



Parent Handbook

JEWISH COMMUNITY CENTER OF GREATER DAYTON

MISSION STATEMENT

The Jewish Community Center of Greater Dayton provides a universal sense of belonging in the hearts and minds of Greater Jewish Dayton. The creative programming ideas educate and impart Jewish values to all members of the community, regardless of age, creed, nationality, or religion.

PRESCHOOL PHILOSOPHY

At The Dayton JCC Preschool, we believe the experiences children have in their earliest years lay the foundation for a lifetime of learning and growth. Our school is more than a classroom; it is a warm, inclusive community where every family is welcomed, valued, and supported.

We are dedicated to creating a nurturing environment where children can grow with confidence, explore with curiosity, and develop a strong sense of self. By encouraging creativity and honoring each child's individuality, we inspire a lifelong love of learning and help children discover how they belong within a caring community.

Our approach is rooted in the understanding that children learn best through play, is guided by Jewish values, and informed by current best practices in early childhood education. Our curriculum is thoughtfully designed to spark imagination and engage all five senses. Through meaningful experiences, both indoors and outdoors, children are encouraged to explore, question, and create.

We support each child's unique developmental journey. In close partnership with families, we strive to nurture growth at a pace that honors and respects every child individually across all areas: cognitive, physical, social, and emotional.

The JCC Preschool is funded by the Jewish Federation of Greater Dayton.

HOURS OF OPERATION & CONTACT INFORMATION

HOURS OF OPERATION

7:30am to 5:30pm

Special events may happen outside of standard hours of operation and will have a posted schedule.

ADDRESS

Jewish Community Center of Greater Dayton

Boonshoft Center for Jewish Culture and Education

525 Versailles Drive

Dayton, OH 45459

PHONE NUMBER

(937) 853-0372

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PARENT INFORMATION

The Dayton Jewish Community Center's Preschool at the Boonshoft Center for Jewish Culture and Education offers facilities designed for the young child. With sensitive guidance from qualified, professional teachers, the children develop their unique personalities and learn to respect and consider others from all backgrounds.

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 provides all children with opportunities to appreciate the positive values of Judaism at an early age.

The goals of the curriculum are to:

- Promote a positive self-concept
- Respect individuality
- Encourage the development of each child's full potential
- Promote health, physical growth, and motor skills development
- Develop self-expression in art, music, dance, and drama
- Broaden intellectual horizons
- Help children observe, investigate, seek, acquire information, and think critically
- Develop socialization skills and positive interaction with peers

LICENSING INFORMATION: License #205676

The JCC Preschool is licensed to operate by the Ohio Department of Job and Family Services (ODJFS) and the Ohio Department of Children and Youth (DCY). This includes reports from the Health, Building, and Fire Departments. The license and reports are available for review upon written request from the ODJFS/DCY. The school'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.

STAFF-TO-CHILD RATIOS

We are authorized to serve children aged 10 weeks through 6 years. The staff-to-child ratios are as follows:

Age of children	Staff/child ratio
Infants (birth and under 12 months)	1 to 5 or 2 to 12 in same room
Infants (12 months and under 18 months)	1 to 6
Toddlers (18 months and under 2 1/2 years)	1 to 7
Toddlers (2 1/2 years and under 3 years)	1 to 8
Preschool - three years	1 to 12
Preschool - four and five years of age	1 to 14
School age - kindergarten to 11	1 to 18
School age - 11 years through 14 years	1 to 20

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 law, you may call toll-free (877) 852-0010.

ENROLLMENT PROCEDURES AND INFORMATION

Parents interested in enrolling must schedule a tour of the school and meet with the director or a designated staff member before a child is enrolled and begins attending preschool.

Checklist to turn in:

- ☐ Handbook form
- ☐ Registration form
- ☐ Media permission form
- ☐ Child enrollment and health information form (JFS01234)
- ☐ Child medical statement for childcare (JFS013050)
- ☐ Tuition Express form
- ☐ One call notification system form
- ☐ Parent network registration
- ☐ Key fob agreement
- ☐ Billing and credits information sheet
- ☐ General permission slip form
- ☐ General Release

Enrollment information:

- ☐ Preschool calendar
- ☐ Jewish 5-year calendar
- ☐ Closing policy

All forms must be filed with The JCC Preschool before a child can begin attending the school. In compliance with ODJFS and DCY, a medical form (JFS01305), signed by a physician or certified nurse practitioner, is due within 30 days of a child starting at the school. Please note that if your child has a current health or medical condition that requires childcare staff to provide child-specific care, a medical/physical care plan (JFS01236) must be completed and kept on file at the school.

