

**PARENT HANDBOOK FOR THE GAN AT TEMPLE SINAI  
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## **1. Our Mission**

**The Gan at Temple Sinai  
inspires children and their families  
to embrace Jewish values  
by providing meaningful and authentic Jewish educational  
experiences in a nurturing, stimulating, and safe environment.**

### **Our Vision**

We are committed to:

- Offering the highest quality education that fosters love of learning, creativity, and wonder
- Providing a variety of opportunities that will allow each child to grow at his or her own pace and develop a positive self-image
- Teaching each child to live life in a compassionate Jewish way
- Ensuring that the faculty and staff are knowledgeable and skilled in child development and Jewish education and that they participate in ongoing self-reflection and evaluation
- Encouraging families to maintain their connection to Temple Sinai through involvement in congregational life
- Partnering with and serving as a gateway to our larger Jewish and secular community

## 2. Welcome

Dear Gan Parents,

Welcome to The Gan at Temple Sinai! We are thrilled you have chosen the Gan for your child's early childhood education experience.

Your child's updated immunization forms and health forms must be turned in by the first day of school. Please read everything thoroughly, as all policies, procedures, and other information included in this handbook are important for your family to know.

**First tuition installment is due August 1<sup>st</sup>.**

Parent Orientation/Back to School Night will be held during the week prior to the start of school. Even if you are a returning Gan family you need to attend this meeting as some policies and procedures have changed, and it is an opportunity to visit in your child's classroom with their teacher to learn about the curriculum specific to their age group.

Please check the calendar, as there are days off for holidays as well as professional days for which you may need to make arrangements for your child(ren).

If you have any questions, please feel free to call me at the school office, (941) 926-9462. We are looking forward to a bright year filled with amazing memories for you and your child!

B'Shalom (with peace),

Laura Freedman

### 3. Our Philosophy of Jewish Early Childhood Education

The Hebrew word *gan* (rhymes with “Ron”) has two meanings, each of which captures an aspect of our philosophy.

In regard to learning, a *gan* is a program for young children. At the Gan, we respect each child’s unique spirit and recognize that each person develops differently. Because children have varied interests and strengths, we provide opportunities for them to gain mastery in many areas at their own pace.

We strive to engage our students in stimulating and developmentally appropriate activities that speak to their social, emotional, moral, cognitive, physical, creative and spiritual selves. Judaism—including Jewish values, holiday celebrations, basic Hebrew and worship—is fully integrated into our curriculum. Classroom materials are carefully selected, and we expect our students to respect and care for their learning environment.

Play is how young children engage in and make sense of the world. Yet we also believe that young children should be exposed to, and engage in when ready, the concepts that are the foundation of early reading, writing and arithmetic. Through experiencing autonomy, independence, and success. Our students learn to make good choices and develop self-reliance.

Teachers are the links that connect children to the world of school and to the experiences of Jewish living. Our teachers are well trained, positive about life and learning, encouraging, and enthusiastic. Through their guidance and loving care, you and your child will experience this exciting learning journey together.

A *gan* is also a garden and, like sprouting seedlings, we believe young children need safety, protection, love and nurturing in order to establish the roots that will enable them to grow into healthy and productive adults. We have created a learning environment that is welcoming, open, safe and loving. We encourage the Gan families to be involved in the school, and the temple, so that the family/school/community partnership can support our children as they blossom before our eyes.

The Director’s door is always open for questions or concerns that may arise during the school year. Please add yourself and your ideas as we continue to grow The Gan.

#### **4. LICENSING AND ACCREDITATION**

We are licensed by the State of Florida Department of Health.

We are accredited by the National Accreditation Commission for Early Care and Education Programs (NAC).

#### **5. ENROLLMENT**

Enrollment at THE GAN AT TEMPLE SINAI is open to children from ages 15 months to 5 years old. Enrollment shall be granted without regard to a child's race, color, creed, religion, national origin, gender, or disability; and without regard to a parent or guardian's race, color, creed, religion, age, national origin, gender, pregnancy or disability.

