

Adat Ari El

Rose Engel Early Childhood Center

THE NEST - PARENT & ME - PRESCHOOL



Parent Manual

12020 Burbank Blvd, Valley Village, CA 91607

(818) 766-6379

Fax: (818) 754-8172

www.aaecc.org

www.aaecc.org

STATEMENT OF PHILOSOPHY

The Adat Ari El Rose Engel Early Childhood Center offers a developmentally appropriate, integrated general and Judaic program that promotes the social, emotional, physical, cognitive and spiritual growth of each child in a warm and nurturing environment.

We take our inspiration from many sources, primarily Jewish teachings, developmentally appropriate philosophies based upon such theorists as John Dewey, Jean Piaget, Lev Vygotsky, and Jerome Bruner, as well as many concepts from the Reggio Emilia curriculum philosophy

The children's Jewish experience is based on the joy of ritual, celebration, and connection between the community and the family. We recognize children as full human beings with innate desires and competencies to learn and create. The curriculum, as well as the indoor and outdoor environments, is based on play and socialization experiences that are guided by the children's curiosity and interests.

OUR GOALS AND OBJECTIVES

The Early Childhood Center seeks to encourage each child to explore the world, to relate to others socially and to be part of the group. Our curriculum offers a variety of experiences involving space, indoor-outdoor play, language expression, and flexibly scheduled quiet and active times suitable to the various stages of growth.

Activity centers provide an environment rich in equipment and materials providing many opportunities for exploration, discovery, problem solving, and creativity all building a foundation for joyous and non-competitive learning. A copy of the Curriculum Guide will be distributed at Back to School Night.

Our center encourages children to respect all people and to value differences among people. The curriculum is geared towards fostering children's growth as unique individuals as well as productive group members.

The Early Childhood Center offers Jewish content at the child's level through the weekly observance of Shabbat and joyful holiday celebrations. Our curriculum includes all the essential Jewish holidays and festivals, such as Shabbat, Rosh Hashanah, Yom Kippur, Sukkot, Simchat Torah, Hanukkah, Tu B'Shevat, Purim, Passover, Yom Ha'atzmaut, Lag Ba'Omer and Shavuot, stressing in simple, meaningful ways the spirit and importance of each holiday. In addition many secular and other cultural holidays are included as an important and appropriate aspect of early education. The children develop a sense of pride in and a love for their Jewish

heritage, and for the special ways we celebrate Judaism as part of Jewish family life. St. Valentine's Day, St. Patrick's Day, Halloween, Christmas and Easter are not taught as they are not consistent with Jewish values.

Adat Ari El ECC is a place where parents are an integral part of the educational process. Holiday celebrations, newsletters, classroom participation, Shabbat celebrations, the ECC Parent Association, conferences and special programs, serve as opportunities for parents and staff to work together to create an optimum environment for young children.

We are staffed by a Director, Assistant Director, Office Manager, and highly skilled and experienced teachers, trained in Early Childhood and Jewish Education best practices, with skills, talents and expectations appropriate to meet the needs of the children.

GENERAL INFORMATION

The Adat Ari El Rose Engel Early Childhood Center program meets the developmental needs of children between the ages of 6 weeks to 2 years of age in "THE NEST Infant Care Program", 2 to 5 years of age in the Preschool, with morning only, semi and full day programs.

NO CHILD CAN BE ADMITTED WITHOUT COMPLETED INTAKE, EMERGENCY AND MEDICAL FORMS SIGNED BY THE PARENTS AND PHYSICIAN.

Important school information and notices will be sent to parents using various methods, such as the use of flyers, email, all-school telephone calls, posters, etc. Please check your email inbox, the child's folder and the Classroom Parent Information Board every day for important information. Paperwork left in the folders will be sent home in your child's backpack on Fridays.

Please call the ECC office if your child will be out for any reason at 818-766-6379.

We support the use of Shadow Teachers/Behaviorists/Companions as a means of enabling children with special needs to attend our Center. If the Center and family agree to the use of a Shadow Teacher, the cost of such teacher will be the responsibility of the family.

Please be aware that all information on ECC student rosters, including email addresses, is for parent/school use only. Roster information may not be used for solicitation or disseminated to non-ECC individuals/companies.

TUITION CONTRACT REMINDERS

1. Tuition for THE NEST is based on a full calendar year (closed only for Jewish and secular holidays), and the cost is \$1,700 per month, paid at the beginning of each month.
2. Tuition for the Preschool is based on a school year, September to June.
 - a. There are three tuition payment options:
 - Full Cash Payment
 - Three Credit Card Payments through FACTS
 - Ten equal consecutive monthly installments through automatic debit (FACTS)
 - b. The AAE Early Childhood Center generally operates in accordance with the Public School calendar and with the private Jewish Day School calendars, as well as Jewish holiday observances. Mini Camps during winter and spring breaks, as well as a summer camp program are offered at additional fees as long as a minimum number of children are enrolled. You will receive a complete school calendar at the beginning of the fall semester.
 - c. **Because of full enrollment and teacher/child ratio, no refunds or allowances are made for absences, Jewish or secular holidays when school is closed, and there are no make-up days.**

ARRIVAL AND DEPARTURE

Please use the Burbank Boulevard entrance. A vehicle parking sticker will be distributed to all ECC families. Park your car in the parking lot and walk your child into the ECC using the appropriate cross walks. Parking is not permitted along the red curb next to the ECC (that is an emergency exit) or in spaces designated for AAE staff.