CONTRACT INFORMATION

Parents will be given a contract in February for the following academic year that specifies the tuition amount for their child(ren). Contracts begin on the Monday following the end of summer camp and run through the end of the following summer camp. Children are automatically enrolled in summer camp. Any tuition increase for the school will be published in the registration form for the upcoming school year.

REQUIREMENTS FOR ENROLLMENT

Criteria for admission to the program are based on age and available space. Teacher-to-child ratios and the number of children per classroom determine available space. Infants may begin at 10 weeks old. All children must be enrolled full-time.

ARRIVAL AND DEPARTURE AT SCHOOL

Please be sure to bring your child into their classroom and ensure the teacher acknowledges both of you. At the end of your child's day, please let the teacher know they are leaving. The children will be greeted and signed in when they arrive, and signed out when they get picked up, with accurate attendance records kept.

For K-Club students, parents/guardians must provide written permission for their child to be transported by bus. Upon arrival, a staff member will escort children who arrive by bus from another school or program to their appropriate class. Parents and/or a child's primary school will be asked 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 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. To get into The JCC Preschool or infant room, you must use an activated key fob. Each family is provided with two fobs upon their first day at the school. If you lose one, you will be charged for a replacement. Once your family leaves the school, the fobs must be returned, or you will be billed.

Do NOT give your fob to anyone. Instead, have them come to the building's front door and check in at the front desk.

PARENT NETWORK INFORMATION

Our school has an active Parent Network run by parent volunteers. The parents help with various activities and events throughout the year.

ADMINISTRATION OF MEDICATION

The administration of medication, food supplements, or special diets for any child at the JCC Preschool will be carried out only with written authorization from a physician and a parent/guardian's signature. The administration of the medication, food supplements, or special diets for any child shall be carried out or supervised by the staff member. Forms used by The JCC Preschool comply with ODJFS and DCY requirements.

PRESCRIBED MEDICATION

Medications are to be sent to the 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's request for administration of medication form must be filled out, signed, and dated by the parent/guardian.

School-age children who can use inhalers will be supervised by school staff.

FOOD SUPPLEMENTS

A doctor's written prescription, upon the parent/guardian's request for medication administration, is required. 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 the parent/guardian and include clear instructions for dispensing the food supplement to the child.

MODIFIED DIETS

Parents/guardians are required to provide written notice to the school on the child enrollment and health information form, and on the parent/guardian request for the administration of medication form, if their child needs a modified diet due to allergies.

NONPRESCRIPTION MEDICATION

The child's name needs to be on the container, and all medications must be in their original containers. All nonprescription medications require that the parent/guardian request the administration of the medication form be filled out, signed, and dated by a parent or guardian, and that the form include clear instructions for dispensing the medication. The school will follow the manufacturer's application guidelines unless a doctor provides specific instructions and signs a form. A doctor's written prescription on this form may also be necessary. Please see the director to determine if your medication does.

NONPRESCRIPTION TOPICAL PRODUCTS AND LOTIONS

A parent/guardian must complete a permission form for school staff to apply nonprescription diaper creams and sunscreens to their child. Non-prescription lotions and balms do not need a permission form. The school will follow the manufacturer's guidelines regarding application for all topical products. When used for skin irritations, such as diaper rash, the topical product will not be applied by the school for more than 14 consecutive days at any one period of time.

Please consult the director if you have any questions.

ILLNESS AND THE MANAGEMENT OF COMMUNICABLE DISEASE

If your child is ill with a communicable disease, please let us know as soon as you can. A communicable disease chart is posted in the preschool for use by staff and parents. If children are 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 the other children but within sight and hearing of a teacher.

Mildly ill children with minor cold symptoms or who are not well enough to participate in activities will be closely observed for signs of worsening. Parents will remain informed of the child's condition. The director shall determine whether the child should be discharged immediately.