Parents can apply for enrollment of their child in THE GAN AT TEMPLE SINAI by completing the Enrollment Application and paying the \$300 Application Fee. This fee is non-refundable.

Initial enrollment is contingent upon receipt of the completed enrollment application, signed enrollment contract, application fee, immunization records and signed Parent Handbook receipt. All are found in Shulcloud.

The Enrollment Application and Fee Agreements are not meant to serve as contracts guaranteeing service for any duration.

THE GAN AT TEMPLE SINAI reserves the right to dismiss any parent or child at any time with or without cause.

Continued enrollment at THE GAN AT TEMPLE SINAI is contingent upon the parent's, emergency contact persons' and child's adherence to the policies and procedures of THE GAN as outlined in this handbook including, but not limited to, timely payment of all fees and tuition.

Parents are required to notify THE GAN AT TEMPLE SINAI immediately, should any of the information collected at the time of enrollment or any time thereafter change. Failure to do so may result in the child(ren) being dis-enrolled from the program and forfeiture of any deposit.

## 6. TUITION

All custodial parents and/or legal guardians are required to sign an Enrollment Contract in Shulcloud prior to enrollment of their child in THE GAN. Parents are required to indicate to whom all billing information and correspondence are to be addressed.

Tuition must be paid in 10 monthly installments on the 1st of each month. The first monthly payment is due August 1<sup>st</sup> and the last payment is due May 1<sup>st</sup>.

### 6.1 PAYMENT SCHEDULE

Check or credit card may be used to pay tuition. All cash and check payments must be handed directly to the Administrative Assistant or in the Shudcloud account. There will be a \$25 fee charged for tuition checks returned by the bank. Returned tuition checks will not be re-deposited. Parents will be responsible for re-issuing a second check. If at any future time the bank returns a parent's check, all future tuition payments must be made by certified check or money order.

Tuition DOES NOT include fees for extracurricular activities such as gymnastics, computers, or art, or Early Care or After Care (Kef).

### 6.2 LATE PAYMENTS

If the payment is not received within seven business days from the bill's date, tuition is considered late. The first time that tuition is late a \$25 charge will be incurred. The second time that tuition is late a \$50 charge will be incurred. The third time that tuition is late there will be a \$75 charge. The months do not have to be consecutive. If there is no payment for 30 days, then the parent must meet with the bookkeeper to bring your account current.

There is no credit given for vacations, scheduled school holidays, child illness, or for closings due to emergency situations, inclement weather or acts of God.

Non-payment of tuition is grounds for immediate dismissal from the program. Timely payments are essential for continued enrollment at THE GAN AT TEMPLE SINAI, however, if you anticipate difficulty with paying on time, please discuss the matter with the Director or Bookkeeper immediately. If alternative arrangements for payment are approved, you will be notified by the Director or Bookkeeper.

### 6.3 MULTIPLE CHILD DISCOUNT

THE GAN AT TEMPLE SINAI offers a multiple child discount for one or more siblings enrolled during the same school year. The youngest sibling pays the full tuition rate and each additional child's tuition is discounted 5% per child except VPK. Discounts are only applicable when tuition payments are made on time. The full tuition rate, plus any



additional late fees will be charged when tuition payments are late as per the late tuition policy stated above.

You are only eligible for one discount per family. If you have a child in VPK, you are not eligible for ANY OTHER TUITION DISCOUNT.

#### 6.4 TEMPLE MEMBER DISCOUNT

THE GAN AT TEMPLE SINAI offers Temple membership to families with children enrolled in The Gan until the oldest child graduates from The Gan. Information is available from the Temple Main Office.

#### 6.5 KEF TIME BILLING

At morning drop-off, families indicate the time their child(ren) will be picked up in the afternoon. The charge is \$10 per hour. Families will be billed at the end of the month.

#### 6.6 SCHOLARSHIP PROGRAM

If you are in need of financial aid, speak with the Director, and she will provide you with a scholarship application.

