

# THE PRESCHOOL PLACE & KINDERGARTEN HANDBOOK

Dear Parents,

On behalf of the Board of Directors and the entire staff, I welcome you to The Preschool Place & Kindergarten! We are very happy to have you as part of our school family where we will work together for the benefit of your children. Our mission is to provide each child with a positive school experience while promoting their social, emotional, physical and cognitive development. The early years are learning years, and at The Preschool Place and Kindergarten your children will grow to their fullest potential.

In our school learning takes place in a child-centered environment. We are dedicated to providing a happy and nurturing atmosphere in which children can develop a positive self image and love of learning. The curriculum is diverse and flexible, offering a varied and developmentally appropriate choice of activities. Our interactive programs build the foundation for reading, language arts, math, science and social studies.

The children are valued as able, worthy individuals and are encouraged to develop singular talents and abilities while they are learning to be part of a group. Each child is offered unlimited possibilities to learn and grow through play, to try new activities, meet new challenges and to feel secure in a school environment.

We believe that parents are partners in learning and encourage you to become involved in school activities. "The Parent Connection," is the home and school association for The Preschool Place and Kindergarten. This offers you many opportunities to participate in your child's preschool experience as well as a great way to meet other parents and make new friends.

Our program is licensed by the State of New Jersey, Department of Children and Families. We are proud to boast that we meet the highest standards in the early childhood education.

This Handbook is designed to give you all the details about our school. Please refer to it throughout the year.

We are looking forward to a great year!  
With warmest regards,



Carol Rubnitz, Director

**Board of Directors:** Bari Cox, Michele Glassman, Laura Kalik, Leslie Maizel, Alyssa Nussman, Stacy Schwartz, Didi Shapiro

## THE PRESCHOOL PLACE AND KINDERGARTEN

594 North Bridge Street

P.O. Box 6007

Bridgewater, New Jersey 08807

[www.preschoolplace.com](http://www.preschoolplace.com)

Email: [info@preschoolplace.com](mailto:info@preschoolplace.com)

Director: Carol Rubnitz : [crubnitz@preschoolplace.com](mailto:crubnitz@preschoolplace.com)

Office Manager: Sharon Johnson: [sjohnson@prechoolplace.com](mailto:sjohnson@prechoolplace.com)

**Office Staff:** Amy Kessler: Marketing & Programming, Tammy Sicat: Bookkeeper

**Teaching Staff:** Mindy Brainum,, Christine Clark, Janine Cook, Tina Feldman, Cathy Giallorenzo, Karen Kalman, Ginny Kirk, Holli Koury, Carol Levine, Leona Lombardi, Pat Lynch, Melissa Pyle, Jeanne Robinson, Joanne Sullivan Amy Weinstein, Stacy Zeller

**Poison Control:** 800-222-1222

**Department of Children and Family Services:** 800-792-8610

**Somerset Medical Center:** 908-685-2200

**School Closing, Delayed Opening or Early Dismissal:**

- [www.preschoolplace.com](http://www.preschoolplace.com) or
- The Preschool Place answering machine 908-722-0101.

For weather related changes, we follow Bridgewater/Raritan Township School District.

<b>CLASS HOURS</b>		<b>RATIO</b>
2 Year Olds	9:00-11:30 Monday-Friday or M/W or M/W/F or T/TH or T/TH/F 9:00-2:30 Monday-Friday or M/W or M/W/F or T/TH or T/TH/F	12:2
3 Year Olds	9:00-11:30 Monday –Friday or M/W or M/W/F 15:2 9:00-2:30 Monday- Friday or M/W or M/W/F	
4 Year Olds	9:00-11:30 Monday-Friday or T/TH/F 9:00-2:30 Monday-Friday or T/TH/F	16:2
Kindergarten	8:45-2:30 Monday-Friday	16:2
Kinder Plus	9:00-11:30 Monday-Friday or M/W/F 12:00-2:30 Monday-Friday or M/W/F	12:2
Extended Hours	Before Care 8:00-9:00 Monday-Friday After Care 2:30-6:00 (Must be pre registered) Monday-Thursday (Friday 2:30-4:00 only)	
Someone Special and Me:	18 Mos. to 2 ½ years 12 week session Tuesday (9:15-10:15 or 10:30-11:30)	6:1
Free Playgroup:	For parents with babies from birth to 2 years old Day and time to be determined.	

## **PROGRAMS AT THE PRESCHOOL PLACE AND KINDERGARTEN**

### **FULL DAY KINDERGARTEN**

Our Full Day Kindergarten offers an innovative academic program which runs from 8:45 AM to 2:30 PM, Monday through Friday. All children are welcome but the maximum enrollment is 16 children. Each child is accepted as a unique learner whose natural curiosity, imagination and intuition are encouraged. The warm and comfortable atmosphere is an extension of The Preschool Place.

Two rooms provide extensive space for children to grow as independent self-starters actively involved in the learning process. Centers in both rooms allow children to explore materials and interact with classmates. Only 8 children share a room during center times. At other intervals, all 16 children work together as a community of learners.

Unique to our Full Day Kindergarten is an individualized reading program which is tailored to meet each child's needs. Students meet with the teacher one to one for an individual conference on a regular basis. The curriculum also includes the literature and phonics based program, Reading Street by Scott Foresman as well as HSM math and The Handwriting Without Tears Program, which are used in the Bridgewater/Raritan School District.

Our Full Day Kindergarten has been featured in the media and recognized for its far-reaching experiential approach to education. Children who attend our Full Day Kindergarten program are set for success in the years to come.

### **KINDER PLUS**

Our half-day kindergarten enrichment class called **Kinder Plus** offers a supplement to a child's public school education. It is a theme-based class that meets 3 days a week, Monday, Wednesday and Friday or 5 days a week Monday through Friday in the morning and afternoon. Kinder Plus applications are accepted in January. We ask that you let us know as soon as you know if your child will be attending the public kindergarten in the morning or the afternoon.

