



## **Solon Jewish Preschool Parent Handbook**

Welcome!

Neuroscience research has revealed that there is a crucial window of opportunity between birth and 5 years old. During this time, 90 percent of a child's brain development occurs, and at a lightning-fast pace. Every sight, smell, sound, and sensation has a direct impact on how children develop learning.

In the first five years daily activities such as talking, singing, reading, playing — stimulate brain development and dramatically influence future health, learning, and behavior. The goal of our preschool is to utilize these precious years to plant strong and healthy seeds that will bear wonderful fruit for a lifetime.

Our preschool is designed to enrich a child's education in a fun and wholesome way. Our program includes hands-on activities in art, music, reading and math readiness, science, technology, and outdoor explorations. The children will also explore their Jewish heritage through singing and dancing, painting and creating, holiday cooking, story-telling, and lots of imaginative play. Our classrooms are set up with learning centers where children are able to play, explore, experiment, and discover independently or in small groups. Our low staff-to-child ratios enable the children to receive guidance in practicing appropriate social skills for their age.

Our program utilizes the Ohio Department of Education's Early Learning and Development standards. We implement these standards in our daily activities and conduct assessments throughout the year to help ensure that all children in our program will be ready for kindergarten.

Our graduates receive rave reviews from the Solon Kindergarten staff for their high academic and social achievements.

## ABOUT US

We are located at 5570 Harper Road. Our telephone number is 440-248-7766 and our fax number is 440-498-9966.

Our program operates Monday through Friday from 9:00 am-12:30 pm. We also provide extended care options from 8 am – 6 pm for ages 3 and up.

We also offer many classes for Moms and Toddlers, as well as a weekly Shabbat Party, for any children wishing to attend.

## OUR TEACHERS

Our teachers are hand picked, not only for their experience and credentials, but most of all for their warmth and caring. With the guidance of licensed and loving teachers, your child will be motivated to grow socially, morally, and academically.

## DISCIPLINE

At the Solon Jewish Preschool we use a positive approach to discipline. By fostering an environment that emphasizes care and concern, we try to anticipate problems and redirect inappropriate behavior. We don't punish; we teach. We show children how to make proper choices so that their behavior is socially acceptable.

We catch them being good and praise the action. Whether praising or correcting, we focus on the deed, not the doer. We help children to comfort and make amends, and encourage them to express themselves verbally. When needed, we give them the words and role-play to recreate the situation using a new approach.

Any child who is severely disruptive or demonstrates a pattern of aggressive behavior, will be asked to hire a "shadow" who will work one on one with the child or else will be asked to leave the program. We will be happy to help him/her get into a program that can help teach the necessary skills to cope in a classroom setting and in society in general.

## SAFETY

Your child's safety is of utmost importance and there will always be a childcare staff member responsible for their safety.

We ask you leave your child in the care of a staff member each morning and when picking up, you need to come to the classroom. If you have someone else picking up your child, we must have written permission from the parent.

We will never leave a child unsupervised. Each month we have fire and storm drills, at varying times. A record of fire drills is available at the center. We have immediate access to a working telephone at all times.

In the classroom is a posted plan, explaining action to be taken and the staff responsibilities in the case of fire emergency and weather alerts along with diagrams showing routes.

Whenever we go on field trips children are transported by parent volunteers in their family vehicle. Prior to the trip we need written permission form including the child's name, destination, signature, date, parent signature, and date of the field trip. A first aid kit is taken on the field trip and there is always a person trained in first aid. Emergency transportation authorization and health records are also taken on all field trips. On the field trip each child will have identification attached to himself containing the preschool's name, address, and telephone number. We require attendance be taken before we leave and upon arrival to ensure that each child is accounted for.

If a child is injured in our program, we will complete an incident report for the parent to sign when they pick up the child. One report copy will be kept on file and another will be given to the parent. We will call a parent for any injury to a child's head so that they are aware of the incident right away

In the event a child needs emergency transportation, an ambulance will be called. A preschool staff member will accompany the child until a parent is present. Parents will be notified as soon as possible.

#### ADMINISTRATION OF MEDICATION

We can only administer medication under the following conditions:

1. An authorization to administer medication must be completed in its entirety by the parent and the child's doctor.
2. The medication must be clearly labeled with the original prescription label and in its original container.
3. Medication must include all dosing instructions and appropriate dosing instrument (spoon, cup, nebulizer, etc).
4. Medication can only be administered for three consecutive days.
5. Diaper creams may be administered for 14 consecutive days.
6. We cannot administer any over the counter medication that is not approved for the child's age (ex. Cough syrup not approved for children under 4, etc)

All medications will be stored in a locked cabinet and out of the reach of the children. Our teachers will verify the correct child is receiving the correct dosage of medication under the supervision of administration.

