

THE GARY & LYNN KANTOR ECEC FACILITIES HANDBOOK INDEX

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**GARY & LYNN KANTOR EARLY CHILDHOOD EDUCATION CENTER
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We welcome you and your family to the Gary & Lynn Kantor Early Childhood Education Center. We are looking forward to this school year and are pleased that your child will be joining us for this very important time in his or her life. This is a responsibility we do not take lightly, so please read this booklet carefully to get a better understanding of what we are about. Also, our doors are always open to you. Please feel free to stop by, call or e-mail us with any concerns or questions you may have.

*Lonnie Kritzler, Education Director
Rabbi Sanford Akselrad*



The Early Childhood Education Center is in operation Monday through Thursday from 7:30 a.m. to 5:00 p.m., and 7:30 a.m. to 4:30 p.m. on Fridays.

The Early Childhood Education Center (ECEC) is licensed by Nevada's Department of Health Human Service's Division of Child and Family Services. The license is posted in the Director's office.

The laws and rules are available at the ECEC. The ECEC's licensing record including compliance report forms and evaluation forms from the health, building and fire departments are available upon request. The Department of Human Services' telephone number is 702.486.7918.

Staff members have received the three hours of Child Abuse Training required by law. As required by Nevada law, staff will report any suspected child abuse or neglect to the Child Abuse Hotline.

The licensed capacity in each category of the ECEC is 92 children ages 18 mos. to 5 years old.

The ECEC's goal is to observe the staff/child ratio of 7:1.

The Gary & Lynn Kantor Early Childhood Education Center does not discriminate, and recognizes that it is unlawful to discriminate in the enrollment of children upon the basis of race, color, religion, gender, or national origin.

EDUCATIONAL PHILOSOPHY

Congregation Ner Tamid's Early Childhood Education Center believes that General and Jewish Education begin early in the life of a child. The synagogue forms a partnership with the home and the family so that the young child develops positive feelings about Judaism. This experience connects each family with an excellent staff and inviting synagogue – creating a unique and special community.

The basic educational approach of The Early Childhood Education Center is activity and discovery oriented. The program looks at both the affective and cognitive aspects of development and assumes that, for the young child, these go hand-in-hand. The staff strives to create a responsive, relaxed, nurturing, happy and intellectually stimulating school atmosphere where children eagerly and naturally develop their physical, social and cognitive skills.

The physical environment, the equipment and materials, the special learning activities, the methods of guiding and interacting with the children and the daily schedule and routines are all carefully planned to promote this type of all-round development and to meet the wide variety of individual developments needed.

Certain regular periods of each day promote opportunities for self-initiated and spontaneous types of play while other time blocks offer teacher-directed group activities, which the children are encouraged, but never forced, to join. Other parts of the schedule involve daily routines such as snack time, clean-up time, rest, etc. Our Center considers each of these segments of the day to be important in the total program, each offering the children special opportunities for certain physical, social, or cognitive experiences which are crucial to their development.

Children will also be introduced to the concept of *Mitzvot*, performing good deeds. They will learn how to be responsive to others (i.e. welcoming guests, helping those less fortunate, etc.) through methods that are understandable and age-appropriate.

Each teacher is responsible for the planning and implementing of written lesson plans for her class, within the framework of overall plans for the ECEC.

Our primary objectives:

1. Children are guided in the development of social, emotional, physical, and intellectual growth.
2. An attempt is made to meet each child's individual interests and needs.
3. Children are encouraged to interact in group activities.
4. Staff works towards making children feel comfortable and confident with teachers and peers in the classroom.
5. Classroom activities are structured in an attempt to provide children with a rich and stimulating environment.
6. Children have opportunities to use and experience many types of materials and projects that reflect individual creativity.
7. Children are guided in developing self-control.
8. Children are guided toward developing responsibility.
9. Children are guided in learning to deal with and verbalize feelings.
10. Children are guided toward developing a positive self-image.
11. Children are guided toward developing a positive feeling toward Judaism.