### **PRESCHOOL CLASSES: Twos; Threes; Fours**

The Preschool years set the positive foundation needed for success in kindergarten and beyond. At The Preschool Place and Kindergarten there is a progression of learning starting in our two year old program and continuing through kindergarten. Activities will encourage learning through exploration and play for this is the most appropriate mode for a young child's education. Promoting creativity is one of the most vital contributions we can make to your child's education and development during these crucial early years. Here at The Preschool Place and Kindergarten we have always stressed that we educate the "whole child". Our curriculum takes into account social, emotional, physical as well as intellectual development. Our goals were recently validated by the American Academy of Pediatrics (AAP). We incorporate "Handwriting Without Tears," a curriculum that introduces school readiness activities for young children of all ability levels and builds good habits for handwriting. Through music, movement, building, coloring, and multi sensory activities, children have fun as they develop important skills including language proficiency, color and shape awareness, fine and gross motor control, letter and number recognition, counting abilities, problem solving and social skills. Our state of the art playground and computer lab add to the educational experience offered at our outstanding preschool. Taught by certified teachers, your child is guaranteed the best in early childhood education.

## **SOMEONE SPECIAL AND ME**

Someone Special and Me is a program designed for children ages 18 months – 2 ½ years old to enjoy with a special adult. Each one hour session includes free play, arts and crafts, songs, a story and a snack. The children are playing in an educational setting while being encouraged by their significant adult and a certified preschool teacher. This class is as worthwhile for the adults as it is for the children. It's the perfect start for a positive preschool experience.

## **FREE PLAY GROUP/BABY CONNECTION**

For moms, and their children aged birth to 18 months, our free play group is a wonderful opportunity to meet other moms and share experiences. In a classroom setting, the children will play with toys that have an educational focus. Speakers will be brought in based on the interests of the group. It's a wonderful free playgroup that will introduce you to our Preschool Place community. Day and time will be set by a parent coordinator.

## **ENRICHMENT CLASSES**

These classes are creative options to allow your child to focus on and explore a single subject using the skills they learn at The Preschool Place and Kindergarten. All enrichments include lunch and rest time. Enrichments begin the first full week of school. Orientation for these classes will take place on Wednesday, September 7, 2011 between 11:30 and 12:30.

### **MONDAY**

**What's Cooking –PM (3s and 4s):** In What's Cooking your child is the head chef! In this cooking class, especially designed for young children, the goal is to get children excited about healthy "real food," food they might not have touched if they weren't preparing it themselves. Even if they aren't adventurous enough to taste it, the main event is the process of cooking not the product.

**Our Planet Earth – PM (3s and 4s):** Animals, Nature, the Environment... These topics and many more will be the focus of Our Planet Earth. Your children will explore the many wonders of the world and their very own backyards! We will teach the children to appreciate nature including different animals, their habitats and environments, plants ecology and more.

### **TUESDAY**

**Little Bytes-PM (4s only):** Get ready for loads of computer fun! In this class we'll go under the ocean, explore dinosaurs, learn about music and lots more. Children will become comfortable using a mouse as they use child friendly software. You'll be amazed when you see the slide shows they produce.

**Mini Maestros –PM (3s and 4s):** Strike up the Band! In Mini Maestros your child will be introduced to the joys of music! It's more than just singing. Rhythm, beat, melody, and musical instruments, are all part of this exciting class. The children will experience a variety of musical activities, move to music and of course sing some great songs.

**Mazel Tots- (2s only) PM:** This one hour program will start your child on the road to Jewish Education. They will learn about being Jewish through singing, dancing, story telling and celebrating Shabbot with candles, "wine" and challah.

### **WEDNESDAY**

**Discover-Ease –PM ( 3s and 4s):** Why did that happen? How does that work? What can I do to change that? Curiosity is basic to a child's nature. It is our goal in Discover Ease to encourage children to use their imagination and creativity, and to promote free thinking as they are introduced to the exciting fun-filled world of science.

### **THURSDAY**

**Hand in Hand –PM (3s and 4s):** Every week Hand in Hand is a different adventure. We will climb aboard magic carpets and journey to different countries to sample the cuisine, learn about the people and their culture and create a craft based upon what we have learned.

**Story Stretchers –PM (3s and 4s):** Children love good stories. In Story Stretchers, we will be sharing all kinds of books; creating an environment where your children can enjoy classics, favorites, poetry, jokes and just about any type of children's literature. By extending the stories in a variety of ways including movement, cooking and creative dramatics, we hope to increase their enthusiasm for reading.

### **FRIDAY**

**Heritage Street – PM (3s and 4s):** This is an exciting program that celebrates the joys of being Jewish. Your children will feel the warmth and gain a feeling of pride while actively learning Hebrew vocabulary, Bible Stories and holidays. We have visits from the Rabbi, learn and do mitzvot, and enhance our connection with Israel. Of course, we celebrate Shabbat every week. It's Jewish education at its BEST.

**Art Unlimited – PM( 3s and 4s):** Create masterpieces! Have fun! Art Unlimited is all this and more. Your children will tap into their creative side and make beautiful works of art using different and unusual methods. The end result will astound you!

For each **Enrichment** program children should bring their own dairy lunch (see section on dietary laws ) which will be refrigerated. Also, the children should come to each session with their own beach towel and a small blanket in a separate bag or backpack. These will be returned after each class. Towels and blankets should be laundered regularly. Children who are in school more than four hours a day are required to rest for 30 minutes. This will occur between 11:30 and 12:00. Registrations for all Enrichment Programs are on the same form as the registration for regular classes. Children registering in full day programs will be placed in enrichments by the Director and a Board member.