We do not administer vitamins or special diets to any child.

## EMERGENCY AND OTHER POLICIES

In the event of an emergency or accident, we will follow the posted medical and dental emergency plans and complete an incident report. We will administer first aid, summon emergency transportation, and contact the parents.

In the event of a general emergency such as no power or no water, the staff will assess the situation and determine if it is necessary to send the children home in which case all parents will be contacted. Staff will remain until all children have been picked up.

If there is an emergency situation which necessitates the evacuation of our building, the students will be walked next door to the Rabbi's house. Parents will be contacted to pick up at that location.

The enrollment/emergency authorization forms must be completed before your child begins her/his first day. Medical forms to be filled out by a licensed physician must be on file prior to the first day of school.

## CHILD SCREENING AND ASSESSMENT

All children will be assessed on their developmental milestones. The teachers will conduct formal and informal observations, take photographs, and collect work samples to highlight student progress.

If they observe something concerning them, parents are contacted. The information will be shared during conferences, but it's always available for parent review at any time upon request.

If a referral is needed, we will work with the family to contact the Solon City School district (children ages 3 and older) or Help Me Grow (younger than age 3).

## CHILD ENROLLMENT FORMS

Upon enrollment all children must have the following documents completed before their first day of school:

- Child Enrollment form(JFS 01234)
- Child Profile form
- Child Medical Statement (JFS 01305) with a copy of your child's immunization records (given prior to the 1<sup>st</sup> day of school and updated annually)
- Routine Permission Slip & School Roster Sign Off
- If your child has allergies, special health or medical conditions, and / or food supplements, Child Medical/Physical Care Plan (JFS 01236)

## CLASS SCHEDULING CHANGES

Class scheduling changes may be made three (3) times during the school year after: Thanksgiving Break, Winter Break or Spring/Passover Break. The Director must approve the change and a new statement will be sent to reflect the change.

## CHILD RECORD TRANSFER

We will provide your child's enrollment and assessment records to you at any time. We will only release your child's records to another agency, school or individual with written parental consent to release the records. Upon exit of the program, each parent will receive a copy of their child's academic records (portfolios, assessment forms).

## FOOD

We will be serving a snack of prepackaged crackers, fruits or vegetables. If your child is joining the lunch program, you will need to send a non-meat lunch or purchase hot lunches.

It is important that you prepare lunches that follow nutritional guidelines and meet one third of the child's recommended daily dietary allowance. As required by law, our preschool has supplemental food from all four basic food groups to offer any child who brings a lunch that does not meet the guidelines.

Each meal should include at least one food from the bread/bread alternatives group, meat equivalent group, milk group, and two foods from the fruit/vegetable group.

**PLEASE NOTE: Our school is a peanut free facility.**

## TUITION

Please see class schedule and fee brochure. A statement is sent out at the beginning of the school year. You will be required to sign a tuition contract with 3 options for payment:

1. Full payment
2. Half payment in August, balance due January 1<sup>st</sup>
3. 9 post-dated checks dated August 1<sup>st</sup> thru April 1<sup>st</sup>

Credit cards are accepted as well.

If you must leave our program due to relocation, job transfer or if your child is in need of special services not provided by our program, you may receive a refund of your unused payment, prorated, minus any deposit. All decisions regarding refunds are solely at the discretion of Solon Jewish Preschool.

### ADMINISTRATION HOURS

Should you need to meet with the Director, she will be available Monday – Friday  
9:00 am – 12:30 pm.

You will receive weekly letters to keep you posted on what your child is learning and there will be two conferences scheduled during the school year.

### PARENTAL INVOLVEMENT/COMMUNICATION

Parents are welcome and encouraged to observe at the preschool at any time. Please notify us of your arrival. Parents are also permitted access to all parts of the center during the preadmission interview. The center must have legal documents on file in order to deny access to a child. (ex. Non-custodial parent etc.)

We can always use volunteers, whether it is doing a special project in the classroom, or assisting on field trips, and it is especially beneficial for your child to see involved you are in his/her life. If you would like to be a volunteer, please let us know and we will try to accommodate your schedule.