OUR CURRICULUM

Curriculum is everything that happens during the day at school. Everything from playing to hand washing to cleaning up is a learning experience and leads children to become successful students.

Children learn through “doing.” They need to discover and experiment with a large variety of materials and activities. The classrooms are designed to allow for free choice where children can explore and create. As adults, we may view some of this time as “play.” In reality, it is the most valuable time of a child’s preschool day, when they can try new mediums, build as high as they want, and even dump out every container just to see what happens, all under the watchful eye of our experienced staff.

Through these experiences, children will learn how to become part of a group, develop friendships, and learn the skills necessary to socialize in a peer group when not with a parent. These skills include sharing, verbalizing feelings, desires and frustrations, waiting one’s turn, and negotiating and problem-solving.

Self-help skills are also a major part of our day. Children are encouraged to put away their personal items along with sharing the duties of keeping their classroom neat, washing their hands, toileting, dressing themselves, pouring their own juice or water, and opening their own lunch baggies or containers.

Literacy, math, science, music, and art, both secular and Jewish, are integrated into our curriculum every day. Language development is continuously emphasized. Children are offered both fine and gross motor activities daily.

Judaism is incorporated throughout the day. Hebrew vocabulary is introduced through conversation, song and blessings recited before eating, Jewish ritual objects are part of the classroom environment, and the Jewish holidays and it’s symbols are taught and observed. Children learn and practice *mitzvot* (good deeds or commandments) and understand the importance of doing so. Shabbat is observed every Friday with an all-school Shabbat Sing, lighting of the candles, drinking grape juice and eating *challah* for snack.

In addition to what happens in the classrooms, families are invited to a number of Congregation Ner Tamid’s programs such as our monthly Tot Shabbat services, holiday dinners, and the Purim *spiel* and carnival.

Our preschool also encourages families to celebrate the Jewish holidays at home. A overview of each holiday along with suggested activities, songs, stories and recipes is sent home as each holiday occurs.

Teachers thoughtfully plan for each day, taking into consideration what is developmentally and age-appropriate along with the personal learning styles of each child.



ADMINISTRATION

The Gary & Lynn Kantor Early Childhood Education Center (ECEC) is a part of Congregation Ner Tamid. As such, its’ policies are evaluated by a committee of parents and Temple members, who, in turn, are responsible to Congregation Ner Tamid’s Board of Trustees.

A board member acts as the liaison between the ECEC and the Board.

REGISTRATION PROCEDURE

Brochures for the upcoming summer and school year will be available the February or March before the program(s) start. A registration form and registration procedures will be included in each brochure. A non-refundable, non-transferable deposit of \$200 for each program will secure a spot for each child until all the available spaces have been filled. Registration will first open to families already participating in the ECEC's program and Congregation Ner Tamid members. The community will be able to register shortly after.

Children who will be 18 mos., 2, 3, or 4 years old before September 30 of the upcoming school year are eligible to participate, along with children needing a extra year of Pre-Kindergarten.

FEES

Payment for the preschool class has a number of options. Please refer to the Payment Option sheet for more information. Fees for Congregation Ner Tamid members are lower than for non-members. A non-refundable, non-transferable deposit needs to accompany all registration forms.

All summer program fees are due in full at the beginning of the summer program.

The school has the option to temporarily withdraw any child whose tuition fees are not current.

No rebates of tuition can be made if the school must be closed due to weather or other unexpected emergency conditions.

A ten percent discount is allowed for the second child in a family enrolled in the ECEC.

BOKER AND EREV (Before & After School Care)

Boker & Erev Care costs \$6.00 per hour. Payment is due at the time of use.

Boker Care's hours are 7:30 to 9:00 a.m. Erev Care's hours are 3:00 to 5:00 p.m. Monday through Thursday and 3:00 to 4:30 p.m. on Fridays.