## **REGISTRATION INFORMATION**

2011-2012

**All Children regardless of race, religion or handicap are welcome to apply to  
The Preschool Place and Kindergarten**

### **PRESCHOOL PLACE FAMILIES**

Registration for 2012-2013 is just around the bend. Information and applications will be given out when we return to school after winter break in January. Be sure you complete and return the application, along with your non-refundable registration fee during the week January 9, 2012 through January 13, 2012. All children presently enrolled in our school are guaranteed a place for next year (excluding full day Kindergarten or half day Kinder Plus), provided they are registered on or before January 13, 2012. If your registration is not received on or before January 13<sup>th</sup> and your child is not accepted into a class, your registration fee is held and your child is placed on the waiting list. In order to register, all tuition and fees must be paid up to date.

Although every effort will be made, there is no guarantee that your first class choice will be honored. We are unable to honor requests for specific teachers. All final class placement decisions are made by the Director and a Board member. All classes are based on enrollment.

In order to confirm and secure your place at The Preschool Place and Kindergarten, tuition payment #1 is due on or before February 22, 2012. This tuition payment is non-refundable and non-transferable to another child.

Siblings of children presently enrolled and siblings of alumni may register on or before January 13, 2011. We cannot guarantee a place, but they will have priority status.

### **PROSPECTIVE APPLICANTS**

Prospective applicants who are new to the school are invited to attend an Open House. Applicants can choose one of the days (January 18<sup>th</sup> or 19<sup>th</sup>) anytime between 9:15AM and 2:00PM. On those days there will be continuous tours of the school after which applicants may register for next year. All applicants received before 2:00 PM on January 20<sup>th</sup> will become part of the lottery for the remaining spots in our classes. Temple Sholom members, in good standing as of the previous September registering on January 19<sup>th</sup> or 20<sup>th</sup> will be given priority over non Temple Sholom members. Those registering after January 20<sup>th</sup> will be placed on the wait list in order of receipt of application, Temple Sholom members getting priority over others. Tours of the school will be given by appointment throughout the year.

### **TUITION INFORMATION AND PAYMENT POLICY**

There is a registration fee of \$75.00 for each child, which must accompany the application. This fee is non-refundable, non-transferable to another child and is in addition to your tuition. An acknowledgement of acceptance will be sent if room is available. If classes are filled your registration check will be held until there is an opening. If none becomes available, your check will be destroyed.

Tuition is a yearly amount based on a yearly curriculum and is divided into 10 payments for your convenience. The amount you owe is due the 1<sup>st</sup> of every month. You must remain current with your tuition payment according to The Preschool Place payment schedule or you will be asked to withdraw. Payment #1 is non-refundable and non-transferable to another child and is due on or before February 22, 2012 to confirm your spot for the following school year. On May 10, 2012, your tuition payment #10 is due.

An invoice will be sent via email each month. If tuition payment is not paid by the 15<sup>th</sup> of the month, a late fee of \$15.00 will be added to your bill.

We are continuing to offer a convenient service called EZ-EFT that allows you to pay your school fees automatically – at absolutely no cost to you. Your financial institution will automatically make your payments from your checking or savings account. Forms may be picked up in the preschool office. EZ-EFT can be used to handle your tuition, registration fee and any outstanding balance. You just have to fill out the form and return it to school along with a voided check. A charge of \$15.00 will be assessed if there is insufficient funds to process your electronic payment.

Checks may be mailed to The Preschool Place and Kindergarten, Box 6007, Bridgewater, New Jersey 08807, or given to the preschool office. A charge of \$15.00 will be assessed for any returned check.

Parents enrolling more than one child in preschool will receive a one time \$150 sibling discount. This discount will be applied towards payment # 10. A 10% discount will be given to Temple Sholom members with a maximum deduction being 20%. All Temple Sholom members need to remain current with respect to Temple Sholom dues each year that your child is in school. All Temple dues must be paid according to the payment schedule established by Temple Sholom. Those not abiding by the rules of Temple Sholom will forfeit their discount. These discounts do not apply to full day kindergarten or half day Kinder Plus.

There will be no refunds or reduction in rate for the absence of a child. Also, there will be no reduction in rate for snow days, holidays or any unusual circumstances. There will be no make up days due to weather. If the school feels, after a reasonable length of time that a child is not adjusting to school and your child is leaving the program, tuition will be refunded for any month not used with the exception of payment #1.

During the school year if your child needs to be withdrawn, you are required to give at least 15 days advance written notice. Tuition will be charged for any payment period that your child attends school or for which you have not given 15 days advance written notice of withdrawal.

### **WEATHER ALERT**

**The Preschool Place and Kindergarten follows decisions made by The Bridgewater-Raritan school district regarding weather related delays and closings.**

Before we know it, the snow might come. If you wake up and see snow, or the weather reports are saying that the roads are icy, either call the school (908-722-0101 starting about 6AM) or check the website [www.preschoolplace.com](http://www.preschoolplace.com) to find out if the school schedule has changed. A message will be displayed on the top of the homepage. "Like Us" on Facebook and you will receive a message when there is any change to our school schedule.

#### **When there is a DELAYED OPENING:**

- Kindergarten begins at 10:45 and ends at 2:30.
- All afternoon enrichment classes are cancelled.
- All morning classes (2s, 3s, 4s) will be held in the afternoon from 12:00 to 2:30.
- Someone Special and Me will be from 12:15-1:15.
- Kinder Plus AM begins at 10:45 and ends at 12:30.
- Kinder Plus PM begins at 12:45 and ends at 2:30.
- All after school programs and after school extended day will go on as usual unless you are contacted by the instructor.
- Early drop-off will begin at 10:00.

**IF SCHOOL IS CLOSED: NO ONE COMES THAT DAY.**

#### **FOR EARLY DISMISSAL OR EMERGENCY CLOSING:**

If there is a need for early dismissal or an emergency closing during school hours:

- You will receive a call from a class parent – IT IS CRUCIAL YOUR EMERGENCY NUMBERS are kept current.
- The information will be posted on the home page of our website.
- The answering machine will have an up to date message.
- "Like Us" on Facebook and you will receive a message when there is any change to our school schedule.