#### 6.7 VPK FUNDING

If at any time the government funding decreases per child/per hour for VPK, your wrap-around fees will be increased to meet the needs of the budget.

### 7. CONFIDENTIALITY

Within THE GAN AT TEMPLE SINAI confidential and sensitive information will only be shared with employees of THE GAN AT TEMPLE SINAI who have a “need to know” in order to most appropriately and safely care for your child. Confidential and sensitive information about faculty, other parents and/or children will not be shared with parents, as THE GAN AT TEMPLE SINAI strives to protect everyone’s right of privacy. Confidential information includes, but is not limited to names, addresses, phone numbers, disability information, and other health related information of anyone associated with THE GAN AT TEMPLE SINAI.

Outside of THE GAN AT TEMPLE SINAI, confidential and sensitive information about a child will only be shared when the parent of the child has given express written consent, except where otherwise provided for by law. Parents will be provided with a document detailing the information that is to be shared outside of THE GAN AT TEMPLE SINAI persons with whom the information will be shared, and the reason(s) for sharing the information.

Any parent who violates the Confidentiality policy will not be permitted on agency property thereafter. Refer to the policy regarding Parents Right to Immediate Access for additional information regarding dis-enrollment of a child when a parent is prohibited from accessing agency property.

You may observe children at our center who are disabled or who exhibit behavior that may appear inappropriate (i.e. biting, hitting, and spitting). You may be curious or concerned about the other child. Our Confidentiality Policy protects every child's privacy. Employees of THE GAN AT TEMPLE SINAI are strictly prohibited from discussing anything about another child with you.

## **8. MANDATED REPORTING OF SUSPECTED CHILD ABUSE AND/OR NEGLECT**

Under the Child Protective Services Act, mandated reporters are required to report any **suspicion** of abuse or neglect to the appropriate authorities. The employees of THE GAN AT TEMPLE SINAI are considered mandated reporters, under this law. The employees of THE GAN AT TEMPLE SINAI are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at THE GAN AT TEMPLE SINAI take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

As mandated reporters, the staff of THE GAN AT TEMPLE SINAI cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith."

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- ◆ Unusual bruising, marks, or cuts on the child's body
- ◆ Severe verbal reprimands
- ◆ Improper clothing relating to size, cleanliness, season
- ◆ Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc.)
- ◆ Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- ◆ Not providing appropriate meals including a drink for your child
- ◆ Leaving a child unattended for any amount of time
- ◆ Failure to attend to the special needs of a disabled child
- ◆ Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside
- ◆ Children who exhibit behavior consistent with an abusive situation

## 9. PARENT CODE OF CONDUCT

THE GAN AT TEMPLE SINAI requires the parents of enrolled children to behave in a manner consistent with decency, courtesy, and respect. One of the goals of THE GAN AT TEMPLE SINAI is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees of THE GAN AT TEMPLE SINAI but is the responsibility of each and every parent or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment. **Parents who violate the Parent Code of Conduct will not be permitted on agency property thereafter.** Please refer to the Policy on Parent's Right to Immediate Access for additional information regarding dis-enrollment of the child when a parent is prohibited from accessing agency property.

### 9.1 SWEARING/CURSING:

No parent or adult is permitted to curse or use other inappropriate language on agency property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At NO time shall inappropriate language be directed toward members of the staff.

### 9.2 THREATENING OF EMPLOYEES, CHILDREN OTHER PARENTS OR ADULTS ASSOCIATED WITH THE GAN AT TEMPLE SINAI

Threats of any kind will not be tolerated. In today's society THE GAN AT TEMPLE SINAI can not afford to sit by idly while threats are made. In addition, all threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated, the agency will not assume the risk of a second chance. **PARENTS MUST BE RESPONSIBLE FOR AND IN CONTROL OF THEIR BEHAVIOR AT ALL TIMES.**

### 9.3 PHYSICAL/VERBAL PUNISHMENT OF YOUR CHILD OR OTHER CHILDREN AT THE GAN AT TEMPLE SINAI:

While THE GAN AT TEMPLE SINAI does not necessarily support nor condone corporal punishment of children, such acts are not permitted in the childcare facility. While verbal reprimands may be appropriate, it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavior issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures.

Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no parent or other adult may physically punish another parent's child. If a parent should witness another parent's child behaving in an inappropriate manner or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or Center Director.

Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher or director's attention. At that point, the teacher and/or director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and/or the Center Director are strictly prohibited from discussing anything about another child with you. All children enrolled in our agency have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting the center.

#### 9.4 SMOKING

For the health of all THE GAN AT TEMPLE SINAI employees, children and associates, smoking is prohibited anywhere on agency property. Parents are prohibited from smoking in the building, on the grounds, and in the parking lot of THE GAN AT TEMPLE SINAI. Parents who are smoking in their cars must dispose of the cigarette prior to entering the parking lot.

#### 9.5 VIOLATIONS OF THE SAFETY POLICY

Parents are required to follow all safety procedures at all times. These procedures are designed not as mere inconveniences, but to protect the welfare and best interest of the employees, children and associates of THE GAN AT TEMPLE SINAI. Please be particularly mindful of THE GAN AT TEMPLE SINAI entrance procedures. We all like to be polite, however, we need to be careful to not allow unauthorized individuals into the center. Holding the door open for the person following you may, in fact, be polite, however that person may not be authorized to enter the premises. Security procedures are only as strong as the weakest person in our organizational chain. Be alert and mindful. Immediately report any breaches to the Center Director.

#### 9.6 CONFRONTATIONAL INTERACTIONS WITH EMPLOYEES, OTHER PARENTS OR ASSOCIATES OF THE GAN AT TEMPLE SINAI

While it is understood that parents will not always agree with the employees of THE GAN AT TEMPLE SINAI or the parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.

## 9.7 VIOLATIONS OF THE CONFIDENTIALITY POLICY

THE GAN AT TEMPLE SINAI takes very seriously the responsibility of maintaining the confidentiality of all persons associated with the agency. Parents must understand the implications of this responsibility. Parents need to recognize that the Confidentiality Policy not only applies to their child or family, but all children, families and employees associated with THE GAN AT TEMPLE SINAI. Any parent who shares any information considered to be confidential, pressures employees or other parents for information which is not necessary for them to know, will be considered to be in violation of the Confidentiality Policy.

## 9.8 CELL PHONES

**PLEASE UNDERSTAND THAT WHEN YOU ARE ON YOUR CELL PHONE AND WITH YOUR CHILD, YOU ARE NOT ABLE TO PAY ATTENTION TO THEM AND MEET THEIR NEEDS. THIS IS VERY DANGEROUS!**

Parents, you are not to be on your cell phones at drop off, pick up, in the hallway, in the lobby, on the playground, anywhere with your child! When you are at The Gan with your child, you are 100% responsible for your child. No parent will be permitted to enter the school hallway while on their cell phone.

## 10. PARENTS RIGHT TO IMMEDIATE ACCESS

Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at THE GAN AT TEMPLE SINAI, as provided by law.

In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) THE GAN AT TEMPLE SINAI must be provided with a **Certified Copy** of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

**In the absence of a court order** on file with THE GAN AT TEMPLE SINAI **both** parents shall be afforded equal access to their child as stipulated by law. THE GAN AT TEMPLE SINAI can not, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, THE GAN AT TEMPLE SINAI suggests that the parent keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other parent's right to immediate access. THE GAN AT TEMPLE SINAI staff will contact the local police should a conflict arise.

Visitors are asked to schedule appointments with the Center Director and are allowed in the childcare facility only at the discretion of the Center Director. An employee of THE GAN AT TEMPLE SINAI will accompany visitors at all times, throughout the center.

THE GAN AT TEMPLE SINAI will dismiss any child whose parent is prohibited from entering agency property. Due to the parents' right to immediate access policy, as well as state and federal regulations, THE GAN AT TEMPLE SINAI cannot have a child at the agency when the child's parent is prohibited access. THE GAN AT TEMPLE SINAI will not agree to any request to maintain a child's enrollment even if the parent agrees to stay out of the center. Such an agreement is a violation of the law and will not be entertained.

