

# **Temple Emanu El Preschool Parent Handbook**

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## **WELCOME**

Welcome to Temple Emanu El Preschool. We look forward to working with you to make your child's preschool years are fun, exciting, and challenging. We are part of Ohio's Step Up to Quality Program and we believe early experiences last a lifetime.

We provide a safe and secure environment for your child to explore and develop, a love of learning, and the support and respect necessary for your child to grow emotionally, cognitively, socially, and physically.

A strong part of our program includes an emphasis on Jewish awareness through music, art, holiday celebrations, and an understanding of and respect for Jewish values. Our Preschool students interact with our clergy several times each week.

Parental involvement is integral to the success of our Preschool. We encourage questions and welcome parents to volunteer in classrooms and as a part of our Parent Committee and our holiday and graduation task groups. Parents are always welcome join us at Friday morning Shabbat services and to enjoy Jewish and secular holidays with us. If you would like to get involved, please give us a call.

Throughout the year, we are constantly evaluating the progress of all our students and will update you either by request or through our spring and fall Parent-Teacher Conferences. We utilize the Ages and Stages Questionnaires along with the assessment that goes along with the Creative Curriculum. Our doors are always open should you need to talk about any aspect of your child's growth. Please don't hesitate to call or come by to see us.

*-- Preschool Faculty*

## **PHILOSOPHY**

Temple Emanu El Preschool was established to provide quality, loving care for students from 6 weeks through the Pre-Kindergarten year. The Preschool provides a nurturing, supportive, safe environment in which students can learn, play, and socialize. The program features an extensive curriculum, which promotes a positive self-image, intellectual growth, independent strengths, and Judaic content. Activities are planned and geared toward the developmental stage and the ability of the individual student. Patience, love, and respect are the basis for guiding the students through these formative years. Flexibility is one of our strengths. Full and half-day schedules are available on a daily or weekly basis, as the family schedule warrants.

## **ENROLLMENT**

A child is considered enrolled in Temple Emanu El Preschool after the registration fee, security deposit and first month's tuition are paid in full and a Financial Agreement Form is signed.

The following forms need to be completed before the child can begin: Enrollment & Health Form, Family Information Form, and Medical/Physical Care Plan (if needed).

For infants, there is also an Basic Infant Information Form that will need to be completed.

A Medical Form signed by a physician or certified nurse practitioner is required to be submitted within 30 days of admission. We also ask for a photo release, Shutterfly share, and field trip release form to be completed.

Forms will need to be updated on an annual basis. Any change to this information must be communicated to the office immediately so that current information is always on file. This is for the safety of your child.

Please note that we require all children to be current in their immunizations unless there is a medical exemption on file.

## **Registration**

1. Make an appointment with the Director to tour the Preschool.
2. Complete an Intake Form.
3. To *initially* enroll a student in TEE Preschool, the following is required: a one-time \$50 non-refundable application fee, the equivalent of the first month's tuition, and a \$500 security deposit. For those already enrolled in TEE Preschool, there will be no additional fees assessed.
4. The Financial Agreement Form must have credit card information so that it can be kept on file.
5. Visit the Preschool at least once with your child before his/her first day.

Each child will be accepted for a two-week trial period. If for any reason the Preschool or parent feels a child is not benefiting from the program, a conference will be called to discuss the situation and assist in making appropriate arrangements that will best benefit the child.

## **Change in Personal Information**

It is of utmost importance that the Preschool always has accurate and up-to-date records. This includes names, addresses, and telephone numbers of parents, guardians, physicians, and emergency contacts. Parents will be asked to update their child's files annually. Please notify the Director when there is a change. Custody statements from divorce/separation agreements must be kept on file.

## **TUITION AND PAYMENT POLICIES (June 1, 2018 through May 31, 2019)**

### **Infant Room Rate**

Daily: \$63

### **Toddler Rate:**

Full Day: \$61

½ Day: \$49

### **Preschool Rate:**

Full Day: \$58.50

½ Day: \$46.50

Students are considered toddlers when they move to Group 1 (approximately 14-18 months) and until they are fully toilet trained including during nap time (which means that there are no longer diapers in the building for your child). Adjustments for moving to the Toddler or Preschool rates will be made on the next statement issued after the change is made.

Temple Emanu El Preschool offers a 5% discount on a sibling. The 5% discount is credited to the student with the lower tuition rate unless that student is in the Infant Room. If there are siblings only in the Infant Room, there is no discount until the siblings move to the Toddler Room.

### **Payment of Tuition and Fees**

Tuition and fees statements are sent out prior to the month (approximately the 20<sup>th</sup> of each month) and are due the first of each month. Temple Emanu El Preschool requires all families to keep a current credit card on file. MasterCard, Visa, Discover and American Express are all accepted by Temple Emanu El.

The Preschool encourages families to allow the Temple bookkeeper to debit your card on the 1<sup>st</sup> of each month.

For those who are not paid in full by the 1<sup>st</sup> of the month, an email will be sent by the bookkeeper. Your account is considered delinquent as soon as payment is missed. Temple Emanu El reserves the right to debit your credit card on file. If your credit card declines and payment is not made by the 5<sup>th</sup> business day of the month, your child's enrollment will be suspended, and he/she will no longer be permitted to attend Preschool. Your child may return if space is available and past payment is made along with a \$50.00 delinquency fee. You will be responsible for all fees related to collection, legal or otherwise.

Families may also choose to make payment online. Login information will be provided for each family.

All checks are to be made payable to Temple Emanu El. There is a \$30.00 charge for all checks returned unpaid.

**Security Deposit and Program Withdrawal**

The security deposit will be held until the student exits the program and will be applied to the final month of tuition if the parents provide the ECE Director with written notice of the intent to withdraw the child 45 calendar days prior to the intended last day of service. If a notice of withdrawal is received less than 45 calendar days prior to the student's last day, the security deposit will be forfeited. Temple Emanu El will happily transfer records to a new school upon written request with a signed transfer of records form.

**Absenteeism**

Parents are requested to notify the Preschool, in advance, when a child will be absent. In the case of illness, please notify the Preschool by 8:30 a.m. See Health and Illness Policies (page 13) for information regarding return after illness.

**Holidays**

Full tuition is due for any missed days including holidays.

**Late Pick-Up Charges**

In the event of a child not being released to an authorized escort, parents will be responsible for any late fee incurred for pick up after 6:00 pm. The late fee is \$1 for every minute after 6:05 pm.

**HOURS AND DAYS OF OPERATION****Hours**

Temple Emanu El Preschool is open Monday through Friday from 7:30 am to 6:00 pm.

**Arrival Time**

All children should arrive from 7:30 am through 9:00 am. All children must be escorted into their classrooms and signed in by a parent or authorized adult.