Be assured that your children will be safely cared for until they are picked up.

#### **For Extreme Emergency**

In case of an extreme emergency, the safe temporary location is the All Purpose Room. Food and other necessities are safely located there. The building is securely locked and only authorized people will be allowed to enter.

### **REQUIRED PAPER WORK**

Upon registration to The Preschool Place and Kindergarten all families will be asked to fill out or read the following forms:

- Signed Application
- Universal Health Form( child immunization is required for licensing)
- Supplementary Information
- Emergency Contact & Medical Information
- Expulsion Policy
- Parent Connection
- Release Form
- EZ\_EFT Form
- Information to Parents
- Philosophy of Discipline
- The Handbook

### **THE PRESCHOOL PLACE PRIVACY POLICY**

The Preschool Place and Kindergarten takes the privacy of your personal information very seriously and will use your information only in accordance with the terms of the Privacy Policy. When we collect personal information, including your name, e-mail address, home address, phone number, or child's name or age, we use it only for internal purposes to improve our services to our parents. The information will not be shared or sold to any party outside of The Preschool Place without your prior consent.

## Web Site

[www.preschoolplace.com](http://www.preschoolplace.com)

The Preschool Place & Kindergarten has a useful website. Here is just some of the information you can find there:

- The School Calendar
- Upcoming Events
- Weather Related Delays and Closings
- Registration Information

There is a section that is available to Preschool Place & Kindergarten families ONLY. This is the Family Log-In; to access this section you must enter a password and ID. This changes every year and will be given out to families at the Parent Orientation in September or upon enrollment. In the Parent- Log-in section you will find:

- Parenting Articles
- Parent Resource Information
- Pictures taken around the school
- Parent Updates
- Our Handbook

Please check it regularly.

### Facebook Page (The Preschool Place and Kindergarten)

It's another way to keep connected with what's happening around the school.

## SCHOOL TRANSPORTATION

Transportation to and from The Preschool Place & Kindergarten is by carpool. Class directories are available upon request. We have some very important rules about drop-off and pick-up. We are strict about these rules, and ask that you follow them carefully. The rules are designed to protect your children.

### ALWAYS

- 1) Go slowly around the parking lot. Speed bumps were installed to help you remember the 5 mph speed limit. Small children do not react quickly. You will want to be able to stop if a child runs out in front of you.
- 2) Let your child(ren) out of the car on the passenger side. We want them to get right out onto the sidewalk, not into the parking lot where cars may be passing.
- 3) Line up at least four cars in the drop off area at a time. If your child can open the door and get out by him/her self, they are encouraged to do so. If not, they will be assisted by a staff member.
- 4) If you want to walk your child(ren) to the door, do not get in the drop-off line. Park in a *non-reserved* spot and walk him/her inside. We try to make drop-off runs smoothly as possible, and this will keep the line moving.
- 5) Park in a *non-reserved* spot if you need to come into school for any reason, at any time.

### NEVER

- 1) Make a U-turn or three-point turn, or any other turn around in the driveway. Even if the driveway appears empty, you never know who may come along.
- 2) Drive through or around cones, flags or barricades of any sort. We often block off areas for the children to ride bikes. Do not drive over any grassy areas.
- 3) Park by any of the doors or in any area not meant for parking (where there is a yellow line or a sign) even for "a minute." This means no "running in", nor "talking to someone real quickly."
- 4) According to the Fire Department Code, **NEVER** park where there is a "NO PARKING" sign or "YELLOW LINES".
- 5) Leave your child alone in the car, even for a minute!
- 6) Cut ahead in the drop off line. One minute more you have to wait for the children to get out of the car is a small price to pay for safety.
- 7) Park in a "HANDICAPPED SPOT" unless you are handicapped and have a license or official tag that says so.

### ARRIVAL PROCEDURE

Drive around the parking lot to the back of the building. Wait for a staff member to greet you and help the children out of the car. When and if your child is ready to get out of the car by himself/herself, they may do so but only if a staff member is watching. If you are late, park in a non-reserved space and walk your child to his/her classroom. Do not let them go in alone!

Door #1 is at the rear of the building

Door #2 is at the rear of the building, further up from #1

Door #3 is at the side of the building (across from the playground)

Door #4 is at the front of the building

--**Kindergarteners** are dropped off at door #1 at 8:40 AM

--**Kinder Plus AM** is dropped off at door #1 at 8:55 AM

- Kinder Plus PM** drop-off is in Room 7 between 11:30 AM & 12:00.
- Fours and Threes AM** classes arrive at door #1 at 8:55 AM picked
- Twos AM** arrive at door #4 at 8:55 AM and are dismissed in the Main lobby at 11:30 AM.

**DISMISSAL PROCEDURE**

Park at the rear of the building, in a non-reserved parking spot. NEVER LEAVE A CHILD IN THE CAR UNATTENDED. If a child is sleeping, ask someone outside if they can watch him/her while you run in to pick up your other child. Come into the lobby assigned to your child’s age group. When the teachers bring the children to the lobby, please wait for the teachers to send your child to you, along with those in your car pool. This allows the teachers to account for each child. **Never take your child without signing the dismissal sheet.**

**PM Enrichments** are dismissed at 2:30 in main lobby or chapel lobby. Teacher will let you know at orientation which hallway to go to.

**Kindergarteners:** dismissed in the main lobby at 2:30 PM

**Kinder Plus AM:** dismissed to a parent at 11:30 from room 2. Children who take the bus will be escorted by a school aide.