*Parents picking up children past 5:00 p.m. Monday through Thursday or 4:30 p.m. on Friday are charged an additional \$1.00 per one minute, **payable to the Erev Care teacher.** Families who are repeatedly late will meet with the Director to determine if continued enrollment is possible.*

PAPERWORK & FORMS

There are a number of forms that must be filled out by each child's parent or guardian. Most are self-explanatory. Two forms that may need some explanation are the Emergency Transportation Form and the Health Form. The Emergency Transportation Form MUST be completely filled out and returned to the School Office by your child's first day of school. This form gives us permission to transport your child to the hospital if an serious emergency arises. The parent/guardian MAY NOT leave their child without this returned form. The Health Form needs to be signed by your child's doctor and dated with the last "well check" date. This form expires one year from the last well check-up and will need to be renewed at that time.

The latest copy of your child's immunizations record needs to also be on file and given to us by your child's first day of school. We are more than happy to copy this for you.



PARENT ORIENTATION

A Parent Orientation is held one evening in the week preceding the opening of school. At this time, parents come without their children for an opportunity to better acquaint themselves with the policies and procedures of the ECEC and to meet with your child's teacher. Classes begin in the middle of August. Letters will be sent and/or phone calls will be made by your child's teacher prior to the opening of school.



FAMILY INVOLVEMENT

Parent Orientation, periodic parent-teacher conferences and parent classroom involvement are encouragements designed to make the parent an integral part of our ECEC's program.

Our ECEC families are invited to a number of Congregation Ner Tamid's programs and services Information will be sent to you as the time for these programs near.

Our ECEC family events include a model *Seder* program, a Chanukah party, Tot Shabbat (approximately once a month), and an end-of-the-year party, among others.



PARENT CONFERENCES

Teachers will phone parents after school has been in session for approximately six weeks to inform them as to how their child has settled into school and to see if there are any questions.

School is closed for one day in January or February for formal parent conferences. Daycare and babysitting will be available. At this time, teachers will discuss all areas of the child's development: physically, socially, emotionally and cognitively. A final paragraph will be written to bring parents up to date at the close of school.

Parents are urged to inform the teacher or Director of any problems or complaints related to our childcare program.



PARENT VISITATION

Parents are encouraged to visit the ECEC and meet with the Education Director before registering their child for school.

Any custodial parent, custodian or guardian of a child enrolled in our school shall be permitted unlimited access to the ECEC during the hours of operation for the purposes of contacting their children, evaluating the care provided by the ECEC or evaluating the premises. Upon entering the premises, the custodial parent, custodian or guardian shall notify the Director of his/her presence.

No relative or visitor may visit or observe a child in the classroom without the consent of the custodial parent, custodian or his designee. The Director and classroom teacher must be advised of the visit before the visit occurs.

A child may not be released from the ECEC to any person other than the parent or guardian unless a note has been received from the parent or guardian giving permission. Identification will be checked for any person not known to the staff.



PARENT & SCHOOL COMMUNICATION

On-going communication between parents and our school is key to your child's successful experience. Teachers will be sending home weekly newsletters updating you on the class' past and upcoming week. E-mails from the Director will be sent bi-weekly informing you of upcoming school programs and highlights.

You are always welcome to discuss any issue or ask any question of the teacher or Director. Either call the teacher directly, or call or e-mail the school, and we will let the teacher know you would like to speak to her. Teachers do not have the time to discuss as individual child at drop off or pick up times as they are busy with all the children. We also respect and follow the rules of confidentiality and would prefer to discuss any child privately.

Parents should notify the Lead Teacher and/or Director about any major issues at home. Having this information enables us to understand your child's possible change in behavior and better help him or her cope with stressful or new situations.

If you have a concern about your child at school, bring your concern immediately to the attention of your child's teacher. If you feel the issue has not been resolved, please then bring it to the Director. She will work with you and your child's teacher until a satisfactory resolution has been met. If you still feel your concern is not being properly addressed, you can then bring it to Congregation Ner Tamid's Executive Director.