FOR OUR CHILDREN'S SAFETY, CLOSE ALL GATES AND DOORS TO OUTSIDE AREAS WHEN ARRIVING OR LEAVING THE CENTER.

State law and for security reasons you are required to sign your child in and out every day. Sign-in sheets are posted on the classroom door. **Please sign your full name as well as the full name of the person who will pick up your child. At time of pick up, the designated person must sign out the child.** Failure to sign in/out or not indicating who will pick up your child at the end of their day will result in a phone call asking you to fax or email your signature or return to the ECC to sign in person.

1. For "THE NEST" families, please bring your child to THE NEST, place your shoes on the shoe rack outside the room, and put on a pair of

clean socks that you may wear while in the classroom. Upon leaving THE NEST, put the socks in the basket marked dirty socks (which will be washed daily).

THE NEST operates from 7:30am to 6pm Monday through Friday. You may bring your child to AAE anytime between those hours and pick up your child at your convenience.

1. For the Preschool, please bring your child directly to a teacher in the morning, so that the child can be properly greeted with a friendly hello!

ALL PRESCHOOL CLASSES BEGIN AT 9:00 A.M.

- Early drop-off coverage is available for a separate fee between 7:30pm - 8:45 a.m., and must be arranged in advance.
- The Morning Only program begins at 9:00 a.m., although you may bring your child into the classroom at 8:45 a.m. Minimum pick up times are 12:30pm for 2 & 3 year olds, and 2pm for Gesher.
- Children must be picked up on time at their scheduled 12:30pm, 2pm, 3pm or 6p.m., Monday through Friday.

It is important for your child to arrive by 9:00 a.m for the start of the day. Small children find it difficult to join activities that have already begun. The time before 8:45 a.m. is set aside for the teachers to prepare an exciting program and environment. Children who consistently come late, start the day at a disadvantage both socially and programmatically. **If you arrive late while a group meeting is in progress, please wait outside the classroom until the teacher can greet your child.*

It is equally important to pick up your child on time. Always sign your child out and notify the teacher that you are taking your child. Morning Only children must be picked up from their classrooms promptly at 12:30pm and Gesher at 2 pm. If your child is not ready to leave school, you may use the "School Bus Yard" outside the ECC office ONLY for $\frac{1}{2}$ hour after your child's scheduled pick up time. *The "School Bus Yard" will be closed from 1-3 because children are napping in nearby rooms, and may also be closed earlier, depending on school activities.* We love our yard and we are happy you do too, so please clean up after yourself. 3:00 p.m. and full day children should be picked up from their classrooms or the play yard, depending on what the teachers have arranged.

For safety and liability reasons, it is imperative that you pick up your child by your scheduled pick up time. Parents and children are not permitted in empty classrooms or on the "Big yard" or Gesher play yard after pick up. Teachers are scheduled to leave the yard five minutes after pick up times for other duties and will not be able to watch your child, which means that anyone on the yard after

that time is there at their own risk. **If you are late, your child will be brought to the office to wait for you.**

EXCESSIVE TARDINESS WILL RESULT IN LATE FEES THAT WILL BE ASSESSED AT \$25 PER EVERY 10 MINUTES THAT A PARENT IS LATE. Adat Ari El reserves the right to bill your account.

If there are any changes regarding who will pick up your child, the ECC office must be informed as soon as possible. **The ECC will not release a child to anyone not indicated on your child's emergency information form without written fax or email parental authorization.** Please leave a telephone number where you can be reached if you know you will not be at home or at work, or if you have arranged for your child to visit at another home. Your child may change his/her mind at the last minute and need to reach you. Please date all messages.

The ECC Staff is never permitted to bring a child to the parking lot for any reason.

GATE KEY FOB

To allow ECC parents/caretakers independent access to secured areas of the school during school hours, each family will be issued two (2) security gate key fobs. **A non-refundable fee of \$25.00 will be assessed per family.** Additional fobs are available for \$7.00 each. All fobs remain the property of the Adat Ari El Rose Engel Early Childhood Center. If you lose your fob please notify the office immediately so that it can be deactivated.

PRESCHOOL EXTENDED CARE

Approved extended care is available to ECC Preschool families during school hours for a fee of \$10.00 per hour. Extended care must be arranged in advance for future dates or on the day that care is needed. Please call the ECC office to reserve extended care for your child.