Staff members are instructed to remain at home when ill. A substitute staff member will be used to ensure classrooms maintain child-to-staff ratios. School staff is trained in handwashing and disinfecting procedures, First Aid/CPR, recognition and management of communicable diseases, and recognition of child abuse.

Children may return to school when they have been fever-free and symptom-free for 24 hours without the aid of a fever-reducing medication. If a child requires medication, they can return to school after being on the proper medication for 24 hours or with a doctor's note.

If your kindergartener is too ill to attend kindergarten, they cannot attend our preschool that day either. They can return to our preschool once they are well enough to attend kindergarten.

IMMEDIATE MEDICAL DISCHARGE POLICIES

A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to their parent/guardian or other caregiver:

- Untreated, infected skin patches, unusual spots, or rashes
- Sore throat or difficulty swallowing
- Vomiting
- Evidence of lice, scabies, or other parasitic infestation
- Diarrhea
- 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
- Conjunctivitis (pink eye)
- Redness of the eye or eyelid, obvious discharge, matted lashes, 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

HEAD LICE POLICY

In the event of an incident, a child with head lice will be sent home, and all parents will be notified. The child will be checked by staff before being allowed to return to the classroom. Only children whose heads are clear of nits (eggs) or lice will be allowed to return to school. If we have active lice infestations, we will check every child's head daily.

INCIDENT/INJURY REPORTS

In the event of an accident or injury, an incident report will be completed and a copy given to the parents/guardians within 24 hours of the incident. In situations requiring emergency transport, the incident report will be available at the school for parents/guardians within 24 hours following the incident. Incident reports are filled out if first aid is given to a child for any reason. Incident reports are kept in the children's files at the school. If injury requires immediate medical attention, a copy of the incident report will be sent to our licensing specialist at the ODJFS and DCY. Sometimes reports are filled out because of an incident that occurred, even when there's no injury. Copies of these reports will also be given to parents/guardians within 24 hours of the incident.

An incident/injury report form will be completed when a child has:

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

FIRST AID AND SAFETY POLICY AT SCHOOL

In each room used by The JCC Preschool, plans are posted for fire emergencies, weather alerts, general emergency instructions, and emergency phone numbers. Phones are available for teacher use in most classrooms, the teacher workroom, and the offices. Cell phones are taken by teachers on field trips.

Dental emergency charts are in the office, teacher workroom, and multi-purpose room.

Our staff members are trained in First Aid and CPR. First aid kits are kept in several areas around the building. AEDs are located in two areas in the building. Teachers on all field trips take a First Aid kit.

The administrators and staff members of the school are required to report their suspicions of child abuse or child neglect to the Children's Services Board. Please see the number listed in the administrator's 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 people on the premises.

Children will be guided with positive reinforcement and instructed in the acceptable behavior expected in an age-appropriate preschool environment (e.g., "Please walk," rather than "Don't run").

The teacher will facilitate cooperative skills to help children learn to interact with others and develop problem-solving skills. Redirection may be used, as well as removal from the situation until the child is ready to interact appropriately with their classmates. If numerous attempts to guide a child toward appropriate behavior have been exhausted, a brief period of restoration will be initiated in the child's classroom. The child will be informed as to the consequences of their unacceptable behavior. Dangerous behavior may necessitate removing a child from their classroom. The child will be taken to the office, and a parent will be notified. The child may be suspended or disenrolled at the director's discretion, depending on the severity of the behavior.

CHILD GUIDANCE AND MANAGEMENT

The JCC Preschool staff members are assigned to supervise a specific child or group of children and shall be responsible for their guidance and management, as stated in the ODJFS/DCY Child Care Center Rules.

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
- If necessary, we may bring in specialists to complete an observation and help create a behavior management plan

CLASSROOM ROSTERS

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

FIELD TRIPS AND TRANSPORTATION

Written permission from a parent/guardian will be required for all trips. Trips will be announced to parents by a permission slip, on bulletin boards, or by email. A signed and dated permission slip from a parent/guardian, returned to the school, is required for all field trips.

Preschool parents may be asked to volunteer their services to drive and help chaperone the children with the teachers. The lead teacher will have an attendance sheet of all the 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 school 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 school.