SEPARATION

We do not follow one specific philosophy concerning Separation. We believe that each child adjusts at his or her own pace and may need different plans of action to be successful. Therefore, we observe the child and introduce a variety of ways to help our students start their day.

On the first day of school, teachers will ask parents to step “outside” to see which students may need more time to successfully separate. For those children who are doing fine, those parents may leave for the remainder of the school day. For the children who are becoming anxious, parents will be asked to re-enter the room. At that time, the Teacher and/or Director will help devise a plan to help the child separate without fear or anxiety. We believe that once the child feels safe in his or her environment, separation will come easily. Therefore, we will help the child feel more in control of his or surroundings, making separation less frightening. There is no set time limit for this. It depends on the individual child. We are in no hurry and would prefer the child naturally come around.

We also encourage parents to spend time at our school with their child before the school year begins. This way, our environment becomes familiar with the child. The Director just needs to be notified when you arrive.



CONFIDENTIALITY

Many things shared with the Director and staff are confidential. We are committed to not sharing any of this information. Children’s names are not used in discussing school situations, even with other professionals. Respect for the child and his or her parents/guardians are of the utmost importance. It is the lead teacher’s responsibility to speak to the parent/guardian about her or his individual child. The assistant teacher is instructed to direct all personal questions to the lead teacher.



CLOSINGS AND HOLIDAYS

The Early Childhood Education Center is **closed** on the following holidays and vacations:

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|-------------------------------|--|
| Labor Day | President’s Day |
| <i>Rosh Hashanah</i> (2 days) | Conference Day (Daycare open) |
| <i>Yom Kippur</i> | The week of Passover |
| <i>Sukkot</i> | <i>Shavuot</i> |
| <i>Simchat Torah</i> | Memorial Day |
| Thanksgiving (2 days) | The week between the end of school & start of camp |
| Winter Break (Daycare open) | Independence Day |
| Martin Luther King, Jr. Day | 1 st week in August |

If July 4th, New Year’s, and/or Christmas should fall on a weekend, we will close either the day before or the day after. We may close for a Professional Day. This will be decided by the Director and plenty of notice will be given.



DISCIPLINE POLICY

Learning to conform to rules and to develop social skills are central aspects of the child's overall development. During this learning process, it is essential that adult guidance strategies protect and further the child's feelings of self-worth and confidence. Teachers give clear expectations, positive reinforcement and provide a warm classroom environment. They concentrate on teaching problem-solving skills, enabling children to eventually be able to solve their own situations with peers.

The staff strives to present discipline as positive and as a learning experience rather than punitive. Classroom rules are for safety -- with the idea that school is a safe place. The teacher's goal is to practice "preventive discipline" - to structure the room set-up with an assortment of activities available to children - art, manipulative, dramatic play, blocks, science, books, etc. Classroom expectations usually provide opportunity for natural consequences. Transitions from one activity to another are planned.

These basic steps are usually followed by the school in regard to children's behavior and discipline:

1. The teacher evaluates the situation.
2. The child is redirected to more productive or safer play.
3. The child is removed from the situation and is provided a quiet period away from the group if the redirection is not successful.
4. The teacher speaks with the child to discuss the reason for quiet time and then helps reintroduce the child into the group setting.
5. Should behavior problems occur often, the parents and the teacher meet in a conference.
6. Professional consultation may be suggested in some cases.
7. As a last resort, the school may ask the parents to withdraw the child from the ECEC when safety of children is a factor.

The ECEC staff emphasizes positive guidance methods to encourage the child's development of self-control and of social skills which foster cooperative, gratifying social interactions.



SAFETY POLICY

No child is ever left alone or unsupervised.

