

Caregiver Handbook



Learn. Love. Grow.

Blaustein Early Childhood Center

LETTER FROM SARA

Dear Families-

Welcome to the Blaustein Early Childhood Center (ECC). We are excited to have your family join our community. A child's early school years are incredibly important as they work on emotional, social, physical and cognitive development. Children thrive in a safe, nurturing, healthy and respectful environment with teachers that are well trained in child development. Our goals are to support each child along that journey. We value play as an important component of learning, so we plan and encourage activities for children that inspire curiosity and a sense of wonder. Children learn how to interact with their teachers, play with their peers and discover what they are interested in as they develop their individual personalities.

Each child has an individual timetable for development. Our program provides an environment that stimulates learning and social growth within the framework of each child's developmental needs. Our child-centered curriculum integrates literacy, mathematical thinking, science, social skills, as well as gross and fine motor development into every part of the day. Children are given opportunities to make choices, to work together cooperatively and to express themselves in many ways.

This caregiver handbook is intended to provide you with information about our school, educational philosophies, policies, and procedures that will help you understand how we create a structured, safe, and respectful preschool community.

Please take a few moments to read through the handbook and refer to it as needed. If you have any questions, please feel free to contact me at swasserman@ssbjcc.org or stop by the office.

Sincerely,

Sara Wasserman

Sara Wasserman

ADMINISTRATIVE STAFF

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What are some of the things we do at the ECC?

- Work hard to make school a fun and exciting place to be for children and families.
- Build partnerships with families.
- Honor and work to meet the needs of all children.
- Celebrate and instill Jewish values such as kindness, respect, and a responsibility to take care of others.
- Create classroom environments that encourage children to explore, wonder, and create.
- Work together as a community to develop and sustain support and friendship for each other.
- Build curriculum that is relevant and challenging, but also fun and exciting.
- Observe the individual strengths of each child as a way to assess, process and understand what makes them special.
- Enrich the daily schedule with specials throughout the week including swim lessons, music, yoga and more.
- Celebrate Shabbat every week with the entire school as a sacred community.

We know that you are entrusting us with your most precious gifts. While your children are here, they will be in the loving care of our experienced and enthusiastic teachers. Every member of our staff above the age of 18 has been vetted with fingerprints and background checks. In addition, each teacher is required to attend 10-20 hours of professional development throughout the school year. Additionally, they work with the ECC director, fellow teachers, and other professionals to improve practice. Every lead and assistant teacher has a dedicated JCC email address you can use to contact with questions or concerns. Please see our website for more information.

The Early Childhood Director, Sara Wasserman, is always available if you have questions, concerns, or merely want to share positive feedback. Beth Weiss, our administrative assistant, is available to answer questions regarding paperwork and other operational items about the school. Our goal is to partner with your family to create a successful learning environment for your child(ren). If there is anything we can do to help in any way, please reach out via phone, email, or in person.

Our Building

The ECC is located within the incredible facility at the JCC. We use all of the indoor and outdoor facilities to enhance learning, playing and growing. For gross motor play we use the outdoor playground, the indoor gym, and our incredible camp grounds. With so many settings at our fingertips, we have the ability to tailor each learning experience to fit with the ideals of our exploratory and play based curriculum. We have two indoor heated swimming pools that are used for swim lessons year round by our children. The indoor pool and surrounding area are heated to comfortable levels while children enjoy the shallow end of the pool until they are skilled enough to swim at deeper levels.

Starting School

Relationships are central to our program and to the success of each child. Each of our teachers work to create a comfortable, loving, respectful relationship with each student. Additionally, teachers work to develop and nurture positive social relationships within the classroom. Similarly, strong and open relationships between teachers, directors, and families are

vital. School is a time for your child to make new friends and to enjoy activities independently. Before school starts, your child will have a meet and greet session with their teachers for a short introductory time in the classroom. Please join us anytime during the 4-6pm window.

On your child's first day, we expect there will be some tears, especially for the children starting school for the first time. When you enter the classroom, teachers will be ready to help facilitate the transition and comfort your child. When you bring your child into the classroom you can put all belongings in the child's cubby. Then we encourage you to say a brief "goodbye." Make sure that you always say "goodbye" before you leave so that your child can feel confident that you will return. Often the transition is harder on the adult than it is on the child. It has been our experience that most children require a few days or weeks at the beginning of each school year to adjust to the new environment.

