

Temple Emanu El Preschool Parent Handbook

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COVID-19 Related Changes are noted in Red

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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 do not 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 a 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 Procedure

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 2020 through May 2021)

Infant Room Rate

Daily: \$68.50

Toddler Rate:

Full Day: \$64.25

½ Day: \$52.50

Preschool Rate:

Full Day: \$61

½ Day: \$49

Students are considered toddlers when they move to Toddler 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. If there are siblings only in the Infant Room, there is no discount until the siblings move to Toddler 1.

Payment of Tuition and Fees

Tuition and fees statements are sent out prior to the month (approximately the 20th 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 1st of each month.

For those who are not paid in full by the 1st 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 5th 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.

If practical, an exit interview will be conducted by a member of the LCC or Board of Trustees when a family leaves the program. The ECE Director or Senior Rabbi may briefly participate in the interview. This process applies to families of children matriculating into kindergarten as well as those that leave the program at an earlier time.

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 (5:00 pm until further notice). The late fee is \$1 for every minute after 6:05 pm (5:05 pm until further notice).

HOURS AND DAYS OF OPERATION

Hours

Temple Emanu El Preschool is open Monday through Friday from 7:30 am to 6:00 pm. **Beginning June 15, 2020 until further notice, the Temple Emanu El Preschool will operate from 8:00 am to 5:00 pm.**

Arrival Time

All children should arrive from 7:30 am through 9:00 am. (8:00 am through 9:00 am until further notice). All children must be escorted into their classrooms and signed in by a parent or authorized adult. **Beginning June 15, 2020, please follow your designated arrival time. A teacher will come to your car, take your child out of his/her car seat, to take your child's temperature (which will be logged in three times daily) and escort your child to his/her classroom and immediately wash hands of your child and the teacher. Parents are asked to remain in their cars. If a parent is dropping off multiple children, then a parent is permitted out of the car for added supervision. Parents must wear masks if they exit their car. Parents will not be permitted in the school wing. Any special messages, medications, special pick-up notes, or the like are to be given to the teacher. No child will ever be left alone.**

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 (5:00 pm until further notice). Parents who have their children enrolled in the ½ day will be billed for a longer day if they come past dismissal time. Beginning June 15, 2020 until further notice, please follow your designated dismissal time. A teacher will pick up your child from his/her classroom, take his/her temperature which will be logged in daily, and wash your child's hands. The teacher will then escort your child to your vehicle. Parents will be required to buckle their child back into the car seat. Parents must wear masks if they exit their car. Parents will not be permitted in the school wing.

No child will be released to any person who is not listed as the pick-up person. Unfamiliar persons will be asked for identification.

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. Beginning June 15 until further notice, Temple Emanu El Preschool is encouraging the same drop off person to be the same pick up person.

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 (5:00 pm until further notice). The late fee is \$1 for every minute after 6:05 pm (5:05 pm until further notice).

Closings

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

New Year's Day
Martin Luther King Jr. Day
President's Day
Independence Day
Memorial 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. The Preschool will also be closed for winter break. See annual Preschool calendar.

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 14 months	1:4
14 to 35 months	1:6
36 months and up	1:9

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 with caps
- Formula or breast milk
- Baby food labels with the child's name and date
- Pacifier, if desired
- A bag to transport your child's personal items daily for cleaning

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
- For parents who want their Preschool aged child in a mask, provide a minimum of 3 cloth masks daily – masks should be labeled
- A bag to transport your child's personal items daily for cleaning

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

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.

Temple Emanu El teachers check and change diapers every **2 hours** or more frequently if needed or requested.

Beginning June 15, 2020 until further notice, classrooms will not be combined for any activities. Teachers will encourage physical distancing within their classrooms by creating more of a station atmosphere in the Toddler rooms.

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

8:00 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) & Planned classroom activities
4:30 pm-5:00 pm	Free choice activities and dismissal

ALL TIMES ARE FLEXIBLE EXCEPT FOR LUNCH AND NAP

Preschool Program

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 Preschool 2 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.

Temple Emanu El teachers will encourage children to use the toilet every **2 hours** or more frequently if needed or requested.

Beginning June 15, 2020 until further notice, classrooms will not be combined for any activities. Teachers will encourage physical distancing within their classrooms by creating more of a station atmosphere in the Preschool rooms.

Preschool Schedule

8:00 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	Large muscle activities (outdoor/indoor) & Planned classroom activities
4:30 pm-5:00 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. **Beginning June 15 until further notice, weekly lesson plans will be put into children's backpacks and provided to you. Parents will not be able to participate in Preschool activities at this time.**

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.