**Kinder Plus PM:** dismissed in the main lobby at 2:30 PM

**Fours AM:** dismissed in the Chapel lobby at 11:30.

**Threes AM:** dismissed in the Main Lobby at 11:30 AM.

**Twos AM**

Anyone allowed to pick up your child must be listed on the emergency form in the school office, including your car pool. In the case of any emergency, we need to have someone to contact that could be at the school within 30 minutes. If you need to change your child’s dismissal for the day, you must use the password when you notify the school. Anyone unknown to the school must also know the password and sign the Sign-Out Sheet located in the black Emergency Form Binder which can be found in the preschool office. You will be told the password at Orientation/Back to School Night, and it will be printed only once in the orientation information you receive in July. After that you must ask the teachers or the director. The password changes every year.

**POLICY ON RELEASE OF CHILDREN**

In order to insure that our children are protected in every way, and according to state law, we have a procedure in place that will be activated if a parent or covering person fails to pick up your child at the scheduled dismissal time. Dismissal times vary according to the program in which your child is enrolled. Each parent is responsible to see that his/her own child is picked up at the correct time. If a child is not picked up at the correct time, the teacher will attempt to locate the parent or surrogate or any other person listed as backup, and/or leave a message and then the child will be placed in the care of the director or in aftercare. The parent will be charged according to the current rate. Late pickup begins 5 minutes after class ends.

If the staff does not know you or your surrogate, he/she will ask you for identification such as a drivers’ license or passport.

If someone other than the regularly scheduled person needs to pick up your child, you must follow the procedures:

1. Send in a note stating who will be picking up your child or,
2. Call in and tell us who will be picking up your child, giving the password on the phone.
3. Make sure the person picking up your child knows the password.
4. The alternate person picking up your child must:
  - a. See the child’s teacher before taking the child and sign the dismissal sheet.
  - b. Give the password to the teacher and if requested, show his/her photo ID.
  - c. Sign the Sign-Out Sheet located in the black Emergency Form Binder located in the preschool office.

The following is the plan to be followed in the event that the parent or other person authorized by the parent fails to pick up or is late in picking up a child at the time of the closing of the building. The plan shall insure that:

1. The child is supervised at all times by a staff member hired by the preschool.
2. Every effort is made by the staff member to contact the custodial parent and/or other persons authorized by the parent to care for the child; those names should be on the emergency form in the administrator’s office.
3. Whenever the custodial parent and/or other persons authorized by the custodial parent fails to pick up the child one hour or more after closing time, and provided that the center staff member has been unable to make other arrangements for returning the child to his/her custodial parent, a staff member shall call the Department of Children and Families (DCF) at their Child Abuse Hotline (1-800-792-8610) to seek assistance in caring for the child until his/her custodial parent or other persons authorized by the custodial parent is available to care for the child.

The Preschool Place and Kindergarten respects and honors any court orders presented to us.

If a parent(s) or person(s) authorized by the parent(s) appears to be physically and/or emotionally impaired to the extent that in the judgment of the director and/or staff member, the child would be placed at risk of harm if released to such an individual, the procedures shall require that:

1. The child may not be released to such an impaired individual.
2. The staff members attempt to contact the child’s other parent or an alternative person(s) authorized by the parent(s) and

3. If the school is unable to make alternate arrangements from the parent or alternate person to pick up the child, the staff member shall call The Department of Children and Families (DCF) Child Abuse Hotline number, to seek assistance in caring for the child. The telephone **HOT LINE** number is **1-800-792-8610**.

All child care agencies are required to report suspected child abuse and neglect. The Preschool Place & Kindergarten staff will document all suspicious observations. The agency will be notified if a pattern of behaviors is noticed or if the child repeatedly discloses information that indicates abuse.

### **Fire and Emergency Drills**

Fire drills and lock down drills are conducted once a month at different times each month so that all the children have the experience of immediate evacuation and unexpected emergency

### **Extended Hours**

Extended hours are offered Before School from 8:00 AM to 9:00 AM (by reservation only) Monday through Friday and After School from 2:30 to 6:00 PM on Monday through Thursday and Friday from 2:30-4:00. Extended Day will be available with pre-registration when school is in session. All children who are enrolled in The Preschool Place & Kindergarten are welcome to use extended hours as needed.



Temple Sholom is a house of worship for Conservative Judaism. One of the tenets of Conservative Judaism is to follow certain dietary laws commonly known as Kosher. Since The Preschool Place & Kindergarten is housed within this building, it is essential that we respect this tradition. All the food brought into the building needs to be Kosher. This applies to all lunch programs, birthday parties, special treats or snacks of any sort.

Children can only bring dairy lunches, (no meat or meat products or shellfish are acceptable). Dairy means fish, cheese, peanut butter, eggs, yogurt and the like. Sandwiches can only be made on bread made with vegetable shortening (not animal fat) and it is preferable that the bread have K, KD or U on it, as that is assurance that it is strictly kosher and that no animal products have been used.

Any crackers or baked goods should be made with vegetable shortening or be bought from a recognized kosher bakery – Gaston Avenue Bakery and Dunkin Donuts is acceptable. Other acceptable packaged cupcakes and cookies include Little Debbie's, Drakes, Entenman's. Nothing baked at home can be brought into the building and served to other children. Therefore, you may not bake at home for parties.

Fish that had fins and scales are permissible. No shellfish of any type is allowed. Two tuna fish brands that have U, K, on them are Starkist and Chicken of the Sea.

All hard cheeses are permissible and cheese spreads with the U, K, symbol on the package are acceptable. Some products include Temptee Cream Cheese and Philadelphia Brand. Peanut butter is fine; jelly is fine, too. All juices are acceptable.

If this seems too confusing, I will be able to explain it further if you so desire at the Parent Orientation meeting. In the meantime, if you have any questions, contact me at 722-0101 or [crubnitz@preschoolplace.com](mailto:crubnitz@preschoolplace.com).

## **PHILOSOPHY OF DISCIPLINE**

The Philosophy of Discipline applies to all staff members and parents/surrogates that interact with the children at The Preschool Place and Kindergarten.