We feel that open communication between staff and parents is utmost importance. Feel free to contact the staff with any questions or concerns.

## Appendix A: SCHEDULES

### **A sample of the daily schedule in the 2-year old room:**

- 9:00 - 9:30 Drop off and free play
- 9:30 - 10:00 Outdoor or indoor playground
- 10:00 - 10:15 Snack time
- 10:15 - 10:30 Circle time
- 10:30 - 10:50 Art time & specials
- 10:50 - 11:00 Story time and pack up to leave

For those staying for lunch

- 11:00 - 11:15 Circle time / music movement
- 11:15 - 11:45 Outdoor/muscle room & room 5 play
- 11:45 - 12:15 Lunch
- 12:15 - 12:30 Good-bye circle

### **A sample of the daily schedule in the 3 & 4-year old rooms:**

- 9:00 – 9:50 Free choice: includes art project, blocks, fine and medium motor muscle play, writing center, math & science center, reading center, dress-up and housekeeping
- 9:50 - 10:15 Circle time - discussion of day, songs, theme introduced
- 10:15 - 10:30 Snack
- 10:30 – 11:00 Playground
- 11:00 - 11:30 Daily special- Music, Cooking, Movement class, Hebrew, etc.
- 11:30 - 11:45 Story time & learning activities
- 11:45 - 12:15 Lunch
- 12:15 - 12:30 Clean up and prepare to leave / good-bye circle

## Appendix B: COMMUNICABLE DISEASE POLICY

1. The administration will review with all staff members the signs and symptoms of illness and proper hand washing and disinfection procedures. This review shall be given to each new employee and discussed periodically at staff meetings.
2. No staff member shall attend the center if they exhibit signs of communicable diseases.
3. Parents of children who have been exposed to the disease, will be notified of exposure. The Center will send home notes with the date and type of exposure.
4. A staff member, trained to recognize the common signs of a communicable disease or other illness will observe each child daily as he enters the group. The center will notify parent or guardian of a child's condition when a child has been observed with the signs and symptoms listed below.
5. A child who has been suspected of communicable disease, shall be provided with a cot and a blanket and isolated in the corner near the office. (An adult will always be within sight and hearing of the sick child.) The parents will be asked to come and pick up the child as soon as possible. After each use, the cot shall be disinfected and cleaned appropriately.
6. The Ohio Department of Health "Child Day Care Center Communicable Disease Chart" is located on the office wall.
7. Any child who does not feel well enough to participate in activities, will be sent home. A child who is experiencing minor common cold symptoms may stay and will be closely monitored for signs and symptoms of worsening conditions.

**If your child exhibits any of these symptoms, they will be isolated (within sight of the teacher) and sent home.**

- ♦ Diarrhea (more than once) , severe coughing, (red/blue face) whooping sound, yellowish skin or eyes, obvious discharge, redness of the eyes or eyelid, thick and purulent (pus), matted eyelashes, burning, watery, or itchy eyes or eye pain, temperature of 100 degrees F. or over, infected skin patches, dark urine, gray or white stool, Lice, scabies or other parasites, unusual spots or rashes, sore throat/difficulty swallowing, vomiting

In order for a child to return to the preschool, the parent must be sure that the child is no longer contagious. Children must be fever free for 24 hours without the use of a fever reducing medication in order to return to preschool. Please contact your doctor for verification.



## Appendix C: LICENSING INFORMATION

\*This information must be given in writing to all parents, guardians, and employees as required in 5101:2-12-30 of the Ohio Administrative Code.

Solon Jewish Preschool is licensed to operate legally. Our license which was issued by the Ohio Department of Human Services is posted in the office.

We are licensed to serve a maximum of 79 children at one time. We are licensed for 30 toddlers, 49 preschoolers, and our staff/child ratio is at least one teacher for each eight preschoolers. Our group size will never exceed sixteen children. In the toddler classes, we have a 1:6 teacher child ratio and our maximum group size will never exceed 12 children.

Our licensing record is available upon request from the Department of Job and Family Services. The laws and rules governing child daycare are available in our office for your review, upon request. The licensing inspection reports and complaint investigation reports, for the current licensing period, are posted in the office.

We have a roster of name and phone numbers of parents or guardians of children attending our preschool, and it is available upon request. Parents have the option of omitting their names and numbers from this list.

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.

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. The Department of Job and Family Services' toll free number may be used to report any suspected violation.

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.