

The Emery & Mimi Green Chabad
Preschool

Parent Handbook 2019/20/21



6700 NW 44TH Street
Lauderhill, FL 33319
Chabadftlauderdale.com
954 733 5333

Dear Families,

Welcome to the Emery & Mimi Green Chabad Preschool! We are honored, that you have chosen our program for your child's education. Over the years our program has become famous for our motto of LOVE, LAUGH, LIVE & LEARN. Our carefully selected team of educators have skillfully created a harmonious environment in which love is the foundation to learning. Our school's progressive teaching approach allows every child to grow and progress in ways unique to each individual, encouraging the child to explore new things each day.

Our school atmosphere is based on the principles of Love and Respect, teaching the children awareness of their surrounding and the ability to problem solve and team work on their own. That same love and respect is felt between parents and administration, as we welcome concerns and feedback and invite all parents to be an active part in all our activities.

The Parent Handbook has been compiled to help smooth transitions and make your child's experience the best it can be, please take the time to read through the entire booklet. If you have any questions, feel free to contact me during office hours.

We are looking forward to another wonderful year of love, laughter, exploration & learning!

Sincerely yours,

Estie Chanowitz

The Emery & Mimi Green Chabad Preschool Director

REMEMBER:

Keep this Parent Handbook in a convenient location and refer to it often.

Children's Orientation



The Children's Orientation is a very important time for your child. Your child will meet his/her new teachers, enjoy a fun activity, a snack and free play. To ensure that each child receives individual time with his/her teacher, the orientation has been divided into groups. Please be there on time and leave before it's time for the next group to begin.

ORIENTATION

Orientation day provides you and your child with the opportunity to meet your child's teachers and to spend some time together. This will assist your child in the acclimatization process. To give your child the maximum benefit of this experience, we encourage you to leave siblings at home, (if possible).

ORIENTATION DATE AND TIMES

Children's Orientation: TBA

PERSONAL INFORMATION:

Your child's emergency information must be reviewed with the teacher during Parents Orientation. Please make any necessary corrections at that time including your home, work, and cellular phone numbers. If your child has allergies make sure to remind each teacher of them. If your child has an EPI Pen please bring it to orientation. Make sure to label your child's EPI Pen.

WHAT TO BRING TO THE CHILDREN ORIENTATION

Diapers & Wipes
Drinking Bottle
2 Changes of Clothing, including socks and underwear

PLEASE MAKE SURE TO LABEL ALL ITEMS WITH YOUR CHILD'S FIRST AND LAST NAME

All items should be re-supplied at the beginning of each week. Each child will receive a cubby labeled with his/her name. (Drinking cups will be sent home daily)
We recommend purchasing labels at www.kiddotags.com. The stick on labels are easily applied to clothing and drinking cups.

AGES

Baby Room

Children must be 6 weeks old by September 1, 2020

Young Toddlers

Children must be a minimum of 12 months by September 1, 2020

Toddlers

Children must be a minimum of 24 months by September 1, 2020

3 year olds

Children must be a minimum of 36 months by September 1, 2020

ALL CHILDREN ENTERING the 3 YEAR OLD CLASS and PreK MUST BE TOILETTE TRAINED

4 year olds

Children must be a minimum of 48 months by September 1, 2020

LOCATION & ENTRANCE

The Emery & Mimi Green Chabad Preschool is at 6700 NW 44th Street Lauderhill FL 33319

DAYS & HOURS

Days: Monday – Friday

Hours:

8:30am – 3:20pm

Drop Off/Carpool: 8:30am – 9:00am

Pick Up/Carpool: 3:20pm – 3:30pm

Friday Pick Up/Carpool: 2:00pm – 2:30pm

Extended Care Hours:

Early Care: 8:00am – 8:30am (\$5)

After Care: 3:30pm – 5:00pm (\$10)

No After Care on Fridays (\$50 penalty for late pick up)

FEE POLICY

Upon registering there is a nonrefundable registration fee of \$300. The balance of the tuition is to be paid in payments dated 06/1/2020, 09/1/2020, 10/1/2020, 11/1/2020, 12/1/2020, 1/1/2021, 2/1/2021, 3/1/2021, 4/1/2021, 5/1/2021.