Curriculum

We use Creative Curriculum® to guide learning at every age beginning with infants and continuing through until kindergarten. It is a comprehensive, research-based curriculum that features exploration and discovery as a way of learning. Creative Curriculum® is fully aligned with New Jersey Early Learning Standards. For more information you can visit: <http://www.nj.gov/education/ece/guide/standards.pdf>. Creative Curriculum® enables children to develop confidence, creativity, and lifelong critical thinking skills.

Below is a list of some common goals we have while working with your child:

- Young children are capable and competent. Our work is to discover individual strengths and enhance learning through a variety of topics and studies that expand upon those skills.
- We encourage children to try and accomplish tasks on their own before asking for help. This can provide a sense of confidence and pride in even the smallest of achievements.
- Everyone has something that makes them unique and special. Our work here is to celebrate that together.

In each of our classrooms you will find areas and materials to support the curriculum as well as each child's development:

- Manipulatives (small table toys) that help children learn about abstract concepts in concrete ways. These toys can also help with math skills like sorting and counting, or science skills like balance and weight.
- Art expressed in a variety of ways. We work with children to ensure that the experience is about the process of creation and not just the end product. We use a variety of materials that offer different sensory and visual experiences.
- Dramatic play areas that support imagination and exploration for all children, with open ended materials like dress-up clothes and dolls. Often you will find a teacher in that area asking questions, scaffolding play, and encouraging teamwork.
- Quiet space that children space time away from the noisy excitement of the classroom. This area may change throughout the day and during the course of the school year to reflect the children's growing needs for different types of quiet time.
- Books, pictures, labels, and other materials that support emergent literacy in the classroom. Learning to read is supported through the curriculum and the classroom environment.

Jewish Learning

Although we are a Jewish Community Center, we recognize that many of the children in our program are not Jewish. We welcome children of all religious backgrounds, nationalities and cultures. We welcome children and families of other beliefs and denominations, and believe that children learn from one another. Understanding that people have different beliefs is an important concept for children, and it is openly discussed and validated in the classroom.

Jewish ideals and practices help guide our curriculum and learning. We celebrate Shabbat (the Jewish Sabbath) every Friday with a school wide celebration and sing-a-long. Families are always welcome to join us for singing and dancing as we celebrate the end of the week together at 9:30am every Friday. Throughout the year we will learn about Jewish holidays by discussing the stories and traditions. Educators plan activities that help children understand the meaning behind the celebrations in developmentally appropriate ways. Jewish holidays provide opportunities for learning through many different kinds of activities such as cooking, wearing costumes, singing, playing, and art.

We recognize that not everyone may be familiar with Jewish traditions and customs. Therefore, we have included a booklet that explains many of the holidays and customs observed in Jewish practice. Additional information can be obtained from the ECC Director as well as our Family/Judaic Programming Department.

What should I send to school?

At the start of the year:

- Diapers and wipes
 - Feel free to bring in a large box. We have plenty of room to store extras.
- Several pictures of your family and a few individual pictures of your child.
- Spare set of clothes with socks and shoes stored in a clear plastic shoebox.

Everyday:

- Nap items (crib sized sheet and blanket to be left at school for the week)
- Backpack (remember to label!).
- Reusable water bottle so we can refill at school.
- Lunch (either stored in a lunch box or paper bag). Lunches are not refrigerated so please use an ice pack to keep food cold if needed.
 - Children can bring lunch or choose to pre-purchase from our menu. If you're sending in lunch, please be aware of the following restrictions:
 1. We are a nut-free program. Please do not send in **ANY** products containing nuts or nut butter. Children will not be allowed to eat any of those items at school. Teachers will send them home unopened with a reminder of the rules.
 2. We are a kosher sensitive facility. Pork products and shellfish (shrimp, lobster, etc.) are **NOT** allowed. We also ask that you do **NOT** send in foods mixing meat and dairy at the same meal.
 3. Food must be sent in plastic or paper containers. Glass dishes are not permitted. Each classroom has a microwave but you should a thermos to keep your child's food warm. Food will be removed from containers to be heated on paper plates if necessary.

Swim days:

- Bathing suit
- Towel
- Swim shoes
- Disposable swim diaper **and** plastic swim cover to be worn over the diaper.

Throughout the year:

- Spare clothes
 - If we use your child's spare clothes and send them home, please remember to bring in another set. Please check your child's box each season to make sure the clothes are appropriate for the weather.
- Diapers and wipes
 - Teachers will let you know throughout the year when you need to replenish.