Seat belts, harnesses, car seats, or boosters will be used for all preschool children on field trips. Parents/guardians are responsible for providing a car seat for their child. Please label your child's car seat with their name.

A teacher trained in CPR and first aid will accompany the children on all field trips. Teachers will carry first-aid kits and cell phones on all field trips.

KINDERGARTEN TRANSPORTATION

Kindergarteners attending local schools may be picked up after kindergarten and transported to the school, with an annual permission slip. Children will each wear a nametag or shirt with the school's name, address, and telephone number. Please return the nametag to school if it is taken home. Teachers will have a copy of the Child Enrollment and Health Information form for each child with them on every field trip.

MEALS AND SNACKS

Snacks will be served twice a day and will include at least two of the four basic food groups. Milk will be served once per day. Fruit or vegetables will be served once per day.

Lunches are brought from home and must be well-balanced. They should contain one protein serving, one grain serving, and two servings of fruits and/or vegetables. Lunches must be brought in containers that provide safe storage for foods that need to be kept hot or cold. Please include an ice pack if anything needs to stay cold. Please use non-breakable containers in our younger classrooms. Please be aware that we do not have a way to reheat lunches. The children do not share lunches because of kosher requirements and food allergies.

Please send in foods your children have eaten at least 3 times at home to avoid any allergic reactions at school.

Please note that all circular foods, such as grapes, hot dogs, or carrots, must be cut longways to prevent choking.

All foods served by the school are kosher.

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

BIRTHDAY TREATS

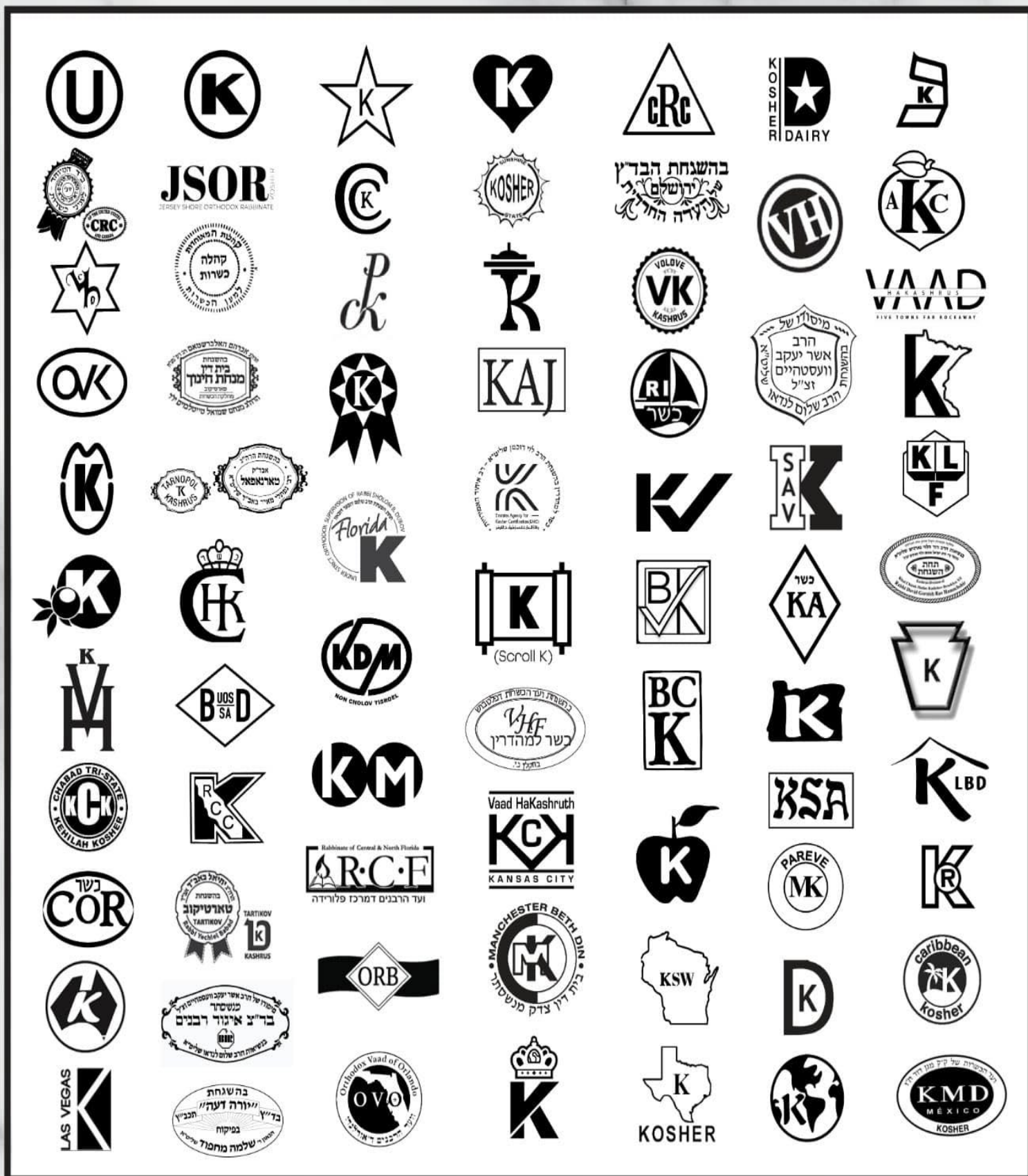
Children are encouraged to celebrate birthdays at school by sharing a special snack.