If your child attends our program, and you decide to withdraw midyear, a full month's notice, in writing, is required. At that time, we will return the balance of the postdated checks that have not yet been deposited. The first month payment is **NON REFUNDABLE**

SECURITY

For your child's safety, all doors to the preschool will be locked during school hours. There will be a security guard on site screening all visitors. Always follow the security guard's directives.

ARRIVALS & PICKUPS

Please cooperate with our school policy and **do not drop off your child before 8:30am** (unless you have arranged for Early Care). Even if your child's teacher or the early care teacher is in the classroom **you may not bring your child early**, as this is the time teachers take to set up the classroom. As soon as school begins, at 8:30am, our teachers must be completely involved with supervising and interacting with the children without any distractions. Except in the case of an emergency, **all conversations should be reserved for after school hours.** Feel free to call the office if you would like to arrange a conference with the teacher, or if you have a question for the director.

Please refrain from messaging your child's teacher during school hours, as well as after school hours. The best way to get in touch with your child's teacher is to leave a message with our office staff.

In order to help children adjust to their new environment, **we ask that parents do not prolong their good-byes. 3-5 minutes are an appropriate amount of time to help your child settle down.** When you are ready to leave, let the teacher know, so that she can come over and engage your child.

IMPORTANT

If you or any of the people listed in the pickup form cannot make it in time for pickup make sure to let the staff know who will be picking up your child. The person picking up your child will have to identify him/herself with a valid photo ID.

NO CHILD WILL BE RELEASED TO A PERSON NOT AUTHORIZED BY A PARENT

JOINING AFTER SEPTEMBER

If your child is starting the program in the middle of the year, please make sure to speak to your child's teacher beforehand to discuss the best way to get your child adapted to the new environment. **It is our policy not to have parents stay for longer than five minutes with their child in the class. A warm hug and goodbye coupled with a positive attitude of trust will help your child adapt to his new environment quickly and confidently.**

OUR PROGRAM

AN OVERVIEW

At our preschool we seek to create a nurturing, safe and happy environment where children can grow and develop emotionally, cognitively and physically. Additionally, we strive to impart an appreciation and love for our religion and culture, filled with love trust and belief in Hashem. We strive to inculcate a love of Israel, for all things Jewish and an excited involvement in the performance of Torah and Mitzvot. Holiday preparation and daily Tefillot.

OUR FACILITY

Practical Life
Art
Sensory
Music
Reading & Literature
Manipulatives / Mathematics
Blocks
Dramatic Play

Our Outdoor Playground has a shock absorbent commercial grade turf surface. The playground equipment includes a merry go round, large play structure, as well as a collection of sports equipment.

We also have little cars and bikes for the children to ride. Balls & jump ropes are used weekly to develop the children's gross motor skills.

MULTIPLE INTELIGENCES & OUR CURRICULUM

Our Preschool follows a progressive curriculum, inspired by modern educational philosophies. While our curriculum is mostly based on Howard Gardner's theory of Multiple Intelligences we also incorporate Montessori inspired learning trays and strive to create a child driven environment encouraged by the Reggio approach.

The objective of all lessons is to provide proven activities that enhance social and emotional skills, foster independence, create a love for learning and ready the children for higher learning. Units incorporate a range of sensory, educational and developmentally appropriate activities that integrate Jewish values with the development of secular skills.

The following are the intelligences to which we will be exposing the children. Each theme unit will be taught in various ways to enable each child to reach their highest potential.

Intelligence	Example
Linguistic / Word Smart	Stories, word games, expanding vocabulary, sentence building
Mathematical / Logic Smart	Sorting, Categorizing, Problem Solving
Spatial / Picture smart	Building, Balancing
Musical / Music smart	Songs, Rhythm, Drum Circle
Kinesthetic / Body smart	Exercise, Dancing, Kiddo kinetic,
Interpersonal / People smart	Group work, Group activity, Sharing
Intrapersonal / Self Smart	Individual play, Individual work, Self Help Skills
Naturalistic / Science smart	Planting, Pet care, Science Experiments
Spiritualistic / Emotional smart	Discovering Hashem in our daily activities, exploring feelings, Emotional stories, Self-Expression

CONSCIOUS DISCIPLINE

Conscious Discipline is a comprehensive emotional intelligence and classroom management system, empowering children to be an integral part in all that happens in their classroom. Children are given the tools to resolve conflict, self-regulate during times of upset and communicate their needs and wants in a productive manner.