What do the children do throughout the day?

Our daily schedule is structured, yet flexible. The schedule provides for a variety of experiences, levels of difficulty, and pacing. Teachers allow time for individual and small group learning (blocks, manipulatives, books, dramatic play, art, and science) as well as large group activities (music, stories, and movement). A balance of indoor and outdoor activities as well as active and calm activities are incorporated into the program each day. Child-driven learning is blended with teacher-guided activities for a comprehensive educational experience.

Snack Time

The ECC will provide dry snacks for all children mid-morning, mid-afternoon, and late afternoon. Those snack might be goldfish, cereal, animal crackers, graham crackers, or other similar items. In addition, your child's teacher will create a rotating schedule that designates an additional snack provider for each week. During that week you will provide a healthy snack (fruit, veggies, etc.) for all the children in the class. These supplemental snacks encourage children to try new and healthy foods.

Outside Time

Fresh air and the time to explore nature are central to a healthy education. Getting dressed and undressed for the outdoors offers many opportunities for children to work on their self-help and fine motor skills. Children should come to school dressed for the weather. We recommend socks and sneakers for most days. In the case of inclement weather, feel free to send your child in rain or snow boots. If the weather is above 32 degrees we will be outside with the children. Please make sure they have warm clothing including jacket, hat, gloves, and snow pants if necessary. During warm weather you should send in sunscreen with your child. The teachers will reapply each time they go outside.

Rest Time

A daily rest time will be provided for all children. Infants will sleep in cribs on an individualized nap schedule until they are at least one year old. When the teacher and the parent agree the child is ready for the next step, that child will begin sleeping on a cot. For the nearly two's, two's, and three's, every child will have their own cot. Beginning in the four year old class, children will no longer nap on cots. Instead, they will have 30 min. of quiet time in the

classroom with the lights off. This is a time for children to relax and recharge, read books, or rest in the cozy corner.

Please send a crib size sheet and blanket with your child. Feel free to leave these in your child's cubby for the week. We will send the entire bag home the last day of each week to be washed. Please use an extra-large Ziploc bag to store your child's nap items. These bags have handles and a place to write the child's name so that they can hang in your child's cubby when needed.

Children are not required to sleep but they are required to remain on their cot for at least 30 minutes. If a child is not sleeping we will provide books to read and encourage quiet play. If your child has a favorite quiet toy (such as a favorite stuffed animal), please feel free to send it in for nap time. Children typically rest from 12:45-2:45 pm. At 2:30pm the teacher will turn on the lights in the room and allow for more noise. Teachers **cannot** wake children at a specific time unless there is a fire drill or emergency situation.

After School Enrichments

We offer a variety of after school enrichment classes during the school year. Although constantly changing, typical classes might include: dance, karate, sports or art. There are additional charges for participating in these programs. If your child is signed up for late stay, our aftercare staff will bring your child to and from the enrichment class. If your child does not stay for aftercare, please arrange to pick up your child directly from the enrichment class. Please inquire at the ECC office for more information.

Communication

You will have an opportunity to briefly speak with the teachers at drop-off and pick-up. If you need to speak at length or privately, please feel free to call the office and arrange a time to meet or email the teacher directly. Conferences take place in late fall and early spring. This is an opportunity to discuss your child's emotional, social, and behavioral development with the classroom teachers.

For daily communication with families, we use Tadpoles. Teachers create a daily report for each child to keep you informed about daily activities, learning experiences, and care events for your child. All photos, videos, and daily reports are emailed to you directly or you can access them via the free Tadpoles Parent app, available on Apple and Android devices, or online at www.tadpoles.com.

To create your account online, please use the following steps:

1. Visit www.tadpoles.com and click log in at the top right
2. Select Parents on the left
3. Choose sign up under "use a tadpoles account"
4. Use the email address that is currently on file with our school
 - If it's a Gmail account, you can sign right in to the account
 - If it's not a Gmail account, enter your email, choose submit and check your email for the link to establish your password

The same login information will be used to access your account via the free Tadpoles Parent app. From your Tadpoles parent account, via the app or web, you will be able to enter in morning drop off notes for your child's teachers, mark your child absent, and/or add any additional notes to be communicated to the school.

