



Early Childhood  
Education Center

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at Temple Beth Tikvah

# Family Handbook 2014-2015

Dear Parents:

Welcome to an exciting and new year at Temple Beth Tikvah's Early Childhood Education Center. We have many fun and enriching programs to add this coming year. Below is a sampling of the many activities your child will engage in here at Temple Beth Tikvah:

- Small and large group activities: Our children will focus on fine motor skills, learning appropriate social skills, and engaging in creative art.
- Music Enrichment Class: Our children will learn Jewish holidays, stories, Torah and Mitzvot as they sing, dance, and exploring different music instruments.
- Movement Enrichment: Our children will engage in gross motor development as they use parachutes, scooter boards, beanbags, and obstacle courses, as well as other movement classes.
- Cooking: Our children will use their senses while they touch, smell, and taste as they discover all the joys of making challah, snacks, drinks, play dough and an array of developmentally appropriate cooking activities.
- Playground Time: Our children will go outside daily for 30 minutes (weather permitting). The playground provides children a wonderful outlet for gaining confidence physically, to explore tactilly, socialize, and most importantly exercise.
- Kabbalat Shabbat: Each week, our children will have a very special Shabbat in the sanctuary. All of the classrooms gather together to sing Shabbat songs, learn about holidays, talk about God, give Tzedakah, and learning Mitzvot. This opportunity enables all the children to create special Jewish memories.

It is an honor that you have chosen Temple Beth Tikvah as the start of your child's Jewish Education. We look forward to seeing your child's growth and development throughout the course of the year.

Shalom,  
Jenifer Friedman  
Early Childhood Education Director

## **Hours of Operation**

**Classes are held Monday-Friday from 9:30am-1:30pm**

## **Preparation for Each Day**

Plan your school mornings to be unhurried, rested, well fed, and relaxed. Do not allow your insecurity and fear transfer to your child. Preschool aged children will sense your uncertainty. Talk to your child about school positively and tell them some of the activities that will take place during the day. Use their teacher's names as often as possible, so your child will become familiar with them. It also helps to be on time for drop off and pick up. Sticking to a routine helps your child's adjustment.

If your child has a difficult time adjusting to school, please talk to his/her teacher or the Director. Feel free to call the office and check on your child. It helps to know that your child's tears have subsided.

## **Clothing:**

Please remember that this is preschool when getting your child dressed in the morning. We paint, glue, play outside, color, etc. The teachers do their best to smock the children, but sometimes the quest for independence and fun can be quicker than the eye. Please dress your child in easy to manage play clothing. Preschool aged children want to be independent, please help them by giving them the appropriate clothes. We do play outside during the cold Winter months. Please dress your child accordingly to the weather, including a coat.

## **Inclement Weather:**

Temple Beth Tikvah's ECEC will close if Fulton County and/or Cobb County Schools are closed for inclement weather. We **do not** make up days due to weather. We will utilize email and social media in order to keep you posted of school closings.

## **Parent/ Teacher Conferences:**

There will be two opportunities for parent/ teacher conferences. These conferences will enable you and the teachers to discuss your child's growth and development. The conferences will take place on November 10 and March 16. Children do not attend the conference, but we do provide babysitting during your conference time.

## **Communication**

Each week your child will come home with a written note or report about the week at school. I will send out weekly emails concerning upcoming school wide and Temple events. N Please check your child's folder everyday for any important information.

## **Birthdays**

We love birthdays here at Temple Beth Tikvah. We welcome parents to come into the classroom to help celebrate their child's birthday. Please discuss with your teacher the best time to come and celebrate.

We are happy to pass out birthday invitations **ONLY** if you are inviting the entire class.

## **Snacks & Lunch**

Classes will be asking for each child to bring in an individual snack. Please send in a dairy lunch. Be sure to have your child's name clearly marked on lunchboxes and any other items such as cups or plastic containers you would like returned. Thank you so much for your help.

## **Allergies**

Please let your child's teachers and director know if your child has any allergies to food, medicine, insects, etc. Also-please keep in mind that although your child may not suffer from any allergies, there may be a child in the class that does. Please be cognizant of this when choosing snacks for the classroom. If your child requires an Epi-pen, Benadryl, or other allergy medicine, please put it in a baggie, with child's name, dosage, and any other relevant information. These medicines will only be administered in case of an allergic reaction.