Please know that the Early Childhood Center staff and Governing board are sympathetic to the needs of working parents, however, late pick ups place an unfair burden on hardworking ECC staff members, and most importantly on the children left waiting in the office after school closes.

It is particularly important that parents be conscientious about being on time for pick up. Children can become tense and anxious when you are late. If there is an emergency and you will be late picking up your child, please contact us.

Your cooperation in these matters is very important to the success of our program!

PRESCHOOL ENRICHMENT PROGRAMS

The Adat Ari El Early Childhood Center offers afternoon enrichment programs for children enrolled in the ECC for an additional fee. We provide a variety of classes such as Science, Cooking, Computers, Karate, Gymnastics, etc. Each class is taught either by an outside Enrichment Specialist or a classroom teacher. Classes are offered in the afternoon beginning at 12:45 p.m. and are 30 to 45 minutes in duration, depending on the type of class. Enrichment classes are offered in three (3) sessions during the school year; Fall, Winter and Spring. Sign up sheets are available in the ECC Office.

WHAT TO BRING TO SCHOOL - THE NEST

THE NEST will provide all bedding, which will be washed daily. Families should send changes of clothes, diapers, wipes, as well as all formula and other foods to be given to the infants/toddlers.

WHAT TO BRING TO SCHOOL - PRESCHOOL

A BACKPACK - to carry lunches, sweaters, paperwork, etc.

CLOTHING & CLOSED TOE SHOES

On the first day of school, please bring a shoe box containing a complete change of clothes (including socks and underwear), each labeled with your child's name. Clothing should be checked periodically for size and season. If your child's clothing is sent home soiled, please replace it with fresh clothing the next day.

Messy art activities, sand and water play, digging, climbing and running, are important parts of a good nursery school program. We encourage the children to enjoy these activities as a regular part of their school day. If the children worry about dirty clothes it interferes with their school experience. Please:

1. Dress your child in comfortable clothing that can be easily changed.
2. Make sure clothes are easily laundered.
3. Protect legs from scratches and falls by encouraging your child to dress in pants rather than shorts or dresses except in really warm weather and on Shabbat.
4. Help your child to develop independence by dressing him/her in clothing that can be easily pulled up and down for toileting (elastic waists are great!)

5. Send your child to school in closed shoes or so that he/she may safely develop confidence in climbing, running and riding, and minimize the risk of injury.

THE NEST REST PERIOD/NAP TIME

Children will nap on their own schedule. Of course you may bring a transitional object for your child.

PRESCHOOL REST PERIOD/NAP TIME

Children who stay for naptime should bring a sheet and blanket in a plastic bag or pillow case (all labeled). Children may bring a small toy, doll, "blankie" or any transitional object. All bedding goes home on Friday for laundering and should be returned to the classroom on Monday.

For those children who do not nap, there will be an "Awake Room" with a beginning period of quiet activities. Please let the teachers know what your preferences are.

EMERGENCIES

If your child receives a minor injury while at school, the teachers will send home an "Ouch Report" indicating what happened to the child, and how it was resolved. The "ouch" will be cleaned with soap and water and a bandage will be applied if necessary (we are not allowed to apply any types of ointments or sprays). In more serious cases, the parent will be notified immediately. In a serious emergency or accident, the ECC will call 911 immediately and then contact the parent.

Each child must have a Physicians Health record and a Consent for Emergency Treatment on file in the office. It is critical to keep emergency names and phone numbers up to date. They should represent people who are easily reached and live in the vicinity of the school. **PLEASE KEEP IT UP TO DATE!**

Out of State Emergency Contact:

In the event that the phone lines are down within California due to an earthquake or other natural disaster, we have established an emergency contact outside California.

NEVEH SHALOM FOUNDATION SCHOOL
2900 S.W. PEACEFUL LANE, PORTLAND OR 97239.
(503) 246-8831 ext. 122 JSkolnik@NEVEHSHALOM.ORG,
Jan Skolnik, DIRECTOR

We will contact them as soon and as often as possible to give them information about your child's situation.

HEALTH

Keeping children healthy is a cooperative effort between school and home. Upon arrival in the morning, every child will be checked by the teachers for symptoms of illness: runny noses, fever, cough, glassy eyes, rashes, and general well-being.

If the accepting teacher has any reason for concern, the child will be checked by the Director, Asst. Director, or Office Staff before being accepted into school that day. Children who appear ill will be sent home at the discretion of the teacher or director. It is ECC policy that children must be kept home for at least 24 hours, symptom free after a fever, as well as vomiting and/or diarrhea has subsided, even if the child seems fine in the morning. Otherwise, it is likely that the child will eventually have to be sent home again, making the situation very uncomfortable for everyone.