When you enter a classroom at JIT Chabad you can feel a sense of community and belonging, making it the magical place it is.

SPECIAL ACTIVITIES

SHABBAT PARTY

Every Friday there will be a Shabbat Party where one boy will be the Shabbat Abba and/or one girl will be the Shabbat Ima. Shabbat songs will be sung, and popular Shabbat customs will be acted out.

If your child is the chosen Abba or Ima you will receive a list of Shabbat items to send with him or her on that Friday, you will also be our snack sponsor for that week.

READING

At the Emery & Mimi Green Chabad Preschool we recognize the importance of Early Literacy Skills. Each class has fun and developmentally appropriate approaches to teach the children letter recognition, letter sounds, blending.

BIRTHDAY PARTIES

Optional classroom birthday parties may be arranged in cooperation with the staff . Our Birthday Party Package is \$25 and it includes all paper goods, decorated cake and a gift for the class from the Child.

MITZVOT—Mitzvah Tree

Children will learn the importance of performing good deeds and Jewish traditions through fun activities and projects.

We will also have a “Mitzvah” tree (or other Mitzvah themed incentive) in each classroom which allows parents to send in a note from home whenever a child does a good deed. The note will be read and hung up on the tree at circle time.

HOLIDAYS

Children will celebrate Jewish and National holidays with crafts, songs, plays, stories school wide gatherings. Each holiday is turned into a special educational experience and becomes a meaningful part of your child’s life.

KiddoKinetics & Soccer

Kidokinetics offers a structured sports program and we are thrilled to welcome them this year as part of our program. Soccer super stars has also been added to the program and the children have really been enjoying it.

A DAY AT THE EMERY & MIMI GREEN CHABAD PRESCHOOL

While each class follows their own schedule, we make sure that they all include the following activities in their daily / weekly planning:

Learning Centers / Learning Trays

Breakfast

Clean Up / Diaper and Toileting

Prayer (Davening) Circle

Outdoor Play

Group Activities (including sensory play, fine motor skill development, story time, pretend play, structured and free art, Reading and Math Groups)

Lunch

Interactive Circle Time

Naptime/Quiet Time/Centers

Gross Motor Development / Baking / Science Exploration

Learning Centers

Closing Circle

PARENT-STAFF COOPERATION

GUIDELINES

We want every child to get the most out of our program, please make sure to bring your child to school on time.

If a situation arises and a parent must take a child out during program hours, the office should be notified. If a child will be absent for three days or longer please contact us. If your child is sick with a contagious disease, please inform the school immediately. **Your child's identity will always be anonymous when we share information with other parents, and your cooperation is the key to helping us prevent the spread of viruses and infections.**

COMMUNICATION

Communication between parents and the faculty is vital to ensure that your child's experience is both meaningful and pleasant.

If you have any questions or concerns regarding your child, please feel free to call the office, who will arrange a meeting with the teacher and/or director.

If your child gets hurt during the day you will receive an incident report informing you of what happened and how your child was treated. If your child is not consolable, if skin was broken or the incident is severe, you will be contacted immediately.

WHATSAPP GROUPS

It will tell you about the activities, games, songs, and material your child learned through a pictorial report. Please take your time to read through the chat carefully and speak to your child about the week. The Upcoming week's lesson plans will be posted to the chat to help you understand what your child's current theme is. This will help you review with your child what was learned while reinforcing the new skills that were introduced to them.

Whatsapp Groups are also used for important memos, reminders of events and at times pictures

LOST & FOUND

We recommend that you label all of your child's clothing, backpacks and other belongings. If your child is missing a personal item, please check the Lost & found at the office. **In general, we suggest that valuable items not be brought to the program. We are not responsible for lost toys or jewelry.**

Labels that stick to clothing and other materials can be ordered at Www.kiddotags.com

HEALTH & HYGIENE

To ensure a safe environment for all the children. It is important that parents and teachers follow all of the Health & Hygiene guidelines including Bloodborne Pathogens. Our Preschool cannot take care of sick children. If you are a working parent who cannot take off work, please make sure that you have a plan in place for your child's possible sick days.