Each classroom is equipped with an iPad that is specifically used for the Tadpoles program. If you see a teacher on what looks like a phone or tablet, rest assured, they are only using the device to input information into Tadpoles. The devices are locked down, with access only to Tadpoles software. We consider all information captured within Tadpoles to be a private communication between our school and our families. No personal information is shared with any external parties and as a parent you will only receive information specifically about your child. The confidentiality of all information is maintained through the security features of the Tadpoles software. We also encourage you to call or email any time with any questions or concerns you might have throughout the year.

Medical Policies

We recognize that most families have a central location for care, often a pediatrician's office. In an effort to coordinate with your family and your doctor's care, please keep us apprised of any health-related information that might be relevant to caring for your child.

Universal health forms are required **before** the start of school and must be kept current. At each annual checkup the form should be updated. Please provide the office with a copy of the most recent form **before** it expires. We also require a list of immunizations reflecting the minimum vaccine requirements to attend a childcare facility as determined by the New Jersey Department of Health and Senior Services. For more information you can visit: <http://www.stthomastheapostlenj.com/stta/School%20Nurse/School%20Immunization%20Requirements.pdf>. Flu vaccines are required by January 1st of each school year. Proof of vaccination must be turned into the office annually. In the event of a religious exemption, documentation must also be provided.

Illness Policy

A sick or overly tired child has a difficult time learning. It is your responsibility to determine whether your child is physically well enough to attend school. Remember that our days are full and active, and we do not have appropriate facilities for a child who needs sleep or sick care. If your child is not well enough to play outdoors or participate in another part of the school day, please keep your child home. This protects the health of your child as well as the other students and teachers.

If your child becomes sick at school we will call and notify you about the situation. Please ensure that someone is available to pick up the child **within an hour** of that phone call. If you are unreachable, we will use emergency phone numbers as listed on your emergency information sheet. The longer the child remains at school, the greater risk of exposure and infection for the other children.

*A child should **not** be at school with any of the following symptoms:*

- Fever with no other symptoms
- Diarrhea
- Vomiting
- Unusual spots or rash
- Sore throat
- Severe coughing
- Pink eye
- Headache and stiff neck

- Severe itching of the body or scalp
- Runny nose that is thick and/or not clear
- Looks or behaves very ill or lethargic
- Severe constipation (cramping)

*A child **may return** to school when:*

- No fever is present for at least 24 hours
- Vomiting and/or diarrhea has cleared for at least 24 hours
- Antibiotics (if prescribed) have been administered for a full 24 hours
- Frequent coughing and/or excessive nasal discharge is resolved
- Pain (earache, cramps, headache, etc.) is resolved
- Mood, appetite, behavior and activity are again normal

Parents will be notified if their child is exposed to a potentially contagious disease while at school. Likewise, parents should notify the school if their child develops or has been exposed to a contagious disease (such as strep throat, conjunctivitis, head lice, ringworm, chicken pox, etc.). In the case of a communicable disease, a note is required from the child's physician stating the absence of the disease or that sufficient time has elapsed as indicated on the communicable disease chart.

In order to be re-admitted to school after an illness:

- The child should no longer have evidence of the illness.
- The child should be fever-free for at least 24 hours.
- There should be no profuse coughing.

Incident Reports

In compliance with state licensing, the staff at the ECC will fill out an Incident Report Form in the event that a child is injured in any way during school hours. A member of the administrative staff will contact you via email or by phone to let you know about the incident. Minor incidents are typically communicated through email whereas phone calls are reserved for more significant concerns. Please make sure to sign the report when you pick up your child at the end of the day. Please also note that the JCC's student accident policy is excess to your family insurance policy and any other collectable insurance.

Rules and Regulations

Licensing

Our Center is licensed by the State of New Jersey Department of Children and Family Services (DCF). We follow and often exceed the standards set forth by DCF with regard to personnel and physical environments.

Allergies

Food allergies are becoming increasingly common. For that reason, we are a **peanut/tree nut free** school. If your child suffers from any type of food allergy or sensitivity, please make sure that both the office and your child's teachers are made aware with written notification. While we understand that many items are produced in factories that share equipment with nut products, we ask that you do not send in any products made with peanuts, tree nuts or nut butters.

If your child has an allergy, make sure to fill out an allergy form included in the packet so that we have the information in writing. We will require medical permission forms from your child's doctor and an allergy plan for anyone that needs an Epi pen.