**Dismissal Time**

For ½ day students, dismissal is 12:30 p.m. For full day students, dismissal is from 3:30 pm-6:00 pm. For those families currently enrolled with a ¾ day schedule, dismissal is at 3:00 pm. Please note that the ¾ day option is no longer available for new families. Parents who have their children enrolled in the ½ day or ¾ day option will be billed for a longer day if they come past dismissal time.

Parent or authorized adult must come to the classroom, social hall, lifecycle celebrations room or playground to pick up the child and sign out with the teachers on duty. No child will be released to any person who is not listed as the pick-up person. Unfamiliar persons will be asked for identification.

## Closings

The Preschool is closed on the following **Secular Holidays**:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Friday after Thanksgiving
- Christmas

The Preschool is closed on the following **Jewish Holidays**:

- Rosh Hashanah (2 days)
- Yom Kippur
- Sukkot
- Simchat Torah
- Passover
- Shavuot

On the day preceding Rosh Hashanah, Yom Kippur and Passover, the Preschool will close at 12:30 pm.

The Preschool will also be closed for a ½ day between the school year session and the summer camp session as well as 3 days between the summer camp session and the school year session.

## TEACHER-STUDENT RATIO AND GROUP SIZES

Temple Emanu El Preschool is licensed by the Ohio Department of Job and Family Services to serve the following groups and will not exceed the following state required ratios:

6 weeks to 12 months	1:5
12 to 18 months	1:6
18 to 30 months	1:7
2½ to 3 years	1:8
3 years	1:12
4 to 5 years	1:14

Temple Emanu El Preschool provides a higher level of quality care and maintains the following ratios:

Kitah Aleph (formerly infant room)	6 weeks to 18 months	12 children max	1:4
Kitah Bet & Gimmel (formerly Groups 1& 2)	14 months to 2 ½ years	8 children max	1:5
Kitah Dalet (formerly Group 3)	2½ to 3 years	16 children max	1:8
Kitah Hey (formerly Groups 4 & 5)	3¼ - 5 years	16 children max	1:10

The teacher-student ratio is always maintained. No student will ever be left alone or unsupervised.

## **FIRST DAY OF SCHOOL CHECKLIST**

### **For infants – To be Brought Daily**

- Bottles labeled with the student's full name and date
- Formula or breast milk
- Baby food labels with the child's name and date
- Pacifier, if desired

### **For infants – To be Left at School**

- Picture of student
- 2-3 extra sets of cloths
- Sleep sack
- Diapers
- Wipes
- Diaper cream, if desired

### **For Toddlers & Preschoolers**

- Picture of student
- Plastic cup with lid
- 1-2 extra sets of cloths
- Sweater or sweatshirt
- Diapers, pull-ups, and wipes, if needed
- Blanket, pillow, and crib sheet
- Sunscreen during summer
- Bathing suit and towel for water play during summer

Please make sure that all items are labeled. Do NOT allow your child to bring toys, books or other items, except on designated Show-n-Tell days. Teachers cannot be responsible for lost items.

## **DAILY SCHEDULES**

### **Infant & Toddler Program (Kitah Aleph, Bet & Gimmel)**

Infants & toddlers learn by exploring their surroundings. We encourage this process and foster it by continually providing new experiences. Students will have the opportunity to participate in art, science, and music activities, as well as small and large group play.

Toddlers are working on 2 very important goals: language development and control over their environment. To foster growth in language development, we encourage and initiate discussions and modeling language skills throughout the day as we talk about past and future activities. For each action and activity, there will be sounds, words, questions, and answers.

To foster control over students' environment, we help him/her to learn how to make decisions by allowing him/her to make choices whenever possible. We will slowly encourage toilet training as students seem ready. We will work with a variety of materials to stimulate the senses and explore many artistic mediums. Our emphasis is always on the process rather than the results.

### **Infant & Toddler Schedule (Infant feeding and sleeping based on individual needs)**

7:30 am-9:00 am	Receive students, free choice activities
9:00 am-9:45 am	Morning snack and diapering
9:45 am-10:00 am	Circle time - songs and stories
10:00 am-10:45 am	Planned classroom activities
10:45 am-11:00 am	Diaper check and potty try
11:00 am-12:00pm	Large muscle activities (outdoor/indoor)
12:00 pm-12:30 pm	Lunch
12:30 pm-12:45 pm	Diapering and potty try
12:45 pm-1:00 pm	Story and preparation for nap
1:00 pm-3:00 pm	Nap time
3:00 pm-3:15 pm	Wake up, diapering, preparation for snack
3:15 pm-3:30 pm	Afternoon snack
3:30 pm-4:30 pm	Large muscle activities (outdoor/indoor)
4:30 pm-5:00 pm	Planned classroom activities
5:00 pm-6:00 pm	Free choice activities and dismissal

ALL TIMES ARE FLEXIBLE EXCEPT FOR LUNCH AND NAP.

### **Preschool Program (Kitah Dalet & Hey)**

Our philosophy is dedicated to guidance and learning with patience, love, and respect. The result is a confident student who is ready for the challenges of his/her school experience.

Our program stresses growth in emotional and social awareness. We will provide students with the opportunity to play with others in small and large group situations. Students will learn how to get along and share ideas and toys with others.

Your child will have the opportunity to explore many sensory experiences and materials through art, music, science projects, literature, exercise and movement, performing arts, etc. Your child's curiosity will be stimulated, as will a willingness to try new things.

Students in Groups 4 and 5 must be completely toilet trained. Any student who has soiled more than 3 outfits in a day, excluding during naptime, may be removed from the school until he or she is completely toilet trained.

### **Preschool Schedule**

7:30 am-8:30 pm	Receive children, quiet free choice activities
8:30 am-9:00 am	Free choice activities, complete receiving children, clean up, prepare for snack
9:00 am-9:30 am	Morning snack and bathroom break
9:30 am-10:00 am	Group time - literature/language
10:00 am-11:00 am	Planned classroom activities
11:00 am-11:30 am	Large muscle activities (outdoor/indoor)
11:30 am-12:00 pm	Second group time
12:00 pm-12:30 pm	Lunch
12:30 pm-12:45 pm	Story time
12:45 pm-1:00 pm	Bathroom, preparation for nap
1:00 pm-3:00 pm	Nap time
3:00 pm-3:15 pm	Wake up, bathroom, prepare for snack
3:15 pm-3:30 pm	Afternoon snack
3:30 pm-4:30 pm	Planned classroom activities
4:30 pm-5:00 pm	Large muscle activities (outdoor/indoor)
5:30 pm-6:00 pm	Free choice activities (all classes) and Final dismissal

ALL TIMES ARE FLEXIBLE EXCEPT FOR LUNCH AND NAP.

All equipment used by our students meet Federal Safety Standards. Equipment undergo regular inspection and constant upkeep by the Director, teachers, and Temple Emanu El paid custodians.

### **Weekly Lesson Plans**

Weekly lesson plans are prepared by the classroom teachers and approved by the Director. Plans are posted in the classroom and distributed to parents. Parents are welcome and encouraged to participate in Preschool activities whenever they wish.