Children, on arrival, must be brought to his or her classroom by a responsible adult and must be picked up in the room by a responsible adult at the end of the session. This insures that a staff member is aware of the child's arrival to and departure from the ECEC. **CHILDREN MAY NOT BE LEFT AT THE MAIN DOOR TO FIND THEIR OWN WAY TO THEIR CLASSROOM.**

When arriving at school, parents must sign their children in on the Daily Sign In/Sign Out sheet. Estimated time of departure and the name of the person picking up the child must also be listed. Parents must sign their children out and write the correct time of pick up when picking up for departure.

NO STUDENT WILL BE RELEASED TO ANYONE EXCEPT THE CHILD'S PARENT/GUARDIAN or WITHOUT PRIOR PARENTAL PERMISSION.

Parents need a fob or card to enter the school. A deposit of \$10 each is required. This deposit will be returned when the fob or card is returned to the school.

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There is immediate access to a working telephone within the school area and around the building.

An Emergency/Disaster Plan covering Fire, Earthquake, Chemical Spill, Intruders, Bomb Threats, Airplane Accidents, and Explosions is located in the Director's Office and Reception Area.

Fire drills are held monthly. A record is available in the Director's office. A plan is posted in each classroom that explains actions to be taken in case of fire, weather, and other types of emergencies and/or alerts. Other emergency drills are held quarterly.

Smoking is not permitted on the grounds of Congregation Ner Tamid.

Spray aerosols are not used at anytime when children are present in the ECEC.

All staff is trained in First Aid, CPR, Signs of Illness, Child Abuse Recognition, and Child Abuse Reporting. Staff is also required to take 24 hours of continuing education every year.



PARKING LOT SAFETY

Any parking space in the CNT lot is available for parking. It is imperative that you watch your child at all times when walking through the lot. The speed limit is 5 MPH. Drivers must exercise caution when driving, as a child may dart out at any time.

Parking is not permitted in front of the school gate entrance. This area is for emergency vehicles only.



ARRIVAL AND DEPARTURE

ARRIVAL: Parents are to escort their children to the classroom. Please sign your child in on the Sign In/Sign Out form. State law requires that every child be signed in and out each day with the time noted. We also ask that every effort is made to bring your child to school on time. This helps ensure a smooth start to your child's day at school.

DEPARTURE: Children are to be picked up at their classroom. Once again, the Sign In/Sign Out form needs to be signed with signature and time of pick up. No child will be released to a different carpool or parent without prior notification.

All students are permitted to vacate their classroom once picked up by their parent/guardian or a person listed on the Permission to Pick-Up Form filled out by that child's parent or guardian. **Children will not be released to anyone not listed on the Pick-Up form without prior notification.** Of those people picking up students that the early childhood staff is unfamiliar, ID's will be checked and photocopied.

ATTENDANCE: If your child is sick or will be absent for another reason, please call and notify the School office. Pre-arranged absences, such as out-of-town trips, should be given to the teacher in advance. Teachers do call home if a child is absent more than 2 days in a row if they have not heard from you.



DISENROLLMENT POLICY

There may be occasions when our preschool is not able to meet the particular needs of a child or family. The Director has the right to remove a child if she determines it would be in the best interests of the child and/or the school. Circumstances that would necessitate withdrawal could include:

- Behavior which endangers the health and safety of the child, other children or teachers
- Failure to pay fees
- Parental refusal to adhere to school policy
- Special learning needs our school is not equipped to meet the educational needs of the child



FIELD TRIPS

Field trips are planned at the discretion of each teacher and the Director. Field trips serve as enrichment to classroom activities. Appropriate trips may be planned to meet the developmental needs of preschoolers.

Children are transported on field trips by parents of children in the class. Each child is secured in a car seat and must remain in it until the destination is reached.

When children leave the ECEC for field trips, the following safety precautions are taken:

1. Written permission is received from each child's parent.
2. Teacher takes emergency medical forms and first-aid kit.
3. More than one adult is always present.
4. At least one adult on trip has First Aid training.
5. Each child wears a tag with the school's name, address and phone number. For safety purposes, children's names are not printed on the tag.