Medication

The staff will **not** administer non-prescription medications (Tylenol, Motrin, nose or ear drops, or cough syrup). Prescription medicines will be administered only after the caregiver gives us written authorization along with direct instructions from the physician. All medicines must be kept in their original containers bearing the original label with legible information including the prescription number, name of drug, expiration date of a time-dated drug, directions for use, child's name, physician's name, date of original issue or refill, and the name and address of the pharmacy. Medicine will be stored in the ECC office and given only by administrative staff.

Lice

Unfortunately lice can be an annoying fact of life whenever children play in close contact with one another. We do lice checks on children at the beginning of the school year and when there is a confirmed case of lice in the school. Any child found to be infected will be sent home with treatment instructions and will be allowed to return to school when they are **nit free**. A nit free policy is the best way to prevent its spread. We can also recommend companies that specialize in treatment. We ask caregivers to inform us if they discover lice on their child.

Registration

Admission Policy

The ECC has an open admission policy and we do not discriminate on the basis of race, religion, color, sex, national origin, or any other protected group regarding students, faculty, and staff. We welcome all children and look forward to classes comprised of different races, religions, identities, genders and abilities.

Placement

Class placement is determined according to the Bridgewater school cut off of October 1st. Exceptions will only be made if the parent, teacher, and director agree it is in the best interest of the child. We reserve the right to make changes to the classroom placement at any time and for any reason. In the case of a change, the Director will inform the family and discuss all available options.

Enrollment

Program enrollment begins in early January for current students and their siblings. All children currently enrolled in one of our programs will receive an application for the following school year. They will be given priority enrollment before opening registration to the outside community. Applications are processed on a first-come, space available basis. All ECC students must have a current JCC Membership.

Scheduling

Our goal is to create a schedule for your child that meets the needs of your family. We offer half day, full day, and extended day options in addition to early and late stay. If the JCC is

closed or your child cannot attend on his/her designated day, we do not offer a make-up day. The specific days you have chosen upon registration are non-transferable. If you would like your child to attend on a day that is in addition to a normally scheduled day, you may call the ECC office to make arrangements. School hours are from 9:00am-3:00pm. We offer enrollment options for Before Care (starting at 7:30am) and After Care (from 3:00pm to 6:00pm) for an additional cost. If your child is not registered for those services, and space is available, you can sign up at the a la carte rate. Please inquire with the office for more information and specific pricing. If you wish to change your child's schedule in a more permanent way, you must discuss those changes with the director. Once approved, all time and day schedule changes must be in writing.

Absence Policy

Please notify the school via email or phone if your child will be absent. If your child is absent 3 or more days, you can expect and note or call from the school to ensure that all is well.

Arrival and Departure

Children may only be released to caregiver(s) or person(s) authorized by guardian(s) to take the child from the center and to assume responsibility for the child in an emergency if the caregiver(s) cannot be reached. Caregivers are responsible for escorting their children into and out of the building. If someone else arrives to pick up your child, that person must be on the authorized pickup list. We will ask for photo ID whenever you designate anyone beside yourself to pick up your child. If there are any last minute changes, please make sure to call or let us know in writing. Please also note that parking is only allowed in marked spaces. Double parking, even for short periods of time at drop off or pickup, is prohibited.

Late Policy

It is important to pick up your child at their designated dismissal time. Children become upset when caregivers are late. If you are running late, we ask that you call the office so we can reassure your child. We understand that unexpected events can cause occasional lateness but please remember that our staff have obligations to their families as well. After **two** late pickups, you will be billed for the additional time at a rate of \$1 for each additional minute. If you are late **three** times the Director will meet with you to discuss your child's schedule moving forward.

Changes & Withdrawal

We hope you remain part of the ECC family, but we understand occasionally family situations change. Deposits are non-refundable. Withdrawals from the ECC must be in writing and submitted to the office with 60 days' notice prior to leaving. If proper written notice is not given, you will be charged for the subsequent month. Withdrawal from the ECC does not constitute withdrawal from the JCC as a member.

What happens when there is no school?

Holidays and Vacation Camp

The school calendar notes when the JCC and the ECC are closed. We do **NOT** follow the schedule set by Bridgewater public schools. During the winter, spring, and end of year breaks, there are vacation camp programs available from 7:30am to 6:00pm. There are additional charges for participating in these programs and prior registration is required. Vacation programs

are typically run by some of our part time or aftercare staff. It is a great way for kids to get in some extra play time and swim every day. Signup information is distributed at least two weeks in advance of the program.