### **Child Assessments**

Temple Emanu El Preschool uses a variety of screening and assessment tools. Upon enrollment and then annually, every student is screened using the Ages and Stages Questionnaire (ASQ). Parents are asked to complete the same age ASQ. The ASQ's are compared and parents are notified of the results of the screening. If further action is needed, a plan will be created in concert with parents, teachers and the Director.

During the school year, students are assessed with the Teaching Strategies Gold Assessment. Although reports are confidential, a copy will be given to the parent at the Parent-Teacher Conferences held in the spring and fall. A second copy will be kept in the student's file. Files are available to the custodial parent or guardian at any time.

### **Outdoor Play**

Research has shown that children stay healthier when they have daily outdoor play. Based on this information and state requirements, outdoor play is included daily.

We limit the amount of time outside when the temperatures are very warm or very cold. Students will not be taken outside when the temperature (wind chill and heat index factored in) drop below 20 degrees or rise above 90 degrees. Teachers will also adjust outdoor time due to rain, threatening weather, ozone warnings, and the like.

Students must be dressed for indoor as well as outdoor play including having sturdy closed shoes good for running and climbing and an appropriate weight jacket or coat. Snowsuits and boots are required in winter.

On days that outdoor play is not provided due to these conditions, we will include a time for indoor gross motor activities.

The Temple Emanu El Preschool playgrounds are for use by our students only during school hours.

### **Water Play**

Water play activities will be provided for students during the summer. These would include sprinklers and small wading pools (less than 24 inches deep). Parents will also be asked to sign written permission slips prior to infants and toddlers engaging in this type of water play. Please remember to send bathing suits, towels and sunscreen for your children.

Parents will need to complete a form allowing teachers to apply sunscreen. If your child burns easily, please include a lightweight t-shirt that they may wear over their swimsuit.

### **BEHAVIOR MANAGEMENT**

The Preschool's philosophy on behavior management is dedicated to guidance and learning. It is not one of punishment or physical force. The faculty works toward teaching appropriate behaviors to students, teachers and parents.

Teachers help students handle conflicts by talking things over, communicating feelings, problem solving, and encouraging cooperation. When necessary, a "time out" may be used. After the "time out" period, the teacher and student will talk about appropriate and inappropriate behaviors.

Every attempt will be made to work together with the parents and the student to correct the behavior. If a situation arises where a student is consistently endangering himself, peers or teachers, it may become necessary to suspend the student from the Preschool. However, the safety of children is always our primary concern. The director would be in communication with the parents prior to this occurring.

Any student who is displaying emotional trauma beyond our areas of expertise and ability to help will be required to receive outside help at the parent's expense to remain enrolled. If after a period of time (to be determined by our Director, teachers, and the professional) no improvement is seen, the student may be removed from the school.

Students are not permitted to hurt themselves or others nor are they allowed to damage equipment. Students caught with a firearm or any other weapon will be immediately and permanently removed from the Preschool.

If the student demonstrates behavior that requires frequent extra attention from a faculty member, we may choose to develop and implement a behavior management plan. This plan would be developed in consultation with the parents and would be consistent with licensing requirements.

Physical discipline is a cause for immediate dismissal of any faculty member.

### **TRANSPORTATION OF STUDENTS AND FIELD TRIPS**

Students are never allowed to be transported in faculty members' cars for any reason.

Students take walking trips around the neighborhood. Teacher-student ratios will be maintained. Before departing the Preschool, a count will be taken of all students, and they will be marked on a separate attendance sheet, specifically created for the trip.

Upon arrival at the destination, another count will be taken to assure that all students have arrived safely. This process will be repeated upon leaving the destination and returning to the Preschool. During field trips, each staff member will have specific students that they are responsible for supervising.

Students will be labeled with the Preschool name, address, and phone number. A first aid kit, person trained in first aid, and emergency authorization forms will accompany all groups. Permission slips must be completed by a parent prior to trip.

### **MEALS AND SNACKS**

Temple Emanu El is a nut-free facility and no nuts of any kind or peanut oil is allow in the building.

The Preschool serves *Kosher-style* lunches and snacks; however, the food is *not* Kosher. Meat and milk are not served together nor are pork or shellfish ever served. Passover dietary laws are observed. If a special diet is required, a physician's signed statement must be obtained.

Lunch is served at 12:00 p.m. Lunches contain 1/3 of the recommended daily dietary allowance for students. Morning snack is served at 9:00 am and the afternoon snack is served at 3:15 pm. Snacks are nutritious and contain at least two foods from the four basic food groups.

Lunch and snack menus are posted on the Parent Information Board and within each classroom. Please let us know ahead of time if your child is not permitted to have any type of foods due to allergies or religious beliefs.

If requested, Temple Emanu El Preschool can provide gluten free, wheat free, soy free, dairy free, egg free, and fish/shellfish free lunches. Requests need to be made directly with the Early Childhood Education Director.

Temple Emanu El Preschool will bill all families at the same rates, regardless if parents choose to provide meals and snacks themselves.

If your child wishes to bring a treat such as cookies or cupcakes for a birthday or other special occasion, please be sure to send enough to be shared with the entire class. PLEASE DO NOT BRING CANDY OR TREATS CONTAINING NUTS. Please work with the classroom teacher in advance. Parents are welcome to join us for the celebration.

### **Food Supplements or Modified Diets**

If your child requires a food supplement or a modified/special diet, you must secure written information from your physician regarding this. The Preschool may be able to accommodate some requests, but in most case, parents will be asked to supplement the Preschool's menu selections.

## **SUPERVISION POLICIES**

### **Arrival/Departure**

Arrival time is 7:30 am-9:00 am. All students MUST be escorted into their classrooms and signed in by parent or authorized adult. Any special messages, medications, special pick-up notes, or the like are to be given to the teacher. Students may not be sent inside the building alone. Faculty must be made aware of each student's presence before the parent departs.

At the time of departure until 6:00 pm, parents are asked to sign their child out and to contact their child's supervising faculty member to ensure that teachers are aware that the student has been picked-up

### **Pick Up Authorization**

The parent dropping the student off at school in the morning MUST indicate who will pick up the student that day. A person other than the parent bringing the student may sign this information as an agent for the parent. Only persons authorized by parent or legal guardian may sign to pick up the student.

In the event these plans change during the day, a parent or legal guardian must call or email the Preschool and report the change. ONLY PARENT(S) or LEGAL GUARDIAN(S) MAY AUTHORIZE THIS CHANGE.

For your child's safety, if an unauthorized person comes to pick up a student, the student will not be released. The Director or teacher will call the parents to verify. In the event the parents cannot be reached, the child will not be released. The Preschool faculty will continue to try and reach the parents to inform them that the student is still at school.

Grandparents, unless they have been appointed as legal guardian by a court of law, may not authorize a change in pick-up designate.