## **11. DISMISSAL**

THE GAN AT TEMPLE SINAI reserves the right to dismiss any child at any time, with or without cause.

Any past due balances must be paid within 30 days of the dismissal. An invoice detailing the past due balance will be forwarded to the address indicated in the child's file within one week of the dismissal. Any balances remaining after the 30-day period will be referred to the agency's legal counsel for collection.

The Center Director or designee will assist the parent in gathering their child's belongings at the time of dismissal and parents are required to leave agency property in a calm and respectful manner, immediately. THE GAN AT TEMPLE SINAI will request assistance from local police should any parent become disruptive and/or uncooperative while gathering their child's belongings upon dismissal.

A dismissed child and his/her parents are required to call and request an appointment with the Center Director if they wish to return to agency property following a dismissal. Appointments are made at the discretion of the Center Director and are not a right of the dismissed child or parent.

Following a dismissal, any parent or child who harasses, threatens or in any manner causes harm to anyone affiliated with the agency by calling, writing, or any other means, will be prosecuted to the fullest extent of the law by THE GAN AT TEMPLE SINAI

## **12. WITHDRAW**

30 days' written notice is required when withdrawing a child for any reason. If the proper notice is given, your last month's tuition will be applied toward your child's last month in school. No credit is given for unused tuition. If the required notice is not given, parents will be charged tuition for one month.

The parents and child, following their last day of enrollment, are not permitted to re-enter agency property without prior permission of the Center Director. A withdrawn

child and his/her parents are required to call and request an appointment with the Center Director if they wish to return to agency property following the last day of enrollment at THE GAN AT TEMPLE SINAI. Appointments are made at the discretion of the Center Director and are not a right of the withdrawn child or parent.

Parents who wish to change their child's days or times of enrollment at THE GAN AT TEMPLE SINAI, must submit a request to do so two weeks in advance of the proposed change.

The Center Director will notify the parents in writing if the new schedule is available. A schedule change will not be considered to be final until a new fee agreement is signed. If the schedule change requires an additional deposit and/or registration fee, the change will also be contingent upon payment of these monies. If the requested schedule is not available parents may choose to continue with the current schedule until such time as the requested schedule becomes available or may choose to withdraw their child from the program. The date the request for the Center Director receives the schedule change will be used to toll the two weeks' notice required for withdraw.

### **13. COURT ORDERS EFFECTING ENROLLED CHILDREN**

In cases where an enrolled child is the subject of a court order (ex... Custody Order, Restraining Order, or Protection from Abuse Order) THE GAN AT TEMPLE SINAI must be provided with a **Certified Copy** of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

**In the absence of a court order on file with THE GAN AT TEMPLE SINAI administration, both parents shall be afforded equal access to their child as stipulated by law.** THE GAN AT TEMPLE SINAI can not, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason. If a situation presents itself, where one parent does not want the other parent to have access to their child, THE GAN AT TEMPLE SINAI suggests that the parent keep the child with them until a court order is issued.

If conflicting court orders are presented, the most recently dated court order will be followed.

Once presented with a Protection from Abuse Order or a Restraining Order, THE GAN AT TEMPLE SINAI is obligated to follow the order for the entire period it is in effect. Employees of THE GAN AT TEMPLE SINAI cannot, at the request of anyone, except the issuing judge, allow a Protection from Abuse Order and/or a Restraining Order to be violated. THE GAN AT TEMPLE SINAI will report any violations of these orders to the court.

## 14. ARRIVAL PROCEDURES

Upon arrival at THE GAN AT TEMPLE SINAI, the parents or the adult dropping the child off must sign the child (first and last name) into care on the sign-in sheet. **There is a \$5 penalty for EVERY violation.** Children are required to be escorted by their parent or the adult dropping them off, to their designated classroom. Children are required by law to be supervised at all times while in the childcare facility.