PROPOSED DAILY SCHEDULES

PRESCHOOL DAILY SCHEDULE:

9:00 - 9:15	Arrival and self-selected activities (e.g. block building, dramatic play, books, puzzles, table toys).
9:15 - 9:30	Circle time (stories, music, sharing, planning the day, calendar, etc.)
9:30 - 10:30	Combination teacher-directed learning and experiences (in areas such as language arts, math and reading skills, science, music, cooking, dramatic play, physical skills, etc.) and self-selected activities (see 9:00 time segment).
10:30 - 10:40	Clean up.
10:40 - 11:00	Group snacks preceded by finger plays, songs, stories, etc.
11:00 - 11:45	Teacher directed learning experiences (see 9:30) and self-selected activities and outdoor play, large motor skills, etc.
11:45-12:00	Clean up and wash up for lunch.

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12:00-12:25	Lunch
12:25-12:30	Clean up and dismissal

BOKER CARE (EARLY MORNING DROP OFF) SCHEDULE

7:30 - 8:00	Self-selected supervised play and breakfast (if needed)
8:00 - 8:50	Self-selected, supervised play, clean up, transfer to class

EREV CARE (AFTERNOON) SCHEDULE

12:30-2:30	Clean up, nap time Children that rest will do so for approximately ½ hour and return to teacher-directed activities and projects
2:30-3:00	Clean up & snack
3:30-4:45	Free play and teacher-directed activities and projects. Outside play
(4:15 on Fri)	
5:00 (4:30 on Fri)	Pick up

Enrichment programs will also be offered during Erev Care. More information about these programs will be sent to parents as school begins.



CHILD ILLNESS REGULATIONS

The ECEC staff is trained in the recognition of the following signs of illness.

1. Temperature of 100 degrees Fahrenheit taken by auxiliary method.
2. Skin rash (except diaper rash)
3. Diarrhea and/or vomiting two or more times in the same day.
4. Evidence of lice infestation.

In the case of any of the above, the ECEC will use the following guidelines:

1. Upon identification of a child suspected of illness, the School Administration office shall be set up as an isolation area and shall be used for care and isolation of sick child.
The sick child shall be provided with a mat and blanket for use until he/she is discharged to parent. The mat shall be sanitized with an appropriate germicidal detergent upon the discharge of the child. The blanket shall be promptly removed and laundered before being used by another child.
2. An adult shall be within sight of a child who is isolated due to illness. No child is ever left alone or unsupervised.

When a child becomes ill during the school day, the parents will be notified and the child will be discharged as promptly as possible. If the parent or guardian is not able to come to the school to take charge of an ill child, the school will contact the person who has been designated by the parent to take charge of the child and the child will be discharged to that person as promptly as possible. Parents of

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other children in the classroom will be notified either through a telephone call or by written notes sent home with the child if the illness is of a contagious nature other than a routine cough or flu. Parents will be notified if any of the following symptoms are present:

1. Diarrhea (more than one abnormally loose stool within a twenty- four hour period).
2. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
3. Difficult or rapid breathing.
4. Yellowish skin or eyes.
5. Conjunctivitis
6. Temperature of 100 degrees F. taken by auxiliary method when in combination with any other sign of illness.
7. Untreated infected skin patches.
8. Unusually dark urine and/or gray or white stool.
9. Stiff neck.

Parents of children who are experiencing mildly ill symptoms will be notified and asked to pick up the child. If the parent of a mildly ill child cannot be reached, the staff will determine whether or not to call an emergency number or isolate the child based on the symptoms and their severity and the situation. Mildly ill is defined as:

1. A child who is experiencing minor common cold symptoms, but who is not exhibiting any symptoms listed above.
2. A child who does not feel well enough to participate in activities, but is not exhibiting any of the symptoms listed above.