A doctor's note may be required when a child has a frequent runny nose due to allergy or ongoing cold. In the event of any kind of contagious illness where more than two children have the ailment the Health Department will be notified as per the Department of Social Services Immunization Program regulations. Appearance of a rash will probably require a note from a doctor stating that the child may attend school.

For the protection of all, children with colds (runny nose and cough) are best kept home for 2 or 3 days - the most contagious time

DO NOT SEND MEDICATION IN YOUR CHILD'S LUNCH BOX!

Please sign in your child's medication with an ECC office staff member. The medication must be brought to school in the original container with the prescription label attached (if the medication is in liquid form, please send a dispenser). If the medication is not in a prescription bottle we will not be able to administer it to your child unless we have a prescription from the physician. **WE WILL NOT ADMINISTER ANY MEDICATIONS WITHOUT A PRESCRIPTION FROM A DOCTOR.** If your child comes in a car pool, please make sure the car pool person brings the medication to the office with a signed note from you. All medication will be stored in the ECC office.

Contagious Illnesses

PLEASE NOTIFY THE ECC OFFICE IMMEDIATELY IF YOUR CHILD CONTRACTS ANY CONTAGIOUS ILLNESSES, I.E., CHICKEN POX, HEAD LICE, HAND, FOOT & MOUTH, STREP THROAT, SCARLET FEVER, ETC.

In the event of a contagious disease the following measures will be taken:

1. Written notices (**WITHOUT THE CHILD'S NAME ON IT**) will be emailed advising parents of the outbreak. This notice will include as much information as we have regarding the date of the outbreak, incubation period, etc.
2. Any child who has had a contagious illness may not be readmitted to the Early Childhood Center without a doctor's note specifying that the child is no longer contagious and may return to school,

If your child has any unique health requirements, (allergies, regular medication, etc.), please notify the Director in writing.

SMOG ALERTS

We take all necessary precautions to protect your child's health on smoggy days. In a Stage Two alert, the children are not permitted to engage in active play outside the classroom. In the event of Stage Three alert, **WE WILL CANCEL SCHOOL!**

PRESCHOL NUTRITION, SNACKS AND LUNCHES - KASHRUT POLICY

Eating lunch together has both learning and social components and is an integral part of an early childhood program. Your preschooler needs **healthy food** alternatives for their proper growth and development!!!

All food brought to Adat Ari El must be consistent with our Synagogue's Kashrut Regulations. Food must be dairy or pareve and **BE FREE OF ANY ANIMAL PRODUCT INGREDIENTS.** Please send your child with a **DAIRY/PAREVE LUNCH ONLY!** Or you may purchase our Tummy Warmer lunches (for a separate fee).

DAIRY FOODS are all types of products derived from milk, milk itself, cheese, yogurt, sour cream, ice cream, butter and most margarine.

PAREVE FOODS are foods which do not contain either dairy or meat products. These foods include fruits, vegetables and eggs, fish with fins and scales - tuna, salmon, etc.

MEAT PRODUCTS of any kind, including chicken and other poultry ARE NOT PERMITTED. This includes meat or chicken prepared in a kosher home.

Nursery school children often have food allergies, some of them extremely life threatening. One of the most serious is the "nut" allergy. Each classroom teacher is aware of the allergies present in their classroom. We have agreed as a staff not to purchase any food items that have nuts or traces of nuts. We ask that you do not send your child to school with peanut butter or nut products.

Providing a daily nutritious, interesting, DAIRY LUNCH for children often pushes a parent's imagination and creativity to its limits. We offer the following suggestions for sample lunch foods:

Cream cheese and jam	Cream cheese and lox
Cream cheese and olives	Carrot stick, celery sticks
Cream cheese on a bagel	Assorted vegetables and dip
Cream cheese and celery	Assorted fruits, fresh and dried
Cottage cheese in a container	Fruit rolls, fruit salad
Macaroni and cheese in a thermos	Cole slaw, potato salad, cold kugel
Cheese and apples	Rice cakes, tofu, yogurt, sour cream
Cheese and crackers	raisins
Cheese melt (tomato/mayo/bacon bits*)	Sandwiches, egg, tuna, salmon,
Cheese pizza (cold)	cheese
Cheese triangles and fruit	Smoked fish, gefilte fish,
Mixed salads in containers	hardboiled eggs
Kosher crackers/breads/bread sticks/chips	Soup (vegetarian) in a thermos

***bacon bits are imitation and found on the spice shelves in markets and must show a Kosher symbol on them.**

We recommend small portions of food. Your child's teachers will let you know if your child needs more food for lunch. Sandwiches and finger foods are fine. Warm foods, cottage cheese or yogurt may be brought in a thermos or plastic container. **NO GLASS OR BOTTLES PLEASE!!** Our emphasis is on developing nutritious eating habits and to make lunch a comfortable experience for all children. **Therefore - please no candy, cakes and soda pop.** Clearly label all parts of your child's lunch box - thermos bottom/top/cup, please!