In the event parents are out of town, a letter stating who is responsible for the student must be given to the Preschool along with phone numbers where this person can be reached day and night. This allows that person to authorize pick-up changes during the parent's absence only. This information must be in writing.

When an authorized escort arrives to pick up a student, if the Preschool staff has not met or does not recognize this person, that person will be asked to show picture identification. The student will not be released until identity has been verified. Please inform your authorized escorts of this policy. In addition, please be certain your authorized escort has the Preschool phone number, so they can notify us in case of a delay. We will, in turn, notify you in case you wish to make alternate arrangements.

In the event of a student not being released to an unauthorized escort, parents will be responsible for any late fee incurred for pick up after 6:00 pm. The late fee is \$1 for every minute after 6:05 pm.

### **Supervision of Students**

Faculty members will always supervise students, including naptime. If a student becomes ill, he/she may be isolated in a section of the room not in use, but within the sight and hearing of a faculty member.

### **Custody Agreements**

In the case of divorced or separated parents, we will release the student to either parent unless there is a court document stating otherwise. Custody statements from divorce/separation agreements must be kept on file.

### **Transitioning**

You will be notified when your child is ready to move up to the next classroom. As part of the procedure, parents will be notified via email when the transition will take place. They will need to respond to the email that they accept the transition. Students will then visit the new classroom first with their current teacher and then without their current teacher for 2 weeks. Should parent want to meet with the teachers in their child's new classroom, a Parent-Teacher Conference will be arranged.

### **Child Abuse Reporting**

All faculty members are mandated reporters of child abuse. If the Director or a teacher has suspicions that a child is being abused or neglected, they WILL make a report to the Orange Village Police Department. The safety of the students is always our first concern.

All faculty members are trained in child abuse recognition.

## **MANAGEMENT OF ILLNESS**

The Preschool is for well students. Parents are asked to keep their child home if she/he is ill. If she/he becomes ill during the day, the parent will be notified and is expected to make arrangements to pick the student up as soon as possible.

The Director will review with new teachers, substitutes and volunteers, recognition of illness and hand washing procedures. Teachers and students will engage in frequent hand washing to control the spread of infection.

Students will not be admitted, or will be discharged during the day, if they are observed to have any of the following signs or symptoms of illness:

1. Diarrhea two or more times in one day
2. Severe cough
3. Difficult or rapid breathing
4. Yellowish skin or eyes
5. Conjunctivitis
6. Temperature of 100° or more with other symptoms
7. Untreated infected skin patches
8. Unusually dark urine
9. Grey or white stool
10. Stiff neck
11. Evidence of lice, scabies, or other parasitic infestation

A parent and the Director will determine a course of action if any of the following are detected:

1. Unusual spots or rashes
2. Sore throat or difficulty in swallowing
3. Elevated temperature
4. Vomiting
5. Mild cold symptoms

A student having symptoms of a communicable disease will be isolated from the other students. The Director's office will be used for isolation. If necessary, an unoccupied area of the classroom will be used for any ill student. The student's cot and blanket will be available. The student will always be within sight and sound of an adult. Parents will be notified to pick up their child as soon as possible.

Students who are absent due to illness will be readmitted when their symptoms are no longer present. If a student has been ill with any of the following illnesses, a doctor's statement may be necessary for re-admittance:

1. Lice
2. Scabies
3. Pinworm
4. Impetigo
5. Ringworm
6. Drainage from eyes of any type
7. Strep throat

Please note that a physician's statement along with everyone in the student's household must be nit free for the student to be readmitted.

It is most important and necessary that the Preschool be notified immediately in the event an enrolled student contracts a communicable disease. This includes, but is not limited to: strep infections, influenza, chicken pox, impetigo, lice, pink eye, measles, mumps, tuberculosis, and polio. The Communicable Diseases Chart is in the Director's office. A notice will be emailed to the parents in the classroom any time a case of a communicable disease is reported in the Preschool.

If a student is not feeling well but does not display any of the symptoms for required dismissal, the student will be offered an isolated area to rest on a cot. Parents will be notified, and a decision made as to a course of action. If a student is very upset or uncomfortable, parents may be asked to pick up the student.

When a student's cot is used for illness, it will be cleaned with the appropriate germicidal detergent.

Please note that we require all children to be current in their immunizations unless there is a medical exemption on file.

When ill, faculty members will be asked to abide by the same restrictions as the students. All faculty members have received training in communicable diseases.

#### **ADMINISTRATION OF MEDICATION**

Prescription and non-prescription medications will be administered at the Preschool only with written permission and instructions from the child's physician, dentist, and/or parent or guardian. Parents must administer the first dosage of any new medication taken by the child.

Prescription medications will be administered when the child's physician or dentist has signed the permission form provided by the Preschool, or when the medication is in its original container with prescription label attached. For medication to be administered, parents must sign a permission form. Specific instructions must come from the child's physician, dentist, or parent regarding dosage and time of administration. The date of the prescription must be current within six months. Each form is for the period indicated by the physician or 6 months, whichever comes first.

No student will be allowed to self-administer medications of any type, including inhalers, lotion and lip balm.

Non-prescription, non-aspirin, fever-reducing medications, cough or cold medications which do not contain codeine, or topical creams, lotions, and ointments, may be administered with the written permission of parent or guardian. Non-prescription medication must be in its original containers with the label and dosage information attached. These medications will be administered for no longer than three days, unless instructed by physician.

Topical creams, lotions and ointments will be administered only if a Request for Administration of Medication for Childcare form is completed by the parent.

## **ACCIDENTS AND EMERGENCIES**

The faculty members have received training in First Aid and CPR. In the case of a minor accident or injury, the faculty member will administer basic first aid and care towards the student. An Incident Report will be written for which parents will sign and receive a copy the same day.

There is a First aid kit in every classroom as well as in the Director's office. There is also a first aid cabinet in the Work Room in the center of the Administration wing.

If the injury is more serious, first aid will be administered, and the parents will be contacted immediately to assist in deciding an appropriate course of action. If any injury is life threatening, 9-1-1 will be contacted, parents will be notified, and a faculty member will accompany the student to the hospital with all available health records.

Parents will be contacted, and necessary decisions will be made together, time permitting. If the student is in transport, the parent will be notified of the nature of the accident and where to meet the student and faculty member.

Please note that parents must complete a Medical form for each child enrolled in the Preschool. This form must be updated annually. For a student to be enrolled in the Preschool, the parent must grant consent for Temple Emanu El Preschool to transport the student and obtain emergency treatment.

## **OPPORTUNITIES FOR PARENT INVOLVEMENT**

All parents are invited to be a part of the Temple Emanu El Preschool Parent Committee. The committee meets monthly in the evening. The committee is involved in fund raising activities, parent education programs, graduation festivities, and support of faculty members.

Parents will be called upon as appropriate to share their professional expertise for parent education programs and/or school programs.