At arrival, parents are required to follow the Medication Policy if a child must receive medication during the course of the day.

Parents are required to notify the child's teacher or Center Director of any special instructions or needs for the child's day. The parent must present the special instructions in the form of a letter and verbally discuss them with either the classroom teacher or Center Director. These special instructions include but are not limited to: Early Pick Up, Alternative Pick Up Person, health issues over the previous night which need to be observed and/or any general issues of concern which the childcare providers should be aware to best meet the needs of your child throughout the day.

THE GAN AT TEMPLE SINAI does not serve or provide breakfast in the morning. Parents are required to feed their child a nutritious and filling breakfast prior to arriving at THE GAN AT TEMPLE SINAI.

### 14.1 LATE DROP OFF:

If you know that you will be dropping your child off after 9am, you must call by 10:00am that day. If you do not call beforehand or attempt to drop your child off past 10:30am your child will not be able to attend school that day. This is to benefit your child, the other children in the classroom, and the teachers. Routine and consistency are very important for school. It is disruptive and challenging when children come in late. We do, however, understand, that with doctor appointments you go whenever they can get you in.

### 14.2 NOTIFICATION OF ABSENCE

**Parents are required to inform the center by 8:30am if a child will not be at the center on a scheduled day.** This will enable the center to more effectively maintain appropriate ratios and help the classroom teacher effectively plan for the day.

If your child is ill, we request that you notify the center director not only of the absence, but also of the nature of the illness. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with staff on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the Center Director, so that the parents of the children in the school maybe notified that a communicable disease is present. Once again, only the



communicable disease information will be shared. THE GAN AT TEMPLE SINAI will take all measures necessary to protect your child's confidentiality. Parents are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child's absence from school.

Parents who know in advance that a child will be late, are required to notify the center by 8:30am to maintain the appropriate number of employees to ensure ratios are met when the child arrives at school.

### 14.3 AGENCY'S RIGHT TO REFUSE ADMISSION

THE GAN AT TEMPLE SINAI reserves the right to refuse admission to any child at any time with or without cause.

Possible reasons for the refusal of admission include but are not limited to:

1. The need to maintain compliance with Licensing Regulations.
2. Staff deems the child too ill to attend.
3. Domestic Situations that present a safety risk to the child, staff or other children enrolled at THE GAN AT TEMPLE SINAI if the child were to be present at the center.
4. Parents' failure to maintain accurate, up to date records.
5. Parents' failure to complete and return required documentation in a timely fashion.

Parents will not be reimbursed tuition for days when their child is refused admission to the program.

### 15. PICK UP PROCEDURES

Parents or other authorized adult are required to sign their child out of care on the sign-out sheet. **There is a \$5 penalty for EVERY violation.** Once a parent signs their child out, the parent is then solely responsible for supervising their child while on agency premises. The parent may not allow a child to wander through the hallways, bathrooms, other classrooms and/or playground. Parents are required to handle all business issues prior to signing out their child and are required to directly exit the building once they have signed their child out of care.

Parents must take home all papers in the child's cubby or school bag/kesher folder each day.

Parents or persons designated to act "in loco parentis" are required to sign any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you or another authorized adult at pick-up. However, should you feel it necessary to have an in-depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may

be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the center during the course of the day.

#### 15.1 LATE PICK-UP:

If a child is signed up for school hours 9am – 1pm, 1:05 pm is considered late. If a child is staying for KEF time, 4:01 pm is late. All measurements of time are to be according to THE GAN AT TEMPLE SINAI clock located in the school lobby.

In respect for our program and our teachers' schedules, we expect children to be picked up on time. **Late pick up will result in a \$1 charge per minute in the first 5 minutes. After 4:05, it is \$5 per minute** that will be billed at the end of the month.

A child's services may be terminated should the child be picked-up late on ten occasions in one school year regardless of the reasons for the late pick-up. It is the parent's responsibility to ensure that someone (either a parent or Emergency/Alternate pick-up person) is available to pick up the child on time.