Security

Each family will be issued a swipe card when joining the JCC. As an ECC family this card will allow you to enter the building during school hours. Please bring your swipe card with you every day for drop off and pick up. There is not always someone available to let you in manually.

Fire drills are conducted monthly to prepare for an emergency evacuation of the building. Due to the seriousness of these occasions, our staff will help the children learn to proceed quietly out of the building, follow instructions to a safe location and walk quickly while remaining in line. Lockdown drills will take place at least two times per year. During a lockdown children will be given lollipops to help them stay quiet. Teachers will be with the children at all times. We tell children that just like a fire drill, a lockdown drill is another way to practice being safe if there is an emergency. If you have questions about how to discuss these topics with your children, please reach out to the ECC director.

Discipline Policy

We utilize the Guidelines for Positive Discipline:

- Positive discipline is a process of teaching children how to behave appropriately.
- Positive discipline respects the rights of the individual child, the group, and the adult.
- Positive discipline is different from punishment. Punishment tells children what they should not do; positive discipline tells children what they should do.
- Punishment teaches fear, positive discipline teaches self-esteem.

We will use positive discipline by:

- planning ahead;
- anticipating and eliminating potential problems;
- having a few consistent, clear rules that are explained to children and understood by adults;
- having a well-planned daily schedule;
- planning for ample elements of fun including some group decision-making;
- providing time and space for each child to be alone making it possible to feel some positive impact on the group;
- providing the structure and support children need to resolve their differences;
- sharing ownership and responsibility with the children, especially when talking about our room and our materials.

We will use positive discipline by:

- intervening when necessary;
- redirecting to a new activity to change the focus of a child's behavior;
- providing individualized attention to help the child deal with a particular situation;
- removing a child (in the presences of a teacher) from the area or activity in order to regain self-control;
- diverting the child and removing from the area of conflict;
- pointing out natural or logical consequences of children's behavior;
- providing alternative activities and acceptable ways to release feelings;

- offering a choice only if there are two acceptable options;
- dealing with the behavior.

We do not say “bad boy” or “bad girl.” Instead we might say, “That is not allowed here.” We will use positive discipline by:

- showing love and encouragement;
- responding to and reinforcing positive behavior;
- acknowledging or praising to let the child know we approve of positive behaviors;
- providing positive reinforcement through rewards for good behavior;
- using encouragement rather than competition, comparison or criticism;
- overlooking small annoyances, and deliberately ignoring provocations;
- giving hugs and caring for each child every day;
- appreciating the child’s point of view;
- being loving, but not confusing loving with license.

If there is a continuing problem, the caregiver will be notified and a meeting set up with the teacher and Director.

Expulsion Policy

Listed below are reasons we may have to expel or suspend a child from the ECC either on a short term or permanent basis. We will do everything possible to work with you as a family and with your child(ren) in order to prevent this policy from being enforced.

Proactive steps that can be taken to prevent expulsion:

- Staff will try to redirect child from negative behavior and praise appropriate behaviors.
- Staff will always use positive methods and language while disciplining children.
- Staff will consistently apply consequences for rules.
- The child will be given verbal warnings and time to regain control.
- The child’s disruptive behavior will be documented and maintained in confidentiality.
- You will be given written copies of the reports documenting the disruptive behavior that might lead to expulsion.
- Recommendation of evaluation by professional consultation.

Possible causes for expulsion:

- The child is at risk of causing serious injury to other children or himself/herself.
- Caregiver or guardian threatens physical or intimidating actions toward staff members.
- Caregiver or guardian exhibits verbal abuse to staff in front of enrolled children.
- Failure to pay/habitual lateness in payments.
- Failure to complete required forms including the child’s immunization records.

Schedule of Expulsion:

- If after the remedial actions above have not worked, we will advise you, both verbally and in writing about the child or caregiver’s behavior warranting a suspension. A suspension is a period of time for the caregiver to work on the child’s behavior or come to an agreement with the ECC.
- The caregiver will be informed regarding the length of the suspension period.
- The caregiver will be informed about the expected behavioral changes required in order for the family to return to the center.

- The caregiver will be given a specific expulsion date by which those changes must occur. Failure of the child or family to satisfy the terms of the plan may result in permanent expulsion from the center.