Parents are invited to participate in classroom activities, including reading to students and joining in with our weekly Shabbat morning service.

## **FACILITY**

Temple Emanu El Preschool is licensed to utilize the full Temple facility.

### **Cleaning of Facility**

The entire Temple Emanu El facility is cleaned and sanitized nightly by Temple Emanu El paid custodians. Custodians are trained an appropriate usage of cleaning chemicals and supplies. Classrooms and bathrooms are given special attention so that they are ready for use daily.

Aerosol sprays are never used when children are in attendance.

### **Support of Onsite Breast Feeding or Pumping**

The Konigsberg Lifecycle Celebrations Room, the Barr Youth Lounge, and Classroom 111 are available as a private room throughout the school day.

## **DISASTER PLAN**

All classrooms are equipped with a land-line telephone where teachers can page each other, the Preschool or Main Office, and can make outside calls including to 9-1-1.

Entrance doors are locked for security reasons. Each family has its own 4-digit code for admittance that they may share with others who will drop off or pick up students. Visitors must press the entrance call button and be identified by a staff member to be admitted.

Temple Emanu El Preschool has devised several procedures to follow if an emergency would occur while a child is in the Preschool's care. In the event of a fire or tornado, faculty members will follow the written instructions posted in each classroom describing emergency evacuation routes and the procedures to be followed to assure that children have arrived at the designated spot.

To prepare children for the unlikely need to evacuate, the Preschool conducts monthly fire drills, tornado drills during the month of April through October and a quarterly lockdown.

Should we need to evacuate due to fire or weather conditions, or the loss of power, heat, or water to the Preschool, our emergency destination is the Orange Village City Hall located at 4600 Lander Road. A sign will be posted on the door of the Preschool indicating that we have been evacuated and the location where you can pick up your child. Parents will be contacted as soon as possible to come pick up students. If a parent cannot be reached, we will contact the emergency contacts as listed on your child's enrollment information.

In the unlikely event of an environmental threat or a threat of violence, the faculty will secure the children in the safest location possible, contact and follow the directions provide through Temple Emanu El's Emergency Procedures Manual and given by the proper authorities and contact the parents as soon as the situation allows. An emergency supply bag in every classroom and in rooms and offices throughout the building.

All staff members of Temple Emanu El are trained annually on the Emergency Procedures Manual.

In case of an immediately need, Temple Emanu El has an automated external defibrillator in the coat room at the front of the building.

Emergency alerts, including weather related late start, will be texted to all parents through the Remind system. As new students enroll, parents are contacted through the system to sign up.

From time to time, the Jewish Federation Security Vehicle or an Orange Village Police Department cruiser will drive through and/or park in the parking lot. Orange Village Police are encouraged to use the Temple parking lot when they are filling out departmental reports. The Federation and Police make these rounds to make sure that our property is secure.

### **Inclement Weather**

The Preschool will open at 9:00 am whenever the Orange City Schools are closed due to inclement weather. Families will be notified via email, Facebook and a text Remind system as early as possible.

**TEMPLE EMANU EL PRESCHOOL DISASTER PLAN**

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## **I. General Safety**

The TEE staff is a primary resource for ensuring the safety and security of our children, congregants, visitors and personnel. We are partners in the effort to maintain proper safety, and complete cooperation is necessary for the success of our safety plans.

Each person receiving this Emergency Procedures Manual is expected to do the following:

- Read, study and know the policies and procedures outlined in this guide
- Know where to find emergency telephone numbers (i.e., page 13 of this manual)
- Know where fire extinguishers, fire alarm boxes, first aid supplies and flashlights are located. The following pages provide the location of each.

### **A. Terminology**

1. Person in Charge: Person in Charge begins the chain (Executive Director, Early Childhood Education (ECE) Director, or Senior Staff Person on Site).
2. First Responder: Person trained in CPR and first aid
3. Intruder: Person who enters building with intent to harm people or building
4. Lockdown: Emergency safety procedure of going to or remaining in a “safe” room that has a LOCKING DOOR, until “all clear” signal
5. Pre-Assigned Outside Meeting Place: a safe, predetermined place outside of our building

### **B. Person in Charge**

1. During office & Preschool hours: Executive Director and/or ECE Director
2. During evening hours: Executive Director, ECE Director, and/or Senior Staff Member on Site
3. Responsibilities of the Person in Charge include, but are not limited to:
  1. Establish priorities in emergency
  2. Initiate First Aid or CPR
  3. Designate someone to call 9-1-1
  4. Order lockdown and has all exterior doors locked (if not already locked)
  5. Take attendance at remote safe spot, determines all clear with Orange Village Police

### **C. Inventory and Location of Emergency Equipment and Information**

1. **Automatic External Defibrillator** is located on the back wall of the coatroom
2. **Fire Extinguishers** are located as follows:
  - a. In the Main Corridor, next to the Audio-Visual Closet
  - b. Inside the Atrium next to the Social Hall by “The Mentor” cabinet
  - c. Across from the Chapel Bathroom
  - d. Next to the Chapel Hallway Exit Door
  - e. Inside the Dock/Kitchen Exit Door by Custodial Desk
  - f. In the kitchen, across from the warming ovens
  - g. Inside the School Entrance Atrium
  - h. In the Administrative Office Hallway, across from the Music Room
  - i. In the Administrative Office Hallway, across from the Executive Director’s Office
  - j. In the Library and just outside of Classroom 111 by the Back-Exit Door to the School Wing
3. **Fire Alarm Pull Boxes** are located as follows:
  - a. Inside the Atrium just inside the Main Entrance Doors
  - b. Inside the Social Hall next the Exit Doors to the Terrace - two are located by the Exit Doors
  - c. Next to the Sanctuary Exit Doors by the bottom of the ramp
  - d. Next to the Chapel Hallway Exit Door
  - e. Inside the Dock/Kitchen Exit Door by the Custodial Desk
  - f. Inside the School Entrance Atrium
  - g. At the end of the School Hallway by Classroom 110
  - h. Inside Classrooms 101 through 106
4. **Fire Extinguishers & Fire Alarm Pull Boxes**
  - a. Familiarize yourself with the location of all fire extinguishers and fire alarms
  - b. Pull the Fire Alarm even if the fire can be extinguished manually, because a fire may smolder behind a wall
  - c. When you pull the fire alarm, the fire department receives a signal through our fire alarm system and will respond immediately
  - d. Tips when using a fire extinguisher: Remember the word “PASS”
    - i. P – Pull the pin out
    - ii. A – Aim the nozzle (ideally at the item on fire!)
    - iii. S – Squeeze the handle
    - iv. S – Sweep (spray in a sweeping motion)

5. **First Aid Supplies and Flashlights** are in each classroom and the Work Room (at the center of the Administrative Offices) in a specifically marked cabinet just next to the refrigerator and in designated preschool areas
  - a. Items included in the First Aid Supplies include by are not limited to:
    - i. Latex gloves
    - ii. CPR mouth shields
    - iii. Garbage bags
    - iv. Kleenex
    - v. Bandages
  - b. In the freezer, next to the First Aid cabinet are bags of frozen peas to be used as ice packs
  - c. Each classroom and major room throughout the facility also has an Emergency Bag
6. **Traffic Cones** are in the Audio-Visual Closet. All staff and faculty, including custodians, have a master key that can open the Audio-Visual Closet.