## **Release:**

Please provide a written letter when having someone other than you or their normal carpool person pick them up. We will ask for photo identification for that person. ***Your child's safety is our number one concern.***

### **Parent Involvement:**

Research has shown that children excel educationally when their parents understand and support the goals and programs of the school. We want and need your support. Please come and get involved. The teachers will inform you of the many ways to become active within the classroom. I look forward to working with each and every one of our families.

Temple Beth Tikvah provides many activities and programming for the whole family. TBT wants you to feel comfortable in all that TBT provides. I will always keep our families updated on TBT programming!

### **Communicating with Teachers:**

Communication with your child's teachers is important. We ask that you please be respectful in your method and timing of your communication. If you need to contact a teacher during school hours, please call the school 678-350-0076 and I will get her for you. Teachers are not permitted to be on their cell phones at all during school hours. If you would like to speak to a teacher during non-school hours, we ask that you send an email asking her to get in touch with you, and she will respond.

### **Social Media:**

Although we love to show and share the wonderful things going on here in the ECEC, we ask that you be mindful of other people's privacy regarding postings on any social media sites. You will be given a publicity release form from the school; however when posting on your own, we ask that you do not "tag" or name others in order to prevent names from becoming public. In order to avoid any potential issues, we ask that you just ask other parent's if they mind if you post something that may include their child's image.

## Carpool

In order to make carpool a success, we must all work together and participate positively. This is for the safety and best interest of your child(ren).

### Morning Carpool:

- Morning carpool begins at 9:30 and ends by 9:45 am.
- Please enter the parking lot and turn right and follow it around so the passenger side is closest to the building.
- Please wait for a teacher to take your child from the car.
- **Children may only exit and enter the car through the passenger side. THIS IS FOR THEIR SAFETY!!**

### Afternoon Carpool:

- In the afternoon, the carpool line will form in the same manner as in the morning.
- Please remain in your vehicle until your child is brought to you.
- We will load 3-4 cars at a time. **Please do not pull around any cars until we let all the cars go as a group.**
- Children will enter the car through the passenger side of the vehicle.
- If you choose not to use afternoon carpool, we please ask that you park your vehicle in a legal parking spot and come into the school by 1:20 pm to pick up your child.
- **Early Childhood teachers cannot buckle children into car seats for liability reasons.**

### Carpool Reminders:

- Turn off all vehicle engines while loading and unloading the children.
- Do not talk on your cell phone while utilizing the carpool line. Your child wants your attention and is extremely happy to see you each time you pick them up.
- Please send in a signed note to your child's teacher if they are not going home with their usual carpool. For your child's protection, verbal authorization is not accepted.
- Vehicles may not pass other vehicles in line. This is for everyone's safety.
- If someone else is picking up your child, please make them aware of our carpool system.

**The Board of Education at Temple Beth Tikvah has issued a policy regarding late pick up from the Preschool. The policy states: "If you arrive after 1:45 pm, the driver will pay \$1.00 per minute". The money collected will be used towards tzedakah.**

## Illness Policy:

Children must be kept home when they have the symptoms of a contagious illness. This policy protects the recovering child, whose resistance to new infection is low, as well as his/her classmates and teachers.

We would appreciate it if you would contact the ECEC office by phone or email by 9:30 a.m. if your child will be absent.

### **While physicians may differ in their return-to-school policy, the TBT ECEC policies for illness are as follows:**

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| Fever:                        | Child should be free of fever without suppressants for at least 24 hours. <b>We define a fever as 99.5 degrees or higher.</b>   |
| Diarrhea:                     | Child should be free of diarrhea for at least 24 hours.   |
| Ear Infection:                | Child must be on antibiotics for at least 24 hours.   |
| Conjunctivitis:               | Also known as Pink Eye. Child may return to school when discharge from eyes has stopped. For bacterial conjunctivitis, this is usually 48 hours after starting antibiotic eye drops. Consult a physician for viral infections. Some ophthalmologists recommend keeping a child home for 7 days.   |
| Fifth Disease:                | Also known as human parvovirus B19, Fifth Disease is a mild illness and not serious in healthy children. However, it can cause serious complications during pregnancy. Because there could be pregnant employees and parents at our school, we ask that your child stay at home if you notice symptoms such as a low grade fever, tiredness, or cold-like symptoms. Once your child breaks out in the rash( which looks like slapped cheeks and/or a lacy itchy rash on the trunk of the body) they are no longer contagious. |
| Chicken Pox:                  | Child may return to school when all lesions are crusted over.   |
| Hand, Foot and Mouth Disease: | Also known as coxsackievirus, child may return when free of fever without suppressants for at least 24 hours and is behaving normally.  |
| Head Lice:                    | The TBT ECEC honors a no-nit policy. Child may return to school after the removal of all lice and nits. The ECEC staff will conduct lice checks on an as- needed basis.   |
| Pin Worms:                    | Child may return to school 24 hours after treatment. If re-infection occurs, which is common, child must remain home for an additional 24 hours after treatment.  |