More Important Information

Clothing

If your child is using the toilet, make sure that the clothes are easy for him/her to manage. Make sure to label your child's clothing, including shoes and outer garments. We believe in hands-on, experiential learning. The school day is an active and messy one. Please have your child wear comfortable play clothes and expect them to get dirty and stained. Although we purchase washable materials it is always possible for a child's clothing to be stained while playing. A child who is worried about clothes getting dirty may be hesitant to fully participate in the art, science, or cooking projects planned for the day.

Toileting/Diapering Procedures

Teachers will use universal precautions when taking your child to the bathroom or changing a diaper. Diapering is done on the changing table or at a designated area with access to wipes and diapers. Please send in enough diapers and wipes for at least two weeks at a time. Teachers will keep you informed when new supplies are needed.

Each child's development guides toilet training. Please speak to your child's teacher when you feel your child is ready to begin. Toilet training will not be coerced. Instead, we will use in a positive attitude to acknowledge each accomplishment as a part of the process. We will keep you apprised of your child's progress. It is important to send several changes of clothing during this training time. Soiled clothing will be sent home in a plastic bag. Please note that children are supervised by a staff person while in the bathroom area.

Birthdays

We will gladly celebrate your child's birthday in school. You may bring in a special snack if you wish. Please be aware of possible allergies in the classroom and check with your child's teacher **before** sending in any food. Remember we do NOT allow any nut products on the premises.

Breastfeeding Policy

For breastfeeding mothers we can offer a comfortable, safe, clean environment either in the classroom or in the privacy of our teacher's lounge. If breast milk is provided for use throughout the day we have cold storage and bottle warmers to use. We will also store breast milk in our freezer to keep on reserve in case of an emergency. Our goal is to support families however we can.

Home Language Policy

We make every effort to communicate with children and families whose primary language is not English. Families are asked to share words in their home language with the child's teachers so that all children can feel comfortable in the classroom. Families are also encouraged to share books or other materials in their home language. Non-English speaking parents are encouraged to bring someone to interpret and translate questions, concerns, and documents to all meetings.

Inclement Weather and Emergency Closing

The ECC does **not** follow the public school system for early closing due to weather. If you feel uneasy about the weather, please use your own discretion regarding your child's attendance at school. As always, parents are encouraged to use their judgment as to whether or not they wish their child to attend on any given day.

We understand the importance of remaining open as many of our families depend on us for childcare. However, for severe weather or in emergency situations, we may have to close our facility, delay opening, or send children and staff home early. You will be notified of any closings or delays via email and tadpoles. We will also post delayed openings or closings on our JCC website. Please make sure that all phone numbers, emails and emergency contacts are up to date. Tuition refunds will **not** be given for vacation, sick time, or missed days of school.

Fee Payment

All registrations require a ten percent (10%) deposit to secure a spot for your child. Your deposit will roll over from year to year. If you want to secure a spot in the infant/toddler room before you are prepared to send your child, you will need to pay 50% tuition each month that admission is delayed.

With registration you can choose to enroll in our ten (10) month or twelve (12) month program. You may choose to be billed monthly or as a one-time payment. Payments can be made by credit card or debit from checking account. Please note that there are no refunds for sickness, holiday or vacations. The cost of tuition is based on the entire academic school year and is divided into payments for your convenience.

What Can You Do?

PTA

We welcome family participation in our classrooms. The best way to do this is by getting involved with the PTA. The PTA is an important part of our program that connects families to our school. Anyone who is interested in getting involved can attend our monthly meetings and volunteer at a variety of levels. From class parents to special events, there are many ways to participate. Please look for meeting notices via email with more information about fundraising, volunteering in the classrooms, and planning events. You can reach the PTA president Leigh Ann Panas at JCCPTA@ssbjcc.org.

Generous Giving and Donations

Did you know you can support your JCC with your online purchases from Amazon? On your first visit to AmazonSmile (smile.amazon.com), you need to select a charitable organization to receive donations from eligible purchases before you begin shopping. Amazon will remember your selection, and then every eligible purchase you make smile.amazon.com & will result in a donation to the JCC. The school has an Amazon Wish List of items the teachers would like to have for the classrooms. If you would like to make a donation, you may choose any item on that wish list. A copy of the list is published periodically, and many families have their child select a gift for the class at Chanukah. If you would like to see the list, please let the front office know. If you are interested in making a monetary donation to the school or scholarship fund, please see the ECC director for more information.