The school is cleaned daily, and all the toys and furniture are sanitized at the end of each day. When your child is sent home with a fever we need 24 hours of fever free in order to return.

PEST MANAGEMENT

It is the goal of the The Emery & Mimi Green Chabad Preschool to implement an Integrated Pest Management (IPM) . Currently we have has a contract with a pest control company that visits our facility twice a month during afterhours, or as needed. All necessary precautions are taken by our cleaning crew to prevent pest.

PRIVACY & CONFIDENTIALITY

At the Emery & Mimi Green Chabad Preschool we value your child's privacy. All documents provided by parents will only be accessible to office staff and your child's teachers. Information regarding your child, progress reports and anecdotal reports will only be shared with third parties if consent was given by the parents.

EXPULSION POLICY

The Emery & Mimi Green Chabad Preschool reserves the right to excuse a child from our program for any reason pertaining the child's or parents behavior, Child's academic or developmental progress after reasonable efforts for improvement have been implemented and insufficient results have shown proof, absence of tuition payments or any reason the school has communicated to the parents and not received the necessary cooperation.

YOUR CHILD WILL NEED TO STAY HOME...

Has a fever of 100 or higher, or has had one during the previous 24-hour period

Is within the first 24-hours period of taking an antibiotic

Has diarrhea (needs to be diarrhea free for 24 hrs before returning)

Has a cold that is less than four days old

Has heavy nasal discharge

Has a constant cough

Is fussy, cranky and generally not behaving themselves

Did not get enough sleep the previous night due to an illness

Has symptoms of a possible communicable disease (these are usually sniffles, redden eyes, sore throat, headache and abdominal pain or a fever)

EMERGENCY INFORMATION

It is important that parents be contacted promptly in the case of an emergency; therefore, our office should be notified in writing, without delay, of any change in address, telephone number or of any change regarding emergency situations. Promptness and accuracy are imperative for us to keep records up to date and to communicate with the home when necessary.

In the event of an emergency, the following procedure will be followed:

An attempt will be made to notify the parent

Depending on the severity of the emergency, the child may be taken to an emergency room for treatment or 911 may be called.

If the parents cannot be reached, an attempt will be made to notify the emergency contact.

If the emergency contact cannot be reached, an attempt will be made to communicate with the child's physician.

If the injury is life threatening 911 will be called immediately

MINOR INJURIES & ILLNESSES REQUIRING HOSPITALIZATION

Our center is well equipped to handle minor injuries such as superficial cuts or bruises. If we have any questions as to the severity of the injury, we will contact parents at the emergency numbers we have on file.

Parents will be contacted in the event their child becomes ill during school hours. The director will determine if the child is well enough to remain in the school.

BloodBorne Pathogens

In order to g-d forbid prevent any bloodborne pathogens, the use of gloves for any injury is required.

Shaken Baby/ Abusive Head Trauma Policy

The Emery & Mimi Green Chabad Preschool believes that preventing, recognizing, responding to, and reporting shaken baby syndrome and abusive head trauma (SBS/AHT) is an important function of keeping children safe, protecting their healthy development, providing quality child care, and educating families.

Recognizing and Policy

• Children are observed for signs of abusive head trauma including irritability and/or high pitched crying, difficulty staying awake/lethargy or loss of consciousness, difficulty breathing, inability to lift the head, seizures, lack of appetite, vomiting, bruises, poor feeding/sucking, no smiling or vocalization, inability of the eyes to track and/or decreased muscle tone. Bruises may be found on the upper arms, rib cage, or head resulting from gripping or from hitting the head. Responding to:

- If SBS/ABT is suspected, staff will:
 - o Call 911 immediately upon suspecting SBS/AHT and inform the director.
 - o Call the parents/guardians.
 - o If the child has stopped breathing, trained staff will begin pediatric CPR⁴

The School reserves the right to call 911 as deemed necessary

1. " in their classroom if possible or leave through the emergency exit if that's the better solution.