The method of guidance and discipline used shall be positive, consistent with the age and developmental needs of the children, lead to the child's ability to maintain self control, and be applied with the full knowledge and understanding of the parent(s) if the behavior is extreme. The Director reserves the right to call upon professional assistance as necessary.

There shall be absolutely no use of physical punishment, including hitting, shaking or corporal chastisement. Nor shall any child be subject to emotional punishment including humiliation, ridicule, abusive language, and exploitation or frightening treatment.

Discipline shall not be associated with the behavior of children with regard to rest, toilet teaching or food.

Children shall not be isolated without supervision.

Discipline shall not be associated with the withholding of emotional responses or stimulation.



In the event that a child needs to be talked to because of inappropriate and/or disruptive and/or destructive behavior, the suggested methods used will be as follows:

1. The teacher or assistant will talk gently to the child about changing his/her behavior.
2. The teacher or assistant will try to redirect the child's actions to a positive activity.
3. If that shows no improvement, the child will be given a seat away from the group but in the same room or in constant view of the teacher or assistant for a period of 2 minutes for the 2 year old, 3 minutes for the 3 year old, 4 minutes for the 4 year old, but no longer than 5 minutes.
4. The teacher or assistant will take the child aside and sit with him/her.
5. The teacher or assistant will take the child outside the room and remain with the child.
6. If the problem still persists, then the parent will be called in for a conference at which time the teacher and parent will work together to provide the child with guidance.

### **HEALTH POLICY**

No child will be admitted to The Preschool Place and Kindergarten who has any illness or symptom of the illnesses specified below unless a licensed physician has communicated to our center in writing or verbally with a written follow-up indicating that the child poses no serious health risk to himself or herself or to other children.

1. Acute diarrhea characterized as twice the child's usual frequency of bowel movement with a change to a looser consistency within a period of 24 hrs.
2. Two or more episodes of acute vomiting within a period of 24 hrs.
3. Elevated oral temperature of 101.5 or over, or ear thermometer or auxiliary temperature of 100.5 or over in conjunction with behavioral changes.
4. Sore throat or severe coughing.
5. Yellow eyes or jaundiced skin.
6. Red eyes with discharge.
7. Infected, untreated skin patches.
8. Difficult or rapid breathing.
9. Skin rashes, excluding diaper rash, lasting more than one day.
10. Weeping or bleeding skin lesions that have not been treated by a physician or nurse.
11. Swollen joints.
12. Visibly enlarged lymph nodes.
13. Stiff neck.
14. Blood in urine.

If there is any outbreak of a communicable disease at our school, each parent whose child may have been exposed to the disease will be notified. Any child or staff member with any of the following communicable diseases must be reported to the teacher or director of The Preschool Place and Kindergarten within 24 hours. The starred (\*) diseases will also be reported to the health department and the state. No one will be readmitted without a note from a physician stating that the child has been diagnosed and presents no risk to himself, herself or others.

- |                          |                   |                      |               |
|--------------------------|-------------------|----------------------|---------------|
| 1. Chicken Pox           | 5. Meningococcus* | 9. Whooping cough*   | 13. Shigella* |
| 2. German Measles*       | 6. Mumps*         | 10. Giardia lamblia* | 14. Impetigo  |
| 3. Hemophilus Influenza* | 7. Strep throat   | 11. Hepatitis A*     | 15. Lice      |
| 4. Measles*              | 8. Tuberculosis*  | 12. Salmonella*      | 16. Scabies   |

### **Policy on Administration of Prescription or Non-Prescription Medication**

The School prefers not to administer any medication unless absolutely necessary and according to state law, the following rules apply:

#### **Prescription Medication:**

1. Medication will only be administered after receipt of written approval from the child's parent(s) or guardian.
2. Only specific staff members involved with that child will be authorized to administer the medication.
3. Any prescription medication for a child shall be:
  - a. Prescribed in the name of and specifically for that child.
  - b. Stored in its prescription container, which has been labeled with the child's name, the name of the medication, the date it was prescribed or updated and directions for its administration using a medicine spoon provided by the parent and given with water unless otherwise authorized.
  - c. Medication shall be kept out of reach of all children.

Non-prescription Medication The only over the counter medication the staff will administer is:

1. Antihistamines/decongestants
2. Cough Suppressants
3. Acetaminophen (aspirin substitutes)
4. Topical ointments

Again, medication will only be given if absolutely necessary and with a note from the parent(s). Unused medication will be returned to the parent(s). Any other non-prescription medication will be administered only with a note from a licensed physician.

### Lice

Lice can be a troublesome problem to all of us. It spreads quickly and is annoying, but not harmful over the long term. If your child inherits lice from someone, please let the school know immediately and keep your child home for at least 24 hours after you have shampooed his/her hair with NIX (you can purchase this over the counter). NO child will be readmitted to school if nits remain in the hair. The director must check your child before being re-admitted and reserves the right to bring in an experienced professional at the parents' expense to re-examine the child if there is any doubt that nits are still present.

### Accident

In lieu of adding an additional insurance policy at your expense, your own personal insurance should cover any accidents on the school premises. Your insurance carrier and number should be on file on your Medical Emergency Form. There are always two teachers with the class so that if an accident should occur, one teacher would stay with the child and attempt to stop bleeding by applying pressure or ice. The other teacher would call 911 for the rescue squad first, and then the parent or whoever you have chosen to be responsible in your absence.

### Health and Emergency Forms

Health Forms are sent out in our April mailing and are also available on the website, and must be returned to school before September 1<sup>st</sup>. All Health Forms must be completely filled in (including all immunization records) and signed by a doctor. Emergency Contact & Medical Information must also be completely filled out. We should always know where you or someone responsible could be reached. Please make sure your emergency numbers are kept current and please notify the office with any changes.

During the year the school offers a speech screening for three, four and five year olds.

A list of Speech and Language professionals is available for your use should you or your child's teacher feel there is a concern.