PRESCHOOL SNACK

A nutritious mid- morning and afternoon snack is provided daily. In addition, your child's teacher may request you include an extra snack (fruit, vegetable, etc.) in your child's lunch.

PRESCHOOL SHABBAT

Shabbat is a very special time at our Center. Children may dress accordingly (we try not to plan any messy art activities on Fridays) and you may bring fresh flowers or greens to put on the Shabbat table. Every Friday morning the entire school comes together in the David Familian Chapel (DFC) to welcome Shabbat. Each child has an opportunity to have a special Shabbat when they are called to the Bimah and join children from other classes in leading the blessings. These Shabbat celebrations are enhanced by the participation of our rabbis and a music facilitator.

PRESCHOOL SHABBAT GUESTS

The Shabbat Guest Program is an integral part of our classroom Shabbat celebrations. A Shabbat Guest can be a parent, grandparent, relative or special friend. The Shabbat Guest may plan a special activity with the children or just join the Shabbat celebrations. Your child's teacher will help you coordinate your child's Shabbat Guest with his/her special Shabbat. When it is your special Shabbat, we ask you to share candlesticks, Kiddush cup, challah cover, flowers - whatever is special to you at home. Working parents who are unable to join their children can be part of the ceremony by sending things from home.

TOT SHABBAT SERVICES

Adat Ari El Rabbis and Cantors/Music Facilitators conduct special services for families with young children. The Tot Shabbat Morning Service is held on the first Saturday of every month. The community is welcome to attend. In addition, ECC classes may participate in the service, sometimes by singing a few songs. We encourage you to attend these warm Shabbat Services. No picture taking is permitted during the Shabbat services. A lovely Oneg Shabbat (cookies and lemonade) is held immediately after the Tot Shabbat

BIRTHDAY PARTIES

Birthdays are very important events in the lives of young children. On the Friday following your child's birthday celebration, parents are invited to the Shabbat celebration at 9:30 a.m. and the child is called up to the bimah during the service.

We encourage birthday celebrations at school. However, elaborate arrangements create unnecessary tensions and competition. The most important part of the birthday celebration is the birthday child. Make arrangements with your child's teacher a week in advance to make sure there are no schedule conflicts. **Most birthday celebrations take place during snack time or right after lunch.** If you would like to provide refreshments for your child's birthday, you may bring something from the list below.

Baked Goods (mini muffins, doughnuts, cupcakes, cookies, etc.) from any Kosher bakery, including:

- **Sam's Kosher Bakery**
- **Continental Bakery**
- **Eilat Bakery**

Store bought baked goods made with a Kosher symbol, such as:

- **Entenmanns**

Ice cream:

- **Baskin Robbins Chocolate or vanilla**
- **Thrifty's individual ice cream cups**
- **Tofutti Cuties (non dairy option)**

You may also bring fruits or vegetables, **but they must be cut at school in our kitchen!**

*If you are planning to have an outside birthday celebration, and to distribute invitations through your child's classroom, the **ENTIRE CLASS MUST BE INVITED.** In consideration of all our families, **PLEASE DO NOT SCHEDULE BIRTHDAY PARTIES ON SHABBAT!** It is important that a child not be excluded because he/she is observant. Because of the number of Sundays available, to make it easier, you may want to share a birthday celebration with another child in your class.*

For your child's birthday, we invite you to donate a new book to our ECC library in honor of his/her birthday. When you donate a book, a plaque will be inserted in the book with your child's name and age, and your child gets to be the first one to check this special book out of our library to share with his/her class.

PRESCHOOL FIELD TRIPS

We do not use "blanket field trip" permission slips. Each time a field trip is planned, whatever the mode of transportation including a neighborhood walk, you must sign

an individual field trip permission form. Without your signature, **and a car seat**, your child will not be allowed to leave the school grounds. We occasionally use buses to transport children to field trips. The buses are equipped with seat belts, and they are currently exempt from California's child restraint law. If you do not want your child riding on a school bus, you may drive them to the event.

PRESCHOOL TOYS FROM HOME

Your child's class may set aside one day each week for sharing toys from home. "Share Day" is the only day children may bring toys from home. As a part of our effort to encourage non-violent play, **NO GUNS OR WEAPONS** are allowed at school.

TRANSITIONAL OBJECTS

If your child has a special attachment to a blanket, or any other object, please allow your child to bring it to school. A transitional object can provide your child with a source of comfort during his/ her separation from a parent and adjustment from home to school. Make sure it is clearly labeled.

SEPARATION

Every effort is made by our staff to make all children feel welcome and comfortable within the Early Childhood Center. Some children separate in a few days and others take more time. **SEPARATION IS A PROCESS, NOT A PROBLEM!** Even children who have been at the center for a year may develop some separation issues at some time during their stay. It takes time for a relationship of trust between the child and teacher to develop. If this is a first school experience, you may need to spend several days at school with your child. The teacher will let you know when she/he feels it is appropriate for you to leave, beginning with short periods of time and increasing to the whole school day.