VACCINATIONS/ IMMUNIZATIONS

Children must be updated on all vaccinations listed on the medical form prior to admission. In the case that the health department reports a case of any disease that vaccinations are available for, unvaccinated children will not be allowed to return to school until the incubation period has been passed. Families will not be reimbursed for those days.

MEDICATION

Our staff members are not allowed to administer medication. Please do not send in any sort pain medication, antibiotics, nebulizer, or the like without prior approval from the director.

ALLERGIES

Make sure to discuss all allergies, reactions, and their treatment with the teacher at orientation. Label all EpiPens with your child's name and Date of Birth.

HEAD LICE, NIT FREE ENVIRONMENT

Pediculosis (head lice) is not a threat to health but can be a nuisance. Control of head lice is a shared responsibility of parents and staff. Parents can help limit the problem by checking their children's hair regularly, treating the lice if found, and notifying the office. If your child is found to have lice, he/she will have to be treated by one of the professional treatment centers recommended by our school.

A PEANUT/NUT AWARE ENVIRONMENT

One of our key responsibilities is to ensure a safe environment for all children. Many children today are highly allergic to peanuts and nut products that even have the smallest trace of a substance might, G-d forbid, cause a potential fatal reaction.

In order to maintain the safest possible environment, we strive to maintain a strict no peanut/nut policy. Please do not send ANY food that may contain peanuts or nuts, particularly peanut or nut butters.

Please do your part and make sure your child finishes all his/her breakfast before entering the building.

DIAPER CHANGING & TOILET TRAINING

All staff member will follow the following steps when changing a child:

Prepare the change table with paper, plastic bag, wipes, diaper and disposable gloves

Cover the change pad with paper roll

Remove wet/soiled diaper and discard in plastic bag

Wipe child thoroughly and place wipes in plastic bag with diaper, tie and discard the bag

Wipe down change pad with disinfectant

Discard paper towel

Wash hands of staff member and child

If you are toilet training your toddler, let the staff members know, so that they can encourage your child to use the toilet at school.

All diapers must be disposable.

While we do not toilet train children at school we will help you in the process by encouraging your child to use the toilet. If your child has excessive accident we will ask you to send him/her in a Pull Up diaper to help maintain a sanitary environment at the school.

Please make sure your child has a sufficient supply of diapers and wipes at all times.

PACIFIERS

To avoid sharing of pacifiers our center will only allow toddlers to use pacifiers during naptime.

Pacifiers must have the child's name written on them.

We are not responsible for lost pacifiers.

CLOTHING

Always send your child wearing closed toe shoes and socks. Please no shoes with shoe laces. When dressing your child in the morning consider possible weather changes. Provide a sweater or a light jacket on chilly days.

In order for your child to have the most fun and positive experience at The Emery & Mimi Green Chabad Preschool their clothes should be comfortable and easy to take off. Children play hard and need to be comfortable. Consider messy projects and trips to the playground which include climbing activities and provide washable and sturdy clothing.

No jewelry (except for earrings) should be worn at school. (Necklaces are a danger during naptime).

We are not responsible for lost items.

TOYS

Our Preschool is equipped with a wide variety of age appropriate toys and exciting materials for explorations and learning. Please don't send your child with any toys at any time (unless requested by the teacher).

PHYSICAL ACTIVITY

There will be physical activities that are athletic in nature taking place both indoors and outdoors. They include but are not limited to running, jumping, playing and riding bikes and cars at the playground as well indoors. Children will participate in gross motor activities for at least 40 minutes twice a day.

SNACK

The Shabbat Abba/Ima brings snacks for the week. The school provides fruits and vegetable to be added to the daily snacks brought in by the Shabbat Abba or Ima.

DRINKS

Each classroom as well as the outdoor playground is equipped with a cool water fountain to allow children to drink whenever they feel thirsty.

DISCIPLINE

It is normal for children to occasionally express aggressive behavior such as hitting, biting, etc. such behavior can be caused by a variety of things and is usually temporary.

To keep children safe at all times we will follow the following steps at the first signs of such behavior:

Parents will be informed about their child's behavior

The teacher will work on redirecting the child

The teacher will pay close attention to the child to prevent reoccurrence of the negative behavior

The teacher will praise the child for good behavior

If the behavior last for longer than usual the parents will be referred to our school's behavioral coach to help them solve the problem.