### Attendance Policy

We keep attendance records daily, so if your child is out for an extended illness, vacation, or if he/she has something contagious, please let the school know immediately (908-722-0101).

### Allergies

Each year there are children in the school with varying food allergies. A list of all children with allergies is posted in each classroom so that no matter what room the child is in, the teachers are aware of foods that children can not eat. Epi pens for children with severe allergies must be provided by the families and are kept in the child's classroom with an attached photo of the child. There is a notation on the allergy list with the location of the epi pen so that anyone in the school will be able to access it as needed. If a child's allergy is severe enough to require an epi pen, all snacks must be provided by the child's family.

### Parent Involvement

We are always happy to have parents at our school. We welcome your participation at any time. We ask that you give the children a chance to adjust to school before you come into the classroom. Your child's teacher will know best when the class is ready for a visitor. Then, we encourage you to participate. We hope that during the year you will become involved by sharing your talents with the children and the school. Be sure to let us know what your talents and interests are.

A few safety rules need to be observed for the protection of the children: All visitors are required to enter through the main entrance (the door in the back NEAR the parking lot, (door #1). All doors will be locked! You must ring the bell and wait to be buzzed in. If we do not recognize you, you will be asked the current password. You are asked to sign in with The Preschool Office so that we will know you are here. An appointment is appreciated for an extended visit to the classroom, but is not necessary.

There are 2 days during the year where parent participation is required. They are the School Trip and Field Day.

### Field Trips

You will always be informed in advance of every field trip your child's class has planned. In order for your child to go on these trips, we need you to complete the permission slip and return it to school prior to each trip. We also need you to drive. Parents are our only means of transportation so we rely heavily on you. Each child who is under 80 pounds must be in a car seat or booster seat, in the back of the car. In addition, you need to have current car insurance. In order to comply with state regulations and for the safety of the children, you will be asked to complete a transportation form that includes criteria for transporting children safely if you will be driving someone else's child.

### Programs

**Orientation/Back to School Night 7:00 PM:** Orientation/Back to School Night occurs before classes begin, this year on September 7<sup>th</sup>. The teachers will explain their program to you and ask you to complete paper work that helps the school run safely and smoothly. Forms may also be returned during children's orientation.

**Field Day** is held annually for the entire school, their families and friends. This year, Field Day is Friday, May 25<sup>th</sup>.

**School Trip** for the entire school population is held in the spring and school will be closed that day. Specifics will follow.

### **English as a Second Language for Adults**

The Preschool Place and Kindergarten is proud to offer English Language Learning classes where adults have the opportunity to increase their expressive English language abilities. Fluency, pronunciation and vocabulary development are encouraged through the use of conversation, games and grammar review. The class is offered on Tuesday mornings from 9:15-10:45 in 12 week sessions. Applications are available in the office.

### **Director's Workshops**

During the year the director will lead workshops on various topics of interest for parents. The first one will be on "Separation Anxiety". Check your email and our web calendar for dates and times.

### **The Parent Connection**

This is the official home and school association of The Preschool Place and Kindergarten.

This is the perfect opportunity for you to become involved in your child's preschool experience. It will also give you a chance to meet some new friends. An interest form for this will be included in your summer mailing.

Your involvement will help accomplish great things for the benefit of your child and the entire school.

### **Parent/Teacher Conferences**

Twice a year **we set aside time for scheduled conferences**. In January each parent(s) meets with their child's teacher to discuss the child's progress. In the Spring a follow-up form is sent home from the teacher and an optional conference is arranged if requested. Parents can always meet with the teacher at any time during the year as requested by either the teacher or parent. All conferences are confidential. Quick "Conferences" at dismissal time should be private and not in front of the child or other parents.

## **Our fund-raising is used to directly benefit your child. Many of these wonderful events are planned through The Parent Connection**

### **Yearbook**

This year we will have our 29<sup>th</sup> yearbook. The yearbook has an individual picture of each child and composite of activities and classes of children in the school. It is a great way to save those memories.

We compile the yearbook in February with pictures we have taken in the spring of the previous year and any pictures from the fall. If you have any pictures that relate to our activities that you would like to share, please let us know.

We also ask for ads from parents of our children so that you can either advertise your business or profession or just send your wishes.

Parent volunteers have graciously organized our yearbook over the years. All help is greatly appreciated and very much needed. We need parents to take pictures, arrange collages, do layouts; this is all done electronically through a website on-line. It's a lot of work for one person but if many help, it's fun!

Every family will be billed \$25 for a copy of the yearbook in the fall. It is an optional purchase, which you may choose to decline. However, when the yearbooks are distributed in May, you'll be thrilled to have the memories.

### **Tributes**

The Preschool Place & Kindergarten has elegant cards that can be sent to acknowledge any occasion: Birthdays; Anniversaries; Birth of a baby; Sympathy and much more. You can purchase one card for a donation of \$10 or a pack of five for \$30 in the preschool office or by calling us at 908-722-0101. We'll even mail it out for you if you'd like. By choice, any tribute can be listed in the Temple Sholom bulletin or in the family log-in section of our Preschool Place & Kindergarten website. Proceeds will benefit continuing education for the staff.

### **KidStuff Books**

KidStuff Books are coupon books that can be used in our area. You can save on clothing, shoes, toys, sporting goods, activities, food and much more. They will be on sale through our school during the month of September.

### **Dine with Friends Night**

Take a night off from cooking one spring evening and help support your child's school. Eat with other Preschool Place families and the teachers. A percentage of all proceeds will help support special programs for your children.

### **Photographer**

On October 24<sup>th</sup> and 25<sup>th</sup> the photographer will be here to take your child's picture. Your children will be scheduled with his/her class on the day they attend school. Be sure to groom them nicely and have them dress in colorful clothing. Every child's picture is taken because these photos are used in the Yearbook. A group picture of all the 4 year old classes will be taken on Tuesday, October 25<sup>th</sup>.