All birthday treats must be KOSHER and marked with an acceptable kosher symbol.

Appropriate symbols are shown on the following page. If you would like a separate handout, they are available in the preschool office. Birthday cakes or cupcakes can be baked at school for special occasions. If you have any questions, please speak to your child's teacher.

JSOR Kashrut Symbols

JERSEY SHORE ORTHODOX RABBINATE



In Honor of Sarah & Eddie Esses • In Honor of Norma & Nissim Matalon

By Sylvi & Joey Esses and Family

PEANUT AND TREE NUT FREE POLICY AND OTHER SEVERE FOOD ALLERGIES

Peanut and tree nut allergies are often life-threatening. Therefore, we have adopted a **no-peanut-or-tree-nut policy**. We view this as "*pikuach nefesh*," Hebrew for "saving a soul" or "saving a life." It is a significant value in Judaism. "No peanuts or tree nuts" means that there are no peanut or tree nut products in any of our children's lunches.

Examples: peanut butter, cashew butter, almond butter, hazelnut spreads, many types of granola bars, and trail mix.

Other severe food allergens may be limited or banned in specific classrooms.

We realize this is an inconvenience for families without nut allergies. However, we can provide you with a list of alternative foods.

If you have any questions, please consult the school director.

PLAYGROUNDS AND GYM INFORMATION

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

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

The JCC building has a multi-purpose room for large-motor activities when the playground is unavailable. Gym equipment is available for use.

SUMMER PROGRAMMING

We provide a summer camp program called Camp Shalom "Fun in the Sun." We offer water play for all age groups during the summer. We bring in specialists, and our oldest children go on field trips.

SWIMMING AND WATER SAFETY

A permission slip form to participate in water activities must be signed and dated each year by a parent or 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. A certified lifeguard and/or certified water safety instructor will supervise all water activities in pools with two feet or more of water.

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

During the summer, children should bring a swimsuit, swim shoes (close-toed), and a towel daily for water play. (Swim diapers should be brought for children who are not using the toilet yet.) The items should be labeled with your child's first and last name and stored in a waterproof bag.

NAPTIME

Cots are provided by the school for children 12 months and up. Parents bring in bedding at the beginning of each week. We will send bedding home each week for laundering. The school provides crib sheets for the infant rooms. Some children also bring small pillows or stuffed animals. Please make sure your child's name is on all items.

APPROPRIATE DRESS FOR CHILDREN

Children should dress comfortably to play both indoors and outdoors each day. Gym shoes are best because both of our playgrounds are covered with rubberized mulch. At least one change of clothes and shoes is needed at school for toilet and other accidents. Please make sure that all clothing is clearly marked with your child's name. Shoes must be closed-toed.

TRANSITIONING A CHILD TO THE NEXT AGE GROUP

Children are transitioned into an older classroom when they 1) meet the age requirement for the class and 2) are developmentally ready to transition into an older classroom. This usually happens in August at the start of the school year, but some children might be moved at different times depending on age and development.