Parents of other children in the classroom will be notified if the illness is of a contagious nature other than a routine flu or cough. **Our Center's policy is to readmit children only after a period of twenty-four hours of no fever.**

First-aid kits are located in the School office and in each classroom. Emergency telephone numbers (emergency squad, fire dept., police, Poison Control Center, hospital, Children's Protective Agency) are posted by each phone.

Parents must fill out an Administration of Medication form in order to allow teachers and/or the Director to administer medicine, vitamins or special diets. Medication must be in the original container listing the correct dosage and times to be administered.

In the event of an emergency or accident, the parents/guardians are notified immediately. Should neither parent/guardian be available, the child's doctor is contacted. Should a child require transportation to a hospital or doctor's office before the parent is available, the child's teacher or Director will accompany the child and remain with the child until the arrival of the parent or other designated adult. An accident report will be completed when an accident or injury occurs or when an incident necessitates administering Syrup of Ipecac.

Nevada law requires each child to have a yearly physical exam. Parents are notified one month before a new exam is required.

Staff members are trained in Child Abuse recognition. State law requires the reporting of any suspected signs of child abuse or child neglect to the proper authorities.



HAND WASHING

Children and staff will be required to wash their hands upon entering the classroom, before and after snack, before and after lunch, after using the bathroom, and after playing outside.



DRESS CODE

Giving children the option of picking out his or her own clothing fits our educational philosophy. Therefore, we do not ask parents to purchase uniforms. We ask that you dress your child in comfortable clothing that can get dirty and is easy for little hands to fasten and take on and off. Don't dress your child in anything fancy or that you would like to save. Part of Early Childhood learning is getting fully involved! All clothing should be labeled.

We try to go outside every day of the year, so dress your children appropriately for the weather. Jackets, gloves and hats are needed in the winter.

Please have your child wear closed shoes or sandals with straps every day. Flip flops and clogs are dangerous to your child, as she or he has a better chance of falling while running in either of these shoes. We know it can sometimes be a battle of wills at home, so just pack the tennis shoes and socks, and we will be more than happy to change your child's shoes when he or she arrives.



CHILDREN'S PERSONAL BELONGINGS

Every child will have her or his own space to store jackets, gloves, lunches, book bags, and any other belongings coming from home. Children will be encouraged to leave their personal toys, blankies, pacifiers, etc. in their cubbies for safekeeping. Parents/Guardians are asked to label all articles of clothing, book bags, lunch boxes, etc. with their child's name. The ECEC is not responsible for missing articles of clothing or toys from home.

All parents/guardians are asked to bring an extra change of clothing (including shoes) for their child in case of an accident. Please label everything. Parents/Guardians with children still in diapers are asked to bring a box of diapers and wipes labeled with their child's name along with at least one extra set of clothing.



BIRTHDAYS

Birthdays are very special events for the young child. Parents should consult with their child's teacher in advance, if they would like to bring a special birthday treat for their child's birthday. The ECEC suggests that birthday celebrations be simple and that they involve the birthday child. Due to some allergies, the individual teachers will inform you if homemade snacks and/or only store-bought snacks are permissible. Our policy is NOT to have birthday parties at school.

Birthday party invitations can ONLY BE PASSED OUT AT SCHOOL if all the students in your child's class are invited. If not, they must be mailed.



CLASS LISTS

Rosters of the names and telephone numbers of the parents or guardians of children attending the school are available upon request. The rosters will not include the name or telephone number of any parent who requests his/her name or telephone number not be shared.



HOLIDAY CELEBRATIONS

In our Early Childhood Center, we enjoy learning about both Jewish and American holidays. Children celebrate in their classrooms, and families are invited to participate in holiday celebrations during and after school hours. (Refer to our school calendar for dates and times.) However, we do not create thematic units and purposely teach about Halloween, Christmas, and Valentine's Day. Teachers WILL often, though, write lesson plans and teach about Autumn, Pumpkins, etc. around Halloween time; Love, Family, Friendship, etc. around Valentine's Day; and Chanukah which usually falls close to Christmas. Note though, that our students ALWAYS have the opportunity to share their home experiences with us. We anxiously wait to hear their stories! It is very probable that these holidays will be mentioned more than once during a school year, although not celebrated.