#### 15.2 PERSONS APPEARING TO BE IMPAIRED BY DRUGS/ALCOHOL AT PICK-UP

The staff of THE GAN AT TEMPLE SINAI will contact local police and/or the other custodial parent should a parent appear to the staff of THE GAN AT TEMPLE SINAI to be under the influence of drugs and/or alcohol. The parent's right to immediate access does not permit the agency from denying a custodial parent access to their child even if the parent is or appears to be impaired. However, THE GAN AT TEMPLE SINAI staff will delay the impaired parent as long as possible, while contacting the other parent, the local police and Child Protective Services.

Any other authorized person who attempts to pick-up a child and appears to the staff of THE GAN AT TEMPLE SINAI to be under the influence of drugs and/or alcohol will be denied access to the child. The staff of THE GAN AT TEMPLE SINAI will contact the child's parents, local police and Child Protective Services to notify them of the situation.

#### 15.3 EMERGENCY/ALTERNATE PICK-UP

At enrollment, parents will enter an Emergency/Alternate Pick-up in Shulcloud. Parents are encouraged to include any, and all persons who, in the course of events, may at one time be asked to pick-up their child from THE GAN AT TEMPLE SINAI. In an emergency situation, the child's parents will be called first. If they cannot be reached staff will call the persons listed until someone can be reached.

Should the staff contact a parent, and the parent is unable to pick up the child, it is then the responsibility of the parent to arrange for their child to be picked up by someone on the emergency list. Failure of the parent to make such arrangements will result in dismissal from the program.

Parents do not need to be listed as an Emergency Contact. The nature of the parental relationship affords the parents (in the absence of a court order indicating otherwise) the right to pick-up their child.

Parents will be asked to determine which persons (if any) have the right to act "In Loco Parentis." In Loco Parentis status affords the pick-up person the right to discuss confidential information about the child's day including but not limited to, incident/accident reports, and behavior issues. In the absence of this designation the people on the Emergency/Alternate Pick Up Form are only afforded the right to pick up the child. Staff is not permitted to discuss the child's day with them.

The Emergency/Alternate pick-up person will be required to provide a picture identification to the agency releasing the child. There will be no exceptions to this rule.

All changes and/or additions to the Emergency/Alternate Pick-up information must be made in writing and be dated and signed. Only custodial parents have the right to make changes or additions.

THE GAN AT TEMPLE SINAI reserves the right to refuse/ban any person listed on the Emergency/Alternate Contact Form for any reason, including but not limited to violations of the policies/procedures contained herein. It is the responsibility of the enrolling parent(s) to inform each person on the Emergency/Alternate Form of the policies/procedures contained herein.

#### 15.4 PARKING:

**IF YOU ARE WALKING YOUR CHILD INTO THE BUILDING, YOU MUST PARK YOUR CAR IN A PARKING SPOT.**

**16. See School Calendar on our website and distributed at Enrollment.**

#### **17. EMERGENCY CLOSING AND INCLEMENT WEATHER INFORMATION**

In the event of an emergency closing and/or inclement weather, parents will be notified of the closing by the T.V, radio station, phone chain, and message on the school's telephone answering machine.

Should the school need to close in the middle of the day, the school staff will attempt to reach the child's parents first to arrange for pick up. Should the staff be unable to reach

the parents, the persons listed on the emergency contact form will be called until pick up arrangements can be made. Staff will notify the parents or emergency contact person at the time of the call; of the pick-up location should the children need to be evacuated from the child care center. Parents or emergency contact persons should report directly to the alternate location if one is indicated.

Should the center need to close for any reason, tuition will not be refunded or reduced for closures of less than 10 school days. If the closure extends beyond 10 school days, parents will have their tuition reduced as to be determined by the Gan Committee.

## **18. CURRICULUM INFORMATION**

### *HOURS OF OPERATION*

The Gan at Temple Sinai is open Monday – Friday, 8:00 am – 4:00 pm. The school's core hours are 9:00 am –1:00 pm. Our afternoon Kef (Fun) time is available from to 4:00 pm. Kef time can be done on a regular basis or a daily basis.