Naptime

Infants will nap per parent's prescribed schedule as best as possible throughout each day. Teachers will always be in the classroom supervising naptime. **Beginning June 15 until further notice, sheets will be changed daily and washed by a laundry service.**

Toddlers and Preschoolers will be offered an opportunity to rest or nap from 1:00 pm to 3:00 pm daily. One teacher will be in each classroom to supervise naptime. **Beginning June 15 until further notice, your child will be asked to put their bedding in their cubby which will be sent home daily for washing. Additionally, cots will be set up so that children are not directly face-to-face with another child.**

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.

Time on the playground will be staggered so that only one classroom will be on the Preschool playground and one classroom will be on the Toddler playground. The playground equipment will be sanitized between classroom usage.

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.

Beginning June 15, 2020 until further notice, pools will not be open. The Preschool allows one classroom at a time to use sprinklers.

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.

The staff and ECE Director will work with the families to accommodate and assist with providing proper support for infants and children with special needs and/or health conditions. Once notified about a special need or health condition, we will provide a Child Physical and Medical Form, which needs to be completed by the parent/guardian and pediatrician. We will provide families with resources and referrals to assure that we are encouraging a child to reach developmental milestones.

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.

Temple Emanu El does not provide transportation of any kind. 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

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/COVID-19

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 plan to pick the student up as soon as possible.

Upon arrival, mid-day, and dismissal, each child will have his/her temperature taken via a no touch thermometer (which will be cleaned after each use with a disposable disinfectant wipe) and will be logged in. At any time during the day, a child with 99.7-degree temperature or above will need to be taken home. Until a parent arrives, the child will be taken to an isolation room (which will be the Youth Lounge) with a teacher. Children will not be permitted to re-enter the Preschool until they are fever free without the use of fever reducing medication for two full days.

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

Due to COVID-19, 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. Fever or chills
2. Cough
3. Shortness of breath or difficulty breathing
4. Fatigue
5. Muscle or body aches
6. Headache
7. New loss of taste or smell
8. Sore throat
9. Congestion or runny nose
10. Nausea or vomiting
11. Diarrhea two or more times in one day

If a student, any immediate family member, or anyone that the child has been in contact with has symptoms of COVID-19 and is awaiting test results, the child will not be permitted at the Preschool until negative results are received. If a student, any immediate family member, or anyone that the child has been in contact with has tested positive for COVID-19, the child will not be permitted at the Preschool for 14 days.

If there is a positive case of COVID-19, the classroom will be closed for 3 days for deep cleaning and all students and teachers in that classroom will not be permitted in the building during that time.

If a second case of COVID-19 occurs in the Preschool, the Preschool will close for 14 days.

Temple Emanu El will inform the Board of Health of any cases of COVID-19 in a student or staff member, any immediate family member, or anyone that the child has been in contact. If the Board of Health determines more stringent policies, the Preschool will follow the Board of Health's policies.

Parents may choose to provide cloth masks for their Preschool aged children. The Director, faculty, and any staff members through the entire facility will be in a cloth mask at all times. Infant and Toddler teachers will be wearing smocks which will be replaced if bodily fluids gets on them.

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.

If an outbreak, epidemic or infectious disease occur, a temporary closure of children's facilities may be necessary. During an outbreak, epidemic or infectious disease emergency, the decision to close would be based on recommendations from national, state, or local public health officials. The ECE Director will notify the Executive Director about the temporary closure. Each guardian will be notified about the outbreak, the symptoms, and the duration of how long the facility will be closed.

Temple Emanu El Preschool encourages our students and their immediate families to remain socially distant from others during non-Preschool hours. Please be mindful of activities that you engage in with your family during evenings and weekends.

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. **Beginning June 15 until further notice, parents will not participate in school activities.**

FACILITY

Temple Emanu El Preschool is licensed to utilize the full Temple facility. **Beginning June 15 until further notice, Temple Emanu El Preschool will only be using school room classrooms, playgrounds, and outdoor spaces.**

Cleaning of Facility

Teachers are responsible for cleaning countertops, tables and chairs after snacks and meals daily. The entire Temple Emanu El facility is cleaned and sanitized nightly by Temple Emanu El paid custodians. Custodians are trained on 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.

Beginning June 15, 2020, teachers and custodial staff will be responsible for mid-day cleaning of countertops, tables, and chairs. After toys are used, they will be put in a bin for sanitizing throughout each day. Custodians will clean bathrooms and heavier traffic areas every 2-3 hours during Preschool hours of operation.

The playground equipment will be sanitized between classroom usage.

Support of Onsite Breast Feeding or Pumping

Classroom 111 is 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.