LUNCH TIME

It is the parent or guardian's responsibility to provide lunch for their child everyday. PLEASE NOTE THAT WE ARE A NUT-FREE FACILITY. Also, food sent needs to be kosher-style, that is, lunches may not contain any pork or shellfish. Please notify staff if your child needs to be on a special diet. For the once-in-a-while time something comes up and the parent/guardian is unable to pack lunch, the ECEC has cheese, jelly, and bread available at all times. Supplemental foods representing the four basic food groups are available at the ECEC and are properly stored. Our staff monitors the sack lunches to make sure one-third of the child's recommended daily dietary allowances are being provided.

Guidelines for preschoolers recommend these quantities for lunch:

Protein	1 ½ oz. meat, poultry, fish	or
	1 ½ oz. cheese	or
	1 ½ eggs	or
	¾ cups dried peas or beans or	
	6 tablespoons cottage cheese	
Vegetable	½ cup	
Fruit	½ cup	
Grain	at least one slice of bread or 2-3 crackers or ¼ bun, bagel	
	or English muffin	
Milk	¾ cups	

The ECEC will be respectful of any dietary restrictions and/or choices requested by the parent or guardian.

Another option available is to purchase your child's lunch from Healthy Kids Las Vegas. This company will deliver your child's hot and healthy lunch on a daily basis. Orders are placed on-line. For more information, stop at the School office.

POTTY TRAINING

When a non-toilet trained child begins to show signs of toilet-training readiness, the Director and staff will work with the parents/guardians to ensure success. Children will not be forced to sit on the toilet, nor will

they be embarrassed if they have an accident. Children will be supervised at all times. Parents will be asked to send in a multiple pairs of underpants while undergoing this process.



NAP AND REST TIME

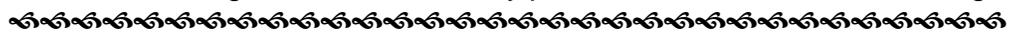
Children requiring a nap will have approximately 1½ hours to do so, from 12:40-2:30 p.m. Each child will have their own mat that is disinfected regularly by the staff. Parents/Guardians are asked to bring a crib sheet and blanket (pillow is optional). Please label all bedding with your child's name. Bedding will be sent home every Friday for washing and should be returned with the child the following week.

Children not requiring a nap will rest from 20 to 40 minutes depending on the child. They will have the opportunity to sit or lie down, look at books, and listen to soft music.



EARLY CHILDHOOD PARENT COMMITTEE

A committee of parents and Congregation Ner Tamid members make up the Gary & Lynn Kantor Early Childhood Education Center Committee. This committee meets a maximum of once a month to discuss policies for our Center and arrange fundraisers. Every parent is welcomed and encouraged to join!



PRESCHOOL FUND

If you are considering giving a gift to the preschool or need to make a donation, please consider making it to the Kantor Preschool Fund. The children will benefit from your thoughtfulness and generosity.



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**CONGREGATION NER TAMID
EARLY CHILDHOOD EDUCATION CENTER**

HANDBOOK ACCEPTANCE

I, (please print name) _____ have received my copy of Kantor's Early Childhood Education Center Policy and Procedure Handbook that outlines procedures, policies, and services offered to students, parents, and teachers.

I have read and am familiar with the information contained in this handbook.

I understand that I will be notified of any changes.

Signature

Date

Preschool child's name (if applicable) _____

PARENTS: Please read this handbook, then sign this form and hand it in at the School office before your child's first day of school.

STAFF: Please read this handbook, then sign this form and give to the Director before your first day of work.