THE NEST DISCIPLINE POLICY

We do not believe in embarrassing, mistreating, or isolating children as forms of punishment. No one at THE NEST (including parents or guardians) will engage in corporal punishment of any type.

Behavioral Expectation for Infants: Ages Birth through 11 Months

- Infants cry when, under stress, expressing a need, or trying to communicate.
- Infants may cry when dropped off because they are experiencing separation anxiety.

- Infants put everything in their mouth because they explore through taste.
- Infants want to feel and touch everything because they learn and explore by using their five senses.
- Infants like to be held because it makes them feel secure.
- Infants become attached to family and caregivers because they trust them.
- Infants show pleasure when learning new skills because they enjoy praise.
- Infants may not pay attention if they do not feel they have received adequate attention or stimulation.

Discipline Methods Used for Infants: Ages Birth through 11 Months

- Infants need to be attended to when they are crying.
- Infants in stress can be calmed by picking them up, singing to them or talking to them in a calm voice, using their name.
- Infants are not able to understand or benefit from time out.
- Redirecting infants to another activity, including by placing them in a different area if needed, or helpful.
- Depending on the problem or the severity, parents may be contacted by the teacher or administrator.
- If the situation happens repeatedly, parents will be asked to meet with the teacher(s) and/or administration to discuss and assess this behavior. We ask the parents what has or has not worked in the past to curb or stop the behavior. We try to incorporate those techniques. We ask for their help at home to reinforce their support of the school's policies.
- If the situation continues to exist and techniques are not successful, then parent may be asked to pick up the child to go home for the rest of the day or the next day.
- If there still is no resolution, the parent will be asked to find help for the child through the use of outside professionals to determine possible underlying issues and/or obtain more effective strategies. The school and family will work hard together to help achieve the desired result. In situations where time is of the essence because of safety or a child requires excessive 1:1 supervision, the parent will be asked to pay for a companion or shadow in order for that child to be at school.
- We will be glad to discuss various options in order to help your child succeed. If the parent disagrees with all viable options presented by the school, then we will require the child to leave the school, but will offer referrals to other schools/placements for your child.

Behavioral Expectation for Toddlers: Ages 12 Months to 24 Months

- Toddlers put everything in their mouth because they explore through taste.
- Toddlers feel and touch everything because they learn and explore by using their five senses.
- Toddlers may cry, hit, or bite to get their way, express emotions, or to communicate with others (they do not yet have the verbal skills to communicate their frustrations by talking).
- Toddlers may show signs of anxiety during change, and when their parents leave. This is demonstrated by withdrawing, crying, clinging, and wanting to be held.
- Toddlers enjoy exploring objects with others because they want to establish relationships.

Discipline Methods used for Toddlers: Ages 12 Months to 24 Months

- Toddlers are discovering and learning to assert their independence, so they often say, "No!"
- Toddlers frequently use the word "mine" and are not yet able to share well.
- Toddlers want to play with others, but do not yet know how.
- Toddlers exhibit mood swings and are not yet able to manage their emotions.
- Toddlers enjoy peer play and joint exploration.
- For toddlers, redirection is more effective than time out.
- Redirection means calmly redirecting children's attention or moving children away from a problem area or activity to a new area or activity.
- If behavior problems persist, providers may want to evaluate the environment to see if children are being over stimulated or if there is not enough space for children. Providers should also check to see if more toys of the same kind are needed, because toddlers and twos are not old enough to understand sharing and taking turns with toys.
- Praise and positive reinforcement can also work very well with this age group.
- Another good way to help toddlers learn how to play appropriately with other is for adults to model appropriate behavior.
- Depending on the problem or the severity, parents may be contacted by the teacher or administrator.

- If the situation happens repeatedly, parents will be asked to meet with the teacher(s) and/or administration to discuss and assess this behavior. We ask the parents what has or has not worked in the past to curb or stop the behavior. We try to incorporate those techniques. We ask for their help at home to reinforce their support of the school's policies.
- If the situation continues to exist and techniques are not successful, then parent may be asked to pick up the child to go home for the rest of the day or the next day.
- If there still is no resolution, the parent will be asked to find help for the child through the use of outside professionals to determine possible underlying issues and/or obtain more effective strategies. The school and family will work hard together to help achieve the desired result. In situations where time is of the essence because of safety or a child requires excessive 1:1 supervision, the parent will be asked to pay for a companion or shadow in order for that child to be at school.
- We will be glad to discuss various options in order to help your child succeed. If the parent disagrees with all viable options presented by the school, then we will require the child to leave the school, but will offer referrals to other schools/placements for your child.