Children transitioning into our toddler room will do so when developmentally ready between 18-20 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 is in.

If parents have any questions or concerns about their child transitioning to another classroom, they should contact the school's director.

Additionally, all children transitioning to a different school after summer camp may be assigned to a classroom of their own between the end of summer camp and their school's start date.

ABSENTEEISM

Please let us know if your child will not 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.

HOLIDAY AND OTHER SCHOOL CLOSINGS

Our school 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 that provides programming information for the entire year, including these holidays. Please note the days that we are closed.

There will be no change to preschool fees on days we are closed for Jewish holidays, winter, or spring breaks. These days are considered and computed into monthly fees.

For legal holidays when the school is closed (New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, Christmas, etc.), there is no change in your child's tuition for the preschool.

During the school year, the preschool will be closed for spring and fall parent-teacher conferences, as well as for some staff preparation, training, and professional development days.

CLOSINGS DUE TO WEATHER

Emergency closings due to snow and weather conditions will be announced on local television stations and their respective websites. When snowy and/or icy conditions exist, watch local station WHIO or check their website to see our school's status. Information can also be found on our website.

We also utilize One Call to inform our families and staff of any delays or closures. You will be given a form to fill out with your phone numbers so that we can contact you as soon as possible with information about delays and closures.

Snow days are considered and computed into monthly preschool 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 stay open as long as we can do so safely. We always consider the safety of the children and staff first.

We watch the local weather reports and what nearby school districts are doing. Please note that if Centerville Schools, or other nearby schools, are closed or delayed, our school may still be open. The most accurate information will come from One Call.

JEWISH HOLIDAY CELEBRATIONS

In 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, Sukkot, Purim, Chanukah, and Passover.

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

Throughout the school year, we will send home information about Jewish holidays, Jewish culture and history, and how we teach the children about them.

HOLIDAY OVERVIEW

All Jewish holidays begin the evening before the date listed. This is because, in the Jewish calendar, a 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 our calendar, please check the activities calendar for dates for each school year. For example, Rosh Hashanah takes place in the Hebrew month of Tishrei on the first and second days. This date on our calendar will change year to year.

SHABBAT – Celebrated Each Week

The Jewish Sabbath commemorates G-d's rest on the seventh day of creation. Shabbat begins just before sunset on Friday and ends just after sunset on Saturday. Traditionally, there are special blessings, candle-lighting, and a festive meal on Friday evening. Jewish synagogues hold services on Saturday morning and often on Friday night. Each of our classes celebrates Shabbat on Friday 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, a 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 on their relationships with other people and with God, atoning for wrongdoings and failures to take the right course. 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 G-d'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 by shaking the lulav (an assemblage of palm, willow, and myrtle branches) and the 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 Bereshit (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. Chanukah is eight days long and recalls 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) are fried in oil to commemorate the story. Children play with dreidels, and gifts are exchanged.

TU B'SHEVAT – 15 Shevat

Tu B'Shevat is a holiday that celebrates springtime renewal and growth. Traditions include eating fruit and planting trees. It is also known as the Birthday of the Trees. Many people consider it 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 from Esther), people turn groggers (noisemakers) to drown out his name. Traditions include parties, dances, mishloach manot (gift-giving), and eating hamantaschen (three-cornered, 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). 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 – 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 – 5 Iyar

Yom HaAtzma'ut is Israeli Independence Day. On May 14, 1948, Israel was declared an independent state. Many Jews worldwide 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 class.

PARENT/TEACHER CONFERENCES

We schedule two conferences throughout the academic year: one in the fall and one in the spring. We will possibly be closed to children on these days. If you wish to meet with your child's teacher outside of these conferences, please let your teacher or the director know. We will be happy to set up a time for you to meet!

QUESTIONS OR CONCERNS

If at any time you have questions or concerns regarding any program offered within our school, please let us know. We are interested in your input.

You may contact the director, the assistant director, the on-site supervisor, or the teacher in person, by phone, or by email.

LEGAL CUSTODY OF CHILDREN

If there is a custody issue regarding your child, a custody agreement or parenting plan must be on file on the first day your child begins school. We will follow the agreement or plan unless we have written, signed instructions to the contrary.