#### **D. Fire Drills**

1. Will be conducted without notice by the ECE Director during preschool hours monthly - Everyone in the building must exit the building and go immediately to the assigned safe gathering spot when the fire alarm is sounded. Exit locations are as follows:
  - a. Activity Center to exit through the Main School Entrance and go to **back parking lot**
  - b. Classrooms 101-106 to exit through their exterior doors and go to the **back-parking lot**
  - c. Youth Lounge, Classrooms 107-110 to exit through the door at the end of the School Hallway by Classroom 110 and go to **back parking lot**
  - d. Office staff in Music Room through Education Director's office and ECE Director's office through Administrative Assistant's workspace to exit through the Main School Entrance and go to **back parking lot**
  - e. Office Staff in Rabbi's office through Executive Director's office and Work Room to exit through the Main Front Entrance and go to **front parking lot**
  - f. Classroom 111, Library, Reception Area and Atrium to exit through the Main Front Entrance and go to **front parking lot**
  - g. Main Corridor, Board Room, and Lifecycle Room to exit through the door at the end of the School Hallway by Classroom 110 and go to **back parking lot**
  - h. Sanctuary to exit through Sanctuary Exit Door and go to **front parking lot**
  - i. Social Hall to exit through Terrace Doors and go to **front parking lot**
  - j. Kitchen to exit through Dock/Kitchen Exit Doors and go to **front parking lot**
  - k. Chapel to exit through Chapel Exit Door just outside of the Chapel and go to **front parking lot**
2. Preschool teachers must take that day's attendance list with them to ensure accountability of all students
3. No one may re-enter the building until the all clear has been sounded the Person in Charge or by the Orange Village Police or Fire Department

## **E. Evacuation Procedures**

1. Note Chain of Command
2. Via intercom, the Administrative Assistant alerts people in other parts of the building
3. ONLY if safe to do so, Torahs should be retrieved and removed from building
4. Await further instructions from the Person in Charge
5. When Preschool is in session:
  - a. Line children up at classroom doorway
  - b. Teachers take attendance records with them
  - c. Pre-assigned teachers will check bathrooms and nearby classrooms
  - d. Primary Evacuation Route: The exit closest to the classroom as above under Fire Drills
  - e. Proceed with students to front or back parking lot as above under Fire Drills
  - f. Take attendance as soon as possible
  - g. Report any missing children to the Person in Charge or the ECE Director Keep all children away from emergency vehicles
  - h. Await further instructions from those the Person in Charge or the Orange Village Police Department
  - i. If it is necessary for the Orange Village Police Department to evacuate everyone to another location, Orange Village School buses will be dispatched, and all present will be taken to the Orange Village City Hall on Lander Road.

## **F. Child Safety for Preschool**

1. Parent, or approved guardian, must sign in a child on the clipboard assigned to each classroom
2. Parent, or approved guardian, must sign out the child before leaving the premises
3. Teachers must ascertain an adult's identity before turning over a child - Teachers have full authority to ask for identification of any unknown adults in the building

## **II. First Aid**

- A. First responders, those trained in first aid and CPR, who are alone are to call 9-1-1 before administering first aid or CPR – All Preschool teachers are trained in first aid
- B. If a second person is present, that person should call 9-1-1 as the First Responder begins to administer first aid or CPR
- C. When calling 9-1-1, use a land line telephone so that our location can be easily identified
- D. First aid instruction charts are in all classrooms, the work room, and kitchen
- E. For injuries not requiring an emergency squad, the Person in Charge will escort the injured party to the closest hospital – if the injured party is a minor, they will need to wait until a parent, or approved guardian, arrives at the hospital and then the Person in Charge should leave

NOTE: The Automatic External Defibrillator is located on the back wall of the coat room

### **III. Building Security**

#### **A. General Security**

1. The primary resource in ensuring the safety and security of children, visitors and personnel is the Temple Emanu El Staff
2. Temple Emanu El staff (clergy, administrative, education and custodial) must remain vigilant always. When a committee chair or Executive Committee member is in the building, they share this role with staff.
3. The following are useful tools to ensure General Security:
  - a. Know the procedures outlined in this guide
  - b. All office staff are to have the camera open on their desktop always
  - c. All staff and faculty members are to wear an elastic wrist band with the master key on it always
  - d. Keep all doors locked always during office hours. Admit visitors politely after identification with the audio/camera door system
  - e. Keep all doors CLOSED – ushers will monitor all entrance/exit doors during services
  - f. Request credentials or nature of business from ANY unknown visitors or work person prior to admitting them to the building
  - g. Know where to find emergency telephone numbers (located on the back page of this guide)
  - g. Be alert to strangers loitering or lingering in or around the premises and to suspicious cars parked near the building. Write down a description of any person observed and/or license plate, color and make of cart. Report this information to the Executive Director immediately or call the Orange Village Police Department.

#### **B. Vandalism and Burglary**

1. Given evidence of vandalism or burglary, immediately notify the Executive Director. Do not touch anything at the site. The police should be notified.
2. Make an accurate inventory of any stolen or missing articles
3. If there is physical damage (defacing, spray-painting, etc.), take photographs. A digital camera is in the Education Director's office or use a personal cell phone. Once police have viewed the damage, Temple Emanu El will have the damage repaired. Tell the police about anything out of the ordinary regarding the condition of the premises, no matter how insignificant.

## VI. Terrorism

### A. Lockdown Procedures for a Local Threat

1. If we are notified by the Orange Village Police Department or the Jewish Community Federation that there is a threat to any local agency, we need to immediately go into an interior lockdown, which will include the following steps:
  - a. If you are in the Activity Center and Classroom 101 and Classroom 110, lock yourself in the **youth lounge**
  - b. If you are in Classrooms 102-107, lock yourself in the **board room**
  - c. If you are in Classrooms 108-110 and sanctuary, lock yourself in the **lifecycle celebrations room**
  - d. If you are in the administrative wing, lock yourself in the **file room inside the work room**
  - e. If you are in the chapel, lock yourself in the **chapel**
  - f. If you are in the social hall, kitchen, and atrium, lock yourself in the **storage room or basement**
  - g. You are not to unlock your door until you hear Orange Village Police using the following code: **“OPD 4545.”** No door is to be unlocked until you hear this code, even if you hear the fire alarm going off