PRESCHOOL DISCIPLINE POLICY

Our discipline policy is non-punitive. We strive to develop age appropriate inner controls with combined support and re-enforcement from the Early Childhood staff. We do not believe in a "time out" policy, but instead rely upon redirection and conflict resolution to handle most non-serious incidents. Each incident is considered individually, depending upon the type of incident and the seriousness of the action. (For example, a child who continually hurts other children is considered serious, as safety is of the utmost importance.)

1. The first step involves teachers helping children to talk each other to try to resolve the problem by using various conflict resolution techniques that might involve a discussion from the participants about what happened, the acknowledgement of feelings, utilizing active and passive listening strategies, and then coming up with appropriate solutions. This technique is typically used at least three times before we take the next step. Depending on the problem or the severity, parents may be contacted by the teacher or administrator.
2. If the situation happens repeatedly, the next step is to involve the parents. Parents will be asked to meet with the teacher(s) and/or administration to discuss and assess whether this behavior is new or familiar with the parents.

- If they have seen the behavior, then we ask the parents what has or has not worked in the past to curb or stop the behavior. If the parent's suggestions have worked, then we try to incorporate those techniques at school. If the parents do not have a suggestion, then we ask for their help at home to explain the desired behavior and try to reinforce their support of the school's policies.
3. Another approach may be to bring the child into the Director or Assistant Director's office to calm the child and prepare them for a successful re-entry into the classroom. If the behavior persists, or the child repeatedly hurts other children (or where the situation would be considered dangerous), then the parent may be asked to pick up the child to go home for the rest of the day or the next day until they can control themselves.
 4. If there still is no resolution, the parent will be asked to find help for the child through the use of outside professionals to determine possible underlying issues and/or obtain more effective strategies. The school and family will work hard together to help achieve the desired result. In situations where time is of the essence because of safety or a child requires excessive 1:1 supervision, the parent will be asked to pay for a companion or shadow in order for that child to be at school.
 5. We will be glad to discuss various options in order to help your child succeed. If the parent disagrees with all viable options presented by the school, then we will work with you on referrals to other schools/placements for your child.

ACCOMMODATIONS OR SPECIAL NEEDS

Preschool is often the first place where a child spends concentrated time in a group of peers with a larger adult to child ratio than at home or in day care. It is also the time when the entire child's developmental milestones (for example: social, emotional, cognitive, motor, speech/language) are observed and considered on a daily basis. The staff at Adat Ari El are well aware of the different developmental milestones for children at each age level, as well as understanding that there is a normal range of development.

Our goal at Adat Ari El is to do everything in our power to make each child's nursery school experience a success. This is achieved through a concerted effort of teachers working closely with parents.

As all children are unique, with their own individual resources, the majority of children become typically developing 2-5year olds, moving successfully through their developmental milestones.

Occasionally however, there are those children who fall "outside the box" in one or more developmental areas. We believe that the greatest contributor to success is open communication between the school and parents. With this in mind, the following is our approach should any issue arise:

WE ARE HERE TO HELP YOUR CHILD SUCCEED!

1. It is very important for us to collect all information about your child in order for them to access the curriculum. Fortunately, there are many accommodations and early intervention services that will assist the child to function and succeed to the best of their ability. If the parent is already aware of developmental delays, behavioral or medical concerns about their child, they must let us know. Feelings of protectiveness sometimes lead parents to say nothing, hoping that everything will be fine and that their child will avoid being "labeled". This approach fails because children cannot conceal any aspect of themselves, and their teachers (as well as other parents) will quickly notice. Time is of the essence, so the sooner any issues come to our attention, the sooner we can begin to work together. If you have concerns regarding confidentiality issues, your information and wishes will be respected. We must be able to communicate with all professionals involved with your child in order to work as a team in your child's interest.
2. After allowing for the child's adjustment to their new classroom routines (usually approximately 30 days, sooner if potentially dangerous behavior is exhibited), the teachers will approach the Administration (any combination of Director, Assistant Director, ECC Family Liaison) to discuss any child that they have questions or concerns about. Teachers will be asked to document the specific behavior.
3. At this time, as part of ongoing communication with the parents, a meeting will be held with parents, administration and teachers. The goals are to share observations, obtain a clear picture of the behaviors of concern and elicit parental insight. Your input is critical as you are experts regarding your child. We want your tips for what works and does not work at home. We will also give you ideas including things such as specific checklists for teachers to quantify as well as describe behavior. We hope that you will work with us to alleviate the issues. This might mean working with your child at home as well. A follow up meeting (usually within three weeks) will be planned.
4. At the follow up meeting, progress will be discussed. If significant progress is observed, we will "fine tune" and plan another follow up meeting. If progress is minimal, the school will provide referrals to the parents so that additional help can be accessed. Many options exist, including outside observation or evaluation by a trained therapist or developmental pediatrician; counseling and perhaps in-class support (1:1 companion or shadow) which will be paid for by the parents or by an outside entity. If the

plan involves consultation with outside professionals, we must have you sign a consent form allowing the ECC to collaborate with them. This is necessary so that everyone is working together towards the specific goals for the child's success. A follow up meeting (usually within two weeks) will be scheduled.

