refund for snow days.

## **ABSENTEEISM**

There is no reduction of tuition for a child’s absenteeism due to illness, vacation, or legal holiday closings. The only exception is for specified, contracted vacation days for children enrolled in our twelve month extended care program.

## **WITHDRAWAL POLICY**

If you choose to withdraw your child from the JCC, you are responsible for payment of every day until the end of your two-week withdrawal notice provided to the Center in writing.

## **PLAN FOR SUPERVISION OF ALL CHILDREN IN THE EVENT OF AN EMERGENCY, SERIOUS INCIDENT, INJURY OR ILLNESS:**

All children will be supervised by JCC staff at all times.

The Child Enrollment and Health Information form asks you to choose whether or not you give the JCC permission to transport your child in case of emergency. We require that permission to be given in order to ensure the safety of all of our children.

If a child becomes seriously ill or injured, these procedures will be followed:

- Staff trained in first aid will provide first aid to child and remain with child.
- Another staff person will notify parent (children’s files are located in the office). If parents can’t be reached, staff will notify emergency contact noted in child’s file.
- If needed, staff will call Rescue Squad (911). Staff will accompany child to emergency room if parents are not available.

## *JCC Early Childhood Care & Education*

- Staff member will stay with the child until the parent/guardian assumes responsibility for the child's care.
- Child's file will be given to emergency personnel.

JCC Early Childhood staff will complete incident report. A copy will be given to parent/guardian within at least 24 hours following the incident/injury of child, a second copy will be put in child's file, and licensing will be notified and an incident report will be sent within 24 hours.

### **PROCEDURES FOR EMERGENCIES AND ACCIDENTS:**

#### **Medical, Dental and General Emergency Plan Information**

Jewish Community Center of Greater Dayton  
Boonshoft Center for Jewish Culture & Education (CJCE)  
525 Versailles Drive  
Dayton, Ohio 45459  
(937) 853-0373  
(937) 853-0378 fax

### **EMERGENCY TELEPHONE NUMBERS**

IN AN EMERGENCY JCC EARLY CHILDHOOD CALLS 911

Emergency Squad: 911  
Centerville Police Department: 433-7661  
Centerville Fire Department: 433-7644  
Children's Medical Center: 641-3600  
Miami Valley Hospital: 208-2444  
Poison Control: 222-2227  
Public Children's Service Agency: 224-5437

### **LOCATION OF:**

**Fire extinguishers,** Fire alarm systems and Electrical circuit boxes: The location of these items are written on the "Medical, Dental and General Emergency Plan". The plan is located in the office, each classroom, and the multi-purpose room.

**First Aid Kits:** First Aid Kits are located in the ECCE staff resource room, the infant room, at the CJCE front desk, the JFGD office suite, and one that travels with the Center buses. One also stays with the kindergarteners at all times.

**Children's Records:** Children's records are located in the office.

**Dental First Aid Chart:** Dental first aid charts are located in the office, classrooms, staff resource room, multi-purpose room.

**Child Safety Seat for Transportation:** A child car seat is located downstairs under the stairs near the preschool entrance door if needed for the safe transportation of a child in case of a family emergency.

**Instructions in case of a Dental Emergency:** Follow procedures on Dental First Aid Charts.

**Staff trained in First Aid/Communicable Diseases:** Staff members trained in First Aid/Communicable Diseases are listed on the Medical, Dental and General Emergency Plane.

**Staff trained in CPR:** Staff members trained in CPR are listed on the Medical, Dental and General Emergency Plan.

**IN CASE OF A GENERAL EMERGENCY**

**Fire:** Staff follow fire drill instructions located in each room. Everyone is to evacuate the building.

**Severe Weather:** Follow plans located in each classroom. Everyone is to go to inside rooms with no windows or to inside hallways.

**Threat of Violence:**

**Bomb threat** – Teachers will be notified to evacuate building in accordance with fire evacuation plan. **DO NOT USE CELL PHONES!**

**Other threats of violence** – Teachers will be notified that we are in a lock-down situation. Teachers will lead children to designated safe places and remain there until JFGD personnel or police notify that it is safe to exit the classroom.

**Loss of power, heat or water:** Building has emergency lighting in hallway. If it is deemed necessary, parents will be notified to pick up their children. Staff should use available cell phones if necessary.