If parent cooperation fails or the child's behavioral problem cannot be accommodated at our program, we will ask the parents to withdraw their child from the program.

Parents of a child who bites more than 3 times in a one-month period, will be asked to hire a shadow for a week of close monitoring and proper behavior training.

Teachers at the Emery & Mimi Green Chabad Preschool will never hit, scream, withhold food, toileting or rest time or restrain a child as punishment.

KOSHER SYMBOLS

Since we adhere to the highest standards of Kashrut at the facility we ask all parents to first double check with Rabbi or Estie Chanowitz prior to purchasing any food items for the class.



Please be aware that OU-D is not accepted; all pretzels, crackers, cookies, and cakes must be Pat Israel.

If you have a question regarding a food product or kosher label not listed above, feel free to call our office, where Rabbi Barash or Estie will be glad to answer your questions.

The Emery & Mimi Green Chabad Preschool

School Policies

Please read through these policies in detail

Emergency Policy:

In a case of a medical emergency The E&M Green Chabad Preschool reserves the right to seek medical treatment for your child and the right to have your child transported via ambulance to an appropriate facility such as an emergency room or hospital.

Child's Personal Record (Full Online Registration form) & Emergency Medical Release

All E&M Green Chabad Preschool Staff have access to children's files. Information on your child's Record is confidential and will not be shared, unless medically necessary. In case of a medical emergency E&M Green Chabad Preschool will share your child's personal record with all medical staff involved in your child's care.

Withdrawal Policy:

Parents must notify the school in writing 30 days prior to withdrawing their child from the program. Parents will be responsible to pay for a full 30 instructional days following notification

Registration Fee and tuition payment

The Registration Fee and first month payment is not refundable under any circumstances.

Wellness Policy:

Parents must keep children home for 24 hours after a fever, diarrhea and vomiting subsides or 24 hours after the start of antibiotics. Children cannot be sent to school after administering over the counter fever reducers. We reserve the right to send children home whenever we feel necessary or if they are deemed a risk to others in school. You will receive a Feel Better note whenever your child is sent home. Instructions on that note must be put in place before sending a child back to school.

Discipline Policy:

Positive discipline is used to motivate, encourage, support, foster love of learning, lead to self-discipline, increase competence and confidence in all students. Children under the care of E&M Green Chabad Preschool will not be subject to discipline which is severe, humiliating or frightening. Discipline shall not be associated with food, rest or toileting. Spanking or any other form of physical punishment is never used.

Additional Fees:

In the case of a returned check parents are responsible for the **\$25 return fee**. Any tuition paid late is subject to a **\$100 late fee**. For a late pickup from Aftercare (after 5:30pm) parents are responsible for a **\$50 late fee**. For a late pickup on Friday (after 3:00pm) parents are responsible for a **\$50 late fee**.

Safe Sleep Policy

Infants, less than one (1) year age, will always be placed on their backs to sleep. Sleeping infants shall have a supervised nap/sleep period. The caregiver shall be positioned where he or she can hear and see the infant. The caregiver shall physically check on the infant frequently during napping or sleeping and shall remain in close proximity to the infant in order to hear and see them if they have difficulty during napping/sleeping or when they awaken. If the child turns over on to their stomach, we will turn that back on to their backs for safest sleep.

Vaccinations:

Per Florida law current State of Florida medical forms must be on file for each child attending child care

E&M Green Chabad Preschool is not responsible for, and is not liable for any injuries or illnesses based on parents decisions regarding vaccinations or election to delay vaccination schedule – including but not limited to: tetanus, measles, chicken pox and any other communicable diseases.

EXPULSION POLICY

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FOOD ACTIVITY & Alternate Meal Plan

At E&M Green Chabad Preschool we serve children Breakfast, Lunch and Snacks. During Birthday parties, families can bring in food that has been approved by our office. All children will participate in food activities. Children with allergies or food preferences will complete an Alternate meal plan.

Physical Activity Participation

There will be physical activities that are athletic in nature taking place both indoors and outdoors. They include but are not limited to running, jumping, playing and riding bikes and cars at the playground as well indoors. Children will participate in gross motor activities for at least 40 minutes twice a day.

PARENT NAME _____

PARENTS SIGNITURE _____