## **B. Intruder/Lock Down Procedures**

1. All staff and faculty members will wear an elastic wrist band with the master key on it and doors will be locked if paged that an intruder is in the building
2. All classrooms windows will have a covering next to it and will be put in place if paged that an intruder is in the building
3. If an intruder gains access to the building, the Person in Charge will call 9-1-1
4. Lock yourself (and students or other staff) into the room that they are closest to in case an intruder comes into the building and you have been paged with the following: **“All Staff/Faculty, be informed that we have a Code 100”**
5. An intruder is the most frightening security problem we can anticipate. While there are security procedures to deter an intruder, it remains the most difficult security problem for which to plan
6. There are no simple responses to an attack from an intruder. You may need to modify the suggestions below to fit your situation
7. If an intruder comes into the building, do not take a life-threatening risk, but do the following:
  - a. Person in Charge will call 9-1-1
  - b. If you hear the following code: **“All Staff/Faculty, be informed that we have a Code 100,”** please continue through the following steps
  - c. Lock yourself (and students or other staff) in either the room you are in or the room that is closest to you, put the covering over the interior door window, close the windows and blinds, turn off lights, move yourself and students in a location in the room that is away from the windows (getting students in cabinets or closets is acceptable), and remain silent
  - d. Await further instructions from the Person in Charge or Orange Village Police. You are not to unlock your door until you hear Orange Village Police using the following code: **“OPD 4545.”** No door is to be unlocked until you hear this code, even if you hear the fire alarm going off
  - e. If it is necessary for the Orange Village Police Department to evacuate everyone to another location, Orange Village School buses will be dispatched, and all present will be taken to the Orange Village City Hall on Lander Road

8. If you are the one who sees the intruder, take the following steps:
  - a. If you can contact someone safety, please page your immediate supervisor who will call 9-1-1 if necessary
  - b. Attempt to put a door between you and the intruder. Once out of sight, lie down
  - c. If you are outside and can't get to a safe location, run away in a zigzag pattern. Do not lie down
  - d. If you cannot get to the Person in Charge to call 9-1-1 and you can do it, then make the call yourself
  - e. After all is safe, do your best to describe the intruder
  - f. In case of an intruder and you are in the following rooms, please take the following steps:
    - i. **If you are in the school wing, lock yourself (and your students) in the room you are in follow steps in #4 above**
    - ii. If you are in the administrative wing, lock yourself in **your office**
    - iii. If you are in the work room, lock yourself in the **file room inside the work room**
    - iv. If you are in the sanctuary, lock yourself in the **lifecycle celebrations room**
    - v. If you are in the chapel, lock yourself in the **chapel**
    - vi. If you are in the library, lock yourself in **Classroom 111 (library classroom)**
    - vii. If you are in the atrium by the administrative wing, lock yourself in the **Executive Director's office**
    - viii. If you are in the atrium by the social hall, lock yourself in the **pantry closet or kitchen storage room**
    - ix. If you are in the social hall, lock yourself in the **kitchen storage room**
    - x. If you are in the kitchen, lock yourself in the **kitchen storage room or basement**
    - xi. You are not to unlock your door until you hear Orange Village Police using the following code: **"OPD 4545."** No door is to be unlocked until you hear this code, even if you hear the fire alarm going off

### **C. Bomb Threats**

1. An ordinary form of harassment against religious institutions is the telephone bomb threat. If you answer the telephone and receive a bomb threat, follow these guidelines:
  - a. Keep the caller on the telephone and keep your voice calm and get as much information as possible. (A “bomb threat question sheet” is located by each temple phone. Record the date, time and information from the caller.)
  - b. Immediately call 9-1-1. If you are alone but have access to an additional phone, dial 9-1-1 and leave it off the hook so the conversation with the person threatening can be heard.
  - c. Evacuate the building by using the fire evacuation procedures (as indicated above).
  - d. Ask the caller the following:
    - i. When will the bomb go off?
    - ii. Where is it located?
    - iii. What type of bomb is it?
    - ii. What type of explosive is it?
    - iii. Who are you?
  - e. Pay close attention to details, such as the person’s voice (loud, soft); speech (fast, slow); language (polite, foul); manner (angry, calm); background noise (traffic, etc.); approximate age, sex.

### **D. Handling of Suspicious Mail or Package**

1. It is important to be alert for suspicious parcels. A mail bomb is an extremely rare occurrence. However, mail bombs and biological or chemical packages have been used against both individuals and institutions for purposes of revenge, extortion, terrorism and the expression of racial or religious hatred.
2. The physical appearance of packages is limited only by the imagination of the sender.
3. Suspicious mail can include letters, books and parcels of assorted sizes and shapes.

4. Usually, suspicious mail has unique characteristics that may include the following:
  - a. Name and title of addressee are not accurate
  - b. No return address or the sender is not known to staff
  - c. Excessive postage
  - d. Postmark may show different location than return address
  - e. Handwriting appears distorted or address label uses cut-and-paste lettering
  - f. Package is unprofessionally wrapped, appears uneven, bulky or lop-sided, or contains bulges or soft spots
  - g. Poorly wrapped package is marked "Fragile, Handle with Care," "Rush, Do Not Delay," or has unusual restrictions, such as "Personal" or "Private"
  - h. Protruding wires or aluminum foil or oil stain
  - i. Package makes a buzzing or ticking noise, a sloshing sound, or emits a peculiar odor
5. The President of the Congregation will deliver a statement for the media and for parents if there is an actual bomb or chemical delivery

**E. Irate Parent/Client**

6. In case of an irate parent/client coming to a volunteer or teacher, they need to be directed to the appropriate senior staff member who can resolve the conflict.
7. A staff member should not close their door if they feel threatened.

It is imperative that staff and Preschool teachers understand that security measures are not to be shared with those not associated with Temple Emanu El

**IV. Weather-Related & Events of Nature**

- B. **Tornado Watch** is a forecast of the possibility that one or more tornados may form in the area.
  1. Continue normal activities but monitor local radio stations. There are radios in the Audio-Visual Closet.

C. **Tornado Warning** means that a tornado has been observed

1. Take the appropriate emergency actions immediately.
2. Accompany everyone to designated safe areas:
  - a. Main Corridor
  - b. Main Office Hallway
  - c. Work Room
  - d. Bathrooms
  - e. Kitchen away from cupboards
  - f. Under desks/tables
  - g. Board Room
  - h. Basement
3. During Preschool, the following steps are to be taken:
  - a. Use the intercom and/or go room to room to alert teachers
  - b. Avoid windows or areas with wide, free-span overheads
  - c. Instruct students to kneel on the floor, drawing knees into their chests and covering their neck with hands
  - d. People outside the building should be invited into a safe place within building

D. **Severe Thunderstorms**

1. If there is a severe thunderstorm watch or warning, continue normal activities, but monitor local radio stations. Take further action as warranted.
2. Unplug electrical appliances and office equipment as lightning can cause heavy damage if equipment is not unplugged.
3. If a storm occurs at or near school dismissal time, the ECE Director will evaluate whether to dismiss students

E. **Snow and Ice and Closing Procedures**

The Executive Director, Rabbi, and ECE Director will monitor road and weather conditions that could threaten the safety of students and staff

If conditions are found to be unsafe, the appropriate director will make the decision and notify the Executive Director and their staff of the school and/or building closing

The Preschool will open at 9:00 am whenever the Orange City Schools are closed due to inclement weather.