Rashes:	Child should be cleared by a physician and written document for return-to-school from the physician is required.
Ringworm:	Child may attend school 2 to 4 days following the start of appropriate anti-fungal cream treatment.
Runny Noses:	Clear runny noses without other symptoms are acceptable. Thick or discolored mucus may be related to an infection and the child should not attend school. If your child has an excessive thick or discolored mucous, and is unable to verbalize the need for help or is unable to care for the runny nose him/her self, you will be called to pick your child up.
Strep Throat:	Child must be on antibiotics and free of fever without suppressants for at least 24 hours.
Vomiting:	Child should be free of vomiting for at least 24 hours.

**IF YOUR CHILD IS STILL ON MEDICATION, PLEASE INFORM US AND MAKE SURE THEY ARE READY TO FULLY FUNCTION IN THE CLASSROOM ENVIRONMENT.**

- **If a child becomes sick during school, we will isolate him or her from the other children. Parents will be called to pick them up immediately with a 45 minute window. If we are unable to contact you or you are unable to get your child within the 45 minute time frame, we will proceed to contact the first person on your emergency list.**
- **We are not permitted to administer aspirin, Tylenol, or any fever suppressant.**
- **Contagious illnesses (strep throat, chicken pox, lice, and certain rashes) must be reported to the office immediately. A written note will then be sent home to the child's classmates.**
- **We understand that there may be a difference in opinion regarding our sick policy. Please keep in mind that these policies are in place for your child's protection.**

## Biting Policy:

Biting is a natural developmental stage that many children go through. It is usually a temporary condition that is most common between thirteen and twenty-four months of age. The safety of the children at the center is our primary concern. The center's biting policy addresses the actions the staff will take if a biting incident occurs.

Toddlers bite other toddlers for many different reasons. A child might be teething or overly tired and frustrated. He or she might be experimenting or trying to get the attention of the teacher or his peers. Toddlers have poor verbal skills and are impulsive without a lot of self-control. Sometimes biting occurs for no apparent reason. The center will encourage the children to "use their words" if they become angry or frustrated. The staff members will maintain a close and constant supervision of the children at all times.

The following steps will be taken if a biting incident occurs at our center:

- The biting will be interrupted with a firm "No...we don't bite people!"
- Staff will stay calm and will not overreact.
- The bitten child will be comforted.
- Staff will remove the biter from the situation. The biter will be given something to do that is satisfying.
- The wound of the bitten child shall be assessed and cleansed with soap and water. If it is determined that there was a blood exposure further steps need to be taken.
- The parents of both children will be notified of the biting incident. Appropriate forms will be filled out (Incident Report).
- **Confidentiality of all children involved will be maintained.**
- The bitten area should continue to be observed by parents and staff for signs of infection.

**Temple Beth Tikvah Early Childhood Education Center requires that divorced/separated parents provide the school with documentation of legal custody, and visitation arrangements.** We do not require the entire divorce decree, only the portion that pertains to custody.

The custody agreement or court order must clearly spell out any restrictions on access to school records or contact by a non-custodial parent, if applicable. All information will be kept confidential.

Please understand that requiring this legal documentation is for the safety and protection of your child. The Temple Beth Tikvah Early Childhood Education Center must abide by the court's ruling.

Effective July 1, 2012, Georgia law requires anyone who comes into contact with children to report suspected abuse or maltreatment. This includes all volunteers in the ECEC. Volunteers may be mystery readers, room moms, helping the class with an art/cooking project etc. Please see the below link for more information and training.

<https://www.gocftrainingonline.com/>

#### **Open Door Policy**

I welcome your feedback and comments. School office hours are 9:00am - 2:00pm. Please feel free to come by, call or email me.

Office Phone 678-350-0076

Email [preschool@bethtikvah.com](mailto:preschool@bethtikvah.com)