### **GoodSearch.com**

Use GoodSearch.com as your search engine and help raise money for The Preschool Place and Kindergarten. We are registered as a recipient of donations from anyone who uses GoodSearch.com as their search engine. All you have to do is go to [www.goodsearch.com](http://www.goodsearch.com) and follow the directions to select a charity. (Type in: The Preschool Place and Kindergarten at Temple Shalom). Search the web with [www.goodsearch.com](http://www.goodsearch.com) and money from their advertisers will go to our school with no cost to us. It is powered by Yahoo – so you will be getting a quality search. Tell you friends and family.

### **Book Fair**

Please join us for The Preschool Place and Kindergarten Book Fair at Barnes & Noble on Thursday, December 1<sup>st</sup>. You will receive a list of special events we have planned for that day. All purchases will benefit programs for your children.

### **Pasta Night/ Art Show**

You won't want to miss our second annual Pasta Night and Art Show this March. The magnificent art exhibit features the creative talents of all our children. The catered Pasta Dinner brings families together for an enjoyable and delicious night out. The money we raise from our dinner and raffle help fund improvements and upkeep of our state of the art playground.

### **Miscellaneous**

#### **Clothing**

Children should wear comfortable play clothing to school. Dress up clothes are not appropriate and inhibit the children from playing freely. The 2s and 3s should bring in an extra set of **labeled** clothing in a plastic bag to be left in school for emergencies – including socks, underwear, pants, shirts. Please make sure the clothes are sized large enough to last through June. The older children will be changed if necessary from our box of reserves. If you can add to our collection we would be most appreciative. We need underwear, socks, pants, shirts and sweaters, hats, gloves, mittens and jackets in preschool sizes.

**LABEL, LABEL, LABEL** all clothing, particularly outer clothing, hats, mittens, boots and jackets and sheets and blankets for Enrichments. It is very easy for things to get mixed up and it could be costly for you. If we cannot find the owner of lost clothing, the item will be put in our Lost and Found box located near the office. If you have not claimed your articles in a reasonable amount of time, they will be added to our collection and donated to charity. Preschool Place and Kindergarten backpack and lunch box name tags are available in the office if you need one.

#### **Toilet Teaching**

Your child, in the 3-year old class and above, must be fully trained and wearing underpants, not pull-ups by the time school starts. If your child is not trained, it may mean that he/she is not ready to leave home. A child who is trained should be able to attend to all his/her toileting needs:

1. Recognize the need to use the bathroom
2. Get to the bathroom and get there "on time"
3. Manage his/her own clothing (child should be dressed so this is possible)
4. Wipe him/herself (this may be difficult for some children, but every child can try).

We have some good books to help you train your child. They are available in our Parent Resource Library located in a rolling cabinet in the temple library. A child who is trained feels proud of him/herself and is learning a lesson in independence. Most children (with rare exceptions) can be trained by the time he/she is 3 or well before. When a child is ready, it takes just one day of dedication on your part and it can be done.

The staff will change soiled diapers (for 2s), and pants (for 3s and older) on occasions when an accident has occurred, but not on a regular basis. Every effort will be made to support your toilet teaching.

#### **Birthday Parties**

Birthday parties are not required to be celebrated at school. If you do choose to have something in school, please see the notes about Dietary Laws and arrange the time with your child's teacher. All snacks provided by the parent should be the same for all children including the birthday child. To encourage sensitivity and good manners, no birthday invitations for parties outside of school will be given out in school unless the entire class is invited.

**Dress-up Clothes**

If you have any fancy clothes in children sizes (flower girl/ring bearer) and would like to donate them for our pretend corner, we would greatly appreciate them. In addition, if you have any clothes from other cultures or occupations in children sizes, we would be most appreciative to have them.

**Parent Resource Library**

The Preschool Place & Kindergarten is here for children as well as their parents. In order to help families handle issues that come up frequently with young children, we have established a Parent Resource Library located in the hallway opposite the director's office. There you will find books for children and parents on topics including: parenting; separation; discipline; toilet training; divorce; death; new baby; sleeping; adoption; feelings; special needs; strangers. Feel free to peruse the materials at your leisure. You can get a cup of coffee and relax with a book in the library or stop by before pick-up. There is a blue binder on the shelf for you to sign out any books you'd like. If you can't make it into the school, feel free to call the director at any time. She'll be happy to pull some resources for you or recommend titles based on your needs.

**Notices/Information**

You will receive numerous notices throughout the year to keep you aware of your child's activities, so be prepared. Be sure to check his/her communication envelope or lunch box and read them all! As we are "going green" most messages will be sent via email. Please make sure we have your correct email address and one that is checked regularly.

**Snacks & Nutrition**

We believe in good nutrition for our growing children. We want to encourage good and healthy food choices and expect that our parents will do the same. We want the children to learn about healthy eating and how to take good care of their bodies and we teach this in many ways. One way is that we offer healthy snacks to our children. The snacks are water and crackers or another grain, either plain or with cheese or another healthy spread, fruit, or vegetables, etc. We do encourage a variety of snacks including ones that relate to units that we are studying or tastes from other cultures. We hope that the parents will send healthy well-balanced lunches with their children. A well-balanced lunch consists of a protein, grain, vegetable, fruit and a dairy product. Sugary foods are discouraged in both our snacks and in the child's lunch box. All allergies are carefully monitored so be sure to let us know about them.

**Playground**

We are very proud of our state of the art playground. We saved a long time for it and we're the happy recipients of additional sections because of generous donations from families. The playground is the private property of The Preschool Place and Kindergarten. In order to insure all our children's safety, please do not use this playground and area while a class is present. When you are on the playground, you are responsible to watch your own child or children at all times. Kosher rules must be observed in the Temple and on all the Temple grounds. In addition, be sure to put all the sand toys in the sandbox and cover the sandbox with the cover provided.