**Procedures:**

1. Decisions to close any school will be communicated to the Executive Director
2. School parents will be notified of school closings via email and the Remind text system
3. The Executive Director will determine building closing
4. The Preschool Director is responsible for notifying all local media about school closings

**A. Earthquake**

1. During the Quake
  - a. If you are indoors, stay indoors:
    - ii. Drop to the floor and get under a desk or table
    - iii. If no desk is available, stand in a doorway
    - iv. Stay away from windows
  - b. If you are outside, stay outside:
    - i. Move away from buildings, trees, power lines and telephone poles
    - ii. Do not re-enter the building until instructed to do so by safety personnel
5. After the Quake
  - a. Evacuate the building. Go to your designated fire emergency meeting place
  - b. Teachers should take attendance and report missing children to the ECE Director and Education Director
  - c. Check classrooms, bathrooms and await further instructions
  - d. Remain calm and prepare for aftershocks
  - e. Check for injuries

**V. Utility Emergencies**

**A. Gas Line Break**

1. Evacuate the building and use the same procedure as for a fire
2. Notify the Orange Village Fire Department, using 9-1-1
3. Notify Dominion Energy at 800-362-7557

**B. Electric Power Failure**

1. Notify The Illuminating Company at 800-589-3101
2. Flashlights are in the Work Room (at the center of the Administrative Offices) in a specifically marked "First Aid" cabinet just next to the refrigerator
3. If power cannot be re-established within a reasonable period and Preschool is in session, parents will be called to pick up their children immediately. The building should be vacated

**C. Water Main Break**

1. If inside building, evacuate the area of the water main break
2. Custodian to shut off main water valve
3. Call the City of Cleveland Water Department at 216-664-2444
4. If Religious School or Preschool is in session, parents will be called to pick up their children immediately.

**EMERGENCY TELEPHONE NUMBERS**

**STAFF**

Kathleen Theobald (Early Childhood Education Director)  
216/454-1213 – Office; 216/724/207-3772 – Mobile/Home

Renee Higer (Executive Director/Facility Manager)  
216/454-1209 – Office; 216/408-1030 – Mobile/Home

Nick Storie (Head Custodian)  
216/650-3446 - Mobile

Steven Denker (Rabbi/Media Spokesperson)  
216/454-1211 – Office; 216/571-3365 – Mobile; 440/914-0400 – Home

**LAY LEADERSHIP**

Adam Abrams  
440/227-9506 – Mobile; 216-245-4502 - Work

**EMERGENCY SERVICES**

Orange Village Police Department  
440/498-4401

Orange Village Fire Department  
440/498-4402

**UTILITIES**

The Illuminating Company (Electric)  
800/589-3101

Dominion Energy (Gas)  
800/362-7557

Cleveland Water  
216/644-2444

Northeast Ohio Regional Sewer District  
216/641-3200

**Temple Emanu El  
BOMB THREAT CHECK LIST**

**QUESTIONS TO ASK:**

1. When is the bomb going to explode?  
\_\_\_\_\_
2. Where is the bomb?  
\_\_\_\_\_
3. What does the bomb look like?  
\_\_\_\_\_
4. What kind of bomb is it?  
\_\_\_\_\_
5. What will make the bomb explode?  
\_\_\_\_\_
6. What is the explosive type and quantity?  
\_\_\_\_\_
7. Why did you place the bomb?  
\_\_\_\_\_
8. What is your name?  
\_\_\_\_\_
9. Where are you?  
\_\_\_\_\_
10. What is your address?  
\_\_\_\_\_  
\_\_\_\_\_

**EXACT WORDING OF THREAT:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ACTION**

Report call immediately to: \_\_\_\_\_  
Phone number: \_\_\_\_\_  
\_\_\_\_\_  
Police Advised: \_\_\_\_\_  
Date/Time: \_\_\_\_\_

**CALLER'S VOICE:**

Accent (specify): \_\_\_\_\_  
Any impediment (specify): \_\_\_\_\_  
Voice (loud, soft, etc.): \_\_\_\_\_  
Speech (fast, slow, etc.): \_\_\_\_\_  
Diction (clear, muffled): \_\_\_\_\_  
Manner (calm, emotional, etc.): \_\_\_\_\_  
Did you recognize the voice? \_\_\_\_\_  
If so, who do you think it was? \_\_\_\_\_  
Was the caller familiar with the area? \_\_\_\_\_

**THREAT LANGUAGE:**

Well spoken: \_\_\_\_\_  
Incoherent: \_\_\_\_\_  
Irrational: \_\_\_\_\_  
Taped: \_\_\_\_\_  
Message read by caller: \_\_\_\_\_  
Abusive: \_\_\_\_\_  
Other: \_\_\_\_\_

**BACKGROUND NOISES:**

Street noises: \_\_\_\_\_  
House noises: \_\_\_\_\_  
Aircraft: \_\_\_\_\_  
Voices: \_\_\_\_\_  
Machinery: \_\_\_\_\_  
Music: \_\_\_\_\_  
Vehicle: \_\_\_\_\_  
Cell phone: \_\_\_\_\_

**OTHER INFORMATION:**

Sex of caller: \_\_\_\_\_  
Estimated age: \_\_\_\_\_

**CALL TAKEN:**

Name: \_\_\_\_\_  
Date: \_\_\_\_\_  
Telephone number: \_\_\_\_\_  
Signature: \_\_\_\_\_

Adapted from the original by the New Zealand Police

**OHIO DEPARTMENT OF JOB AND FAMILY SERVICES**  
**CENTER PARENT INFORMATION REQUIRED BY OHIO ADMINISTRATIVE CODE**

The facility is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a conspicuous place for review.

A toll-free telephone number is listed on the facility's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing law and rules governing childcare are available for review at the facility upon request.

The administrator and each employee of the facility is required, under Section 2151.421 of the Ohio Revised Code, ORC to report their suspicions of child abuse or child neglect to the local public children's services agency.

Any parent, custodian, or guardian of a child enrolled in the facility shall be permitted unlimited access to the facility during all hours of operation for the purpose of contacting their children, evaluating the care provided by the facility or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence.

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

The licensing inspection reports and complaint investigation reports, for the current licensing period, are posted in a conspicuous place in the facility for review.

The licensing record including compliance report forms, complaint investigation reports, and evaluation forms from the building and fire departments are available for review upon request from the Ohio Department of Job and Family Services.

It is unlawful for the facility to discriminate in the enrollment of children upon the basis of race, color, religion, sex, or national origin, or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101et seq.