5. At this meeting, parents and school staff will share progress and plan for the child's ongoing success at school. If parents decide not to proceed, we will work with you to try to obtain a more appropriate school setting for your child (referral to other schools/placement for your child).

It is our goal to maintain open and ongoing communication with parents about their child's progress. Remember that we care about you and your child, and we want to help in any way possible. Every child walks his/her own individual path in life, and we want you to know that we show each child the utmost respect, patience and love, while maintaining the integrity and stability of our program for everyone.

CONFLICT RESOLUTION

One of the fundamental skill areas preschool children develop is conflict resolution. Our goal is to help them learn the skills they need to cope with inevitable conflict in healthy, appropriate ways. Basically, our method involves the following steps: acknowledge the children's feelings; begin problem solving by obtaining information; find out what each child wants; come up with ideas (as children grow, they can assume a greater role in this step); agree on a solution, bring closure and monitor.

PARENT OBSERVATION

Parents are always welcome to visit with their child and observe the classroom. You are also welcome to observe other classes and become familiar with our entire program. Please make arrangements in advance so that we do not have too many visitors at one time in a classroom.

PARENT & ME PROGRAMS

The PARENT & ME Programs are designed as parent education and parent participation groups which provide support, information and educational guidance, while providing developmentally appropriate activities for the Center's very youngest children.

The environment is designed to enhance and promote the infant and toddler's physical, social, emotional and intellectual growth and social contacts in a safe, supervised setting.

Parents observe and interact with their children and participate in group discussions on parenting and child development. Parents are able to share their concerns and experiences in informal conversations with each other, group discussions and in conferences with our Parent Education Specialist. Please call our Assistant Director and PARENT & ME Administrator, Kim Heyman, for more information.

SPECIAL CONCERNS

The Early Childhood Center has a philosophy that fosters respect for each child and his/her family. Our desire is to meet the needs of everyone we serve. If you have special concerns, not being met through discussion with your child's teacher, please feel free to contact the Early Childhood Center Director or Assistant Director. If you still have unanswered concerns you may contact the Early Childhood Center Parent Association Co-Chairs, the educational Vice President or the Synagogue Executive Director. Their phone numbers are available through the Early Childhood Center office or the main Synagogue office.

PARENT INVOLVEMENT & THE ECC PARENT ASSOCIATION

The success of our program and the optimum development of each child are dependent upon parental involvement. Please get involved by attending:

CLASS MEETINGS AND WORKSHOPS.

PARTICIPATING IN PARENT CONFERENCES (BOTH PARENTS) which provide opportunities to understand the "specialness" of your child and to get an understanding of your child as part of a group. Parent conferences are a give and take experience which helps teachers, parents and children. Formal conferencing takes place mid-year. Parent/Teacher communication takes place every day! Please feel free to request a conference at any time. We will let you know if we notice any changes or have concerns regarding your child.

SHARING the Holiday and Shabbat celebrations.

SUPPORTING Early Childhood Center fund-raising activities including our weekly Tummy Warmer (Hot Lunch) Program.

VOLUNTEERING to help with special projects, holiday celebrations, driving on field trips, sharing a special skill or talent, or lending a hand in the classroom.

BECOMING AN ACTIVE MEMBER of our Early Childhood Center Parent Association as a room representative or special event Chairperson. The Governing

Board meets monthly throughout the year and helps to evaluate the Center's program, holds fund-raising events to provide scholarship and special equipment, oversees the evening Tot Shabbat services, organizes holiday events throughout the year, arranges parent workshops and lends valuable assistance and support to the staff and the program. Please contact the ECC office, for a listing of the current years' Parent Association board members.

**WELCOME TO THE ADAT ARI EL EARLY CHILDHOOD
CENTER FAMILY!**

**WE LOOK FORWARD TO CREATING JOYFUL EXPERIENCES
WITH YOU AND YOUR CHILD.**

PARENT MANUAL AFFIDAVIT

TO ALL PARENTS:

It is necessary as a Department of Social Services licensee to provide proof that each parent has received and read this parent manual.

Please sign the affidavit below and return it to the Early Childhood Center office.

I have read the written policy statement indicating admission policies, program philosophy, disciplinary practices, preventive health and sick child policies and practices, and late pick up charges. I understand that I may contact the nearest local office responsible for child care licensing for any reason. The Department of Social Services Community Care Licensing is located at 6167 Bristol Parkway, Suite 400, M.S. 29-13, Culver City, Ca 90230. Their telephone number is (310) 337-4335. Please refer to our facility number 191200265 for the Preschool and 197419024 for THE NEST.

NAME OF CHILD

PARENT SIGNATURE

DATE