PAYMENT POLICY AND FEE INFORMATION

All payments are made on Tuition Express. The form for this is part of your initial paperwork. Through Tuition Express, you can pay by credit card or from a bank account. There is an added fee when using a credit card. We do not accept American Express.

Financial assistance may be available. Please ask the preschool office for the financial aid application if needed. All information is kept strictly confidential.

There will be a reduction in tuition for additional children enrolled. Please ask the preschool office for specific rates.

Parents who have not picked up their children by 5:30 **will be charged \$15 per child for each 10-minute interval (or fraction thereof)** to cover the costs of staff who were delayed.

REGISTRATION FEE

There is a non-refundable registration fee of \$100 for each child enrolled with the registration. Registration forms will not be accepted or processed without the registration fee.

WITHDRAWAL POLICY

If you choose to withdraw your child from the school, you are responsible for payment for each day until the end of your two-week written withdrawal notice provided to the school.

PROCEDURES FOR EMERGENCIES AND ACCIDENTS

MEDICAL, DENTAL, AND GENERAL EMERGENCY PLAN INFORMATION

Jewish Community Center of Greater Dayton
Boonshoft Center for Jewish Culture and Education
525 Versailles Drive
Dayton, OH 45459
(937) 853-0372

EMERGENCY TELEPHONE NUMBERS

IN AN EMERGENCY, JCC PRESCHOOL CALLS 911

Emergency Squad: 911

Centerville Police Department: (937) 433-7661

Centerville Fire Department: (937) 433-3083

Children's Medical Center: (937) 641-3000

Miami Valley Hospital: (937) 208-8000

Poison Control: (800) 222-1222

Ohio Department of Job and Family Services: (614) 466-6282

Ohio Department of Children and Youth: (614) 466-1213

IN CASE OF A GENERAL EMERGENCY

FIRE

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

SEVERE WEATHER

Follow the plans located in each room. Everyone goes inside rooms with no windows or into the hallways.

EMERGENCY EQUIPMENT LOCATIONS

FIRE EXTINGUISHERS, FIRE ALARM SYSTEMS, AND ELECTRICAL CIRCUIT BOXES

The location of these items is written on the "Medical, Dental, and General Emergency Plan." The plan is in the office, each classroom, and the multi-purpose room.

FIRST AID KITS

First Aid kits are in the staff resource room, the infant room, at the building's front desk, and one travels on the school bus. A first aid kit 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, and multi-purpose room.

CHILD SAFETY SEAT FOR TRANSPORTATION

A child car seat and booster are available in the preschool for the safe transportation of a child in case of a family emergency.

CHILD EMERGENCY

The Child Enrollment and Health Information form asks you to choose whether you give the JCC permission to transport your child in case of emergency. We require permission to ensure the safety of all our children.

THREAT OF VIOLENCE

BOMB THREAT

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

OTHER THREATS OF VIOLENCE

Teachers will be notified that we are in lockdown. Teachers will lead the children to designated safe places and remain there until building personnel or police notify them that it is safe to exit the classroom.

LOSS OF POWER, HEAT, OR WATER

The building has emergency lighting in the hallway. If it is deemed necessary, parents will be notified to pick up their children. Staff should use available cell phones if necessary.

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

1. Staff trained in first aid will provide first aid to a child and remain with the child.
2. Another staff member will notify parents (children's files are in the office and in the child's classroom). If parents can't be reached, staff will notify the emergency contact noted in the child's file.
3. If needed, staff will call the rescue squad (911). Staff will accompany the child to the emergency room if the parents are unavailable.
4. A staff member will stay with the child until the parent/guardian assumes responsibility for the child's care.
5. The child's file will be given to emergency personnel.
6. The school's staff will complete an incident report. A copy will be given to the parent/guardian within at least 24 hours following the incident report. A second copy will be placed in the child's file, and licensing will be notified by phone within 24 hours, and an incident report will be sent within 48 hours.



The JCC
Preschool

PARENT HANDBOOK ACKNOWLEDGMENT FORM

By signing this, you acknowledge that you have read, understand, and are willing to adhere to the policies in this parent handbook.

Signature
Printed Name
Date

Please sign, date, and return to the office.