### **18.1 SAMPLE DAILY SCHEDULE OF ACTIVITIES**

9:00 – 9:30	Arrival/Centers*
9:30 – 10:00	Circle Time ** ( <i>Havdalah on Mondays</i> )
10:00 - 10:15	Bathroom/Snack
10:15 - 10:45	Playground
10:45 - 11:15	Art/Music ( <i>Music with Chazzan on Thursdays</i> )
11:15 - 11:45	Centers*
11:45 - 12:00	Circle Time ** ( <i>Shabbat on Fridays</i> )
12:00 - 12:10	Clean Up/Bathroom
12:10 - 12:30	Lunch
12:30 - 1:00	Centers/Story Time

\*Centers: independent, one-on-one, and small group learning

\*\*Circle Time: whole group learning

### **KEF TIME**

1:00 – 1:30	Rest and Quiet play Time (if your child naps, its 1-3:00pm)
1:30 – 2:00	Centers
2:00 – 2:30	Snack
2:30 – 3:30	Playground
3:30 – 4:00	Circle time/Story time/Centers
4:00	Dismissal

## 18.2 CLASS ASSIGNMENTS

Tziporim (Birds) 15 months

Shoshanim (Roses) 2 – 3 years

Parparim (Butterflies) 3 – 4 years

Devorim (Bumble Bees) 4 – 5 years (VPK)

## 18.3 STAFF TO CHILD RATIOS

Tziporim 1:5

Shoshanim 1:6

Parparim 1:8

Devorim: 1:9

## 18.4 NAP/REST TIME

1:00 pm – 3:00 pm

Every Friday we will send the sheets, blankets, and pillow covers home. You will be responsible for washing them and returning them the following week. *Everything must be labeled with your child's name.*

For children who have trouble falling asleep, we will rub their backs and do whatever else we can to soothe them and help them relax. We may play soft music as well. If your child takes a pacifier for nap, they may bring one. We do not give bottles.

Nap Rules to allow children to rest uninterrupted:

- No nap pick-up before 3:00.

## 18.5 EDUCATIONAL/PERSONAL CARE SUPPLIES NEEDED

- 2 recent pictures of your child & 2 5"x7" family photo
- A 3-inch three ring binder (Portfolio)
- Composition book or spiral notebook

- Helmet – labeled for Shoshanim, Parparim and Devorim students
- Backpack, lunchbox, and snack bag

*If in diapers:*

Boxes of - diapers, wipes, gloves

*If napping:*

A sheet (crib sheets fit fine)

A blanket and/or stuffed animal (whatever your child prefers for nap) which we will send home every Friday, please return washed on Monday.

## 18.6 BIRTHDAY/HOLIDAY CELEBRATIONS

Knowing that birthdays are special days for children and milestones for families, parents may bring in or send in a special store-bought snack on their children's birthdays. **Party favors, gum, candy, presents, hats, balloons, and any type of entertainment are not permitted.** Party invitations may be distributed at school only if everyone in the class will be receiving one.

Celebration of the following Jewish holidays is an integral part of our school program:

- **Shabbat**—the weekly Jewish Sabbath—which we welcome on Fridays and end with a Havdalah service on Monday mornings
- **Rosh Hashanah**—the Jewish New Year in the fall
- **Yom Kippur**—the Day of Atonement in the fall
- **Sukkot**—the week-long harvest festival in the fall
- **Simchat Torah**—celebrating the cycle of finishing the year-long reading of the Torah scroll and starting it all over again
- **Chanukah**—the Miracle of Lights that celebrates Jewish commitment—usually in December
- **Tu B'Shevat**—Jewish Arbor Day in January/February
- **Purim**—the holiday of costumes and silliness that celebrates the survival of Jews living in the diaspora—usually in March
- **Pesach**—the week-long commemoration of the Exodus from Egypt—usually in April
- **Yom Ha-Atzma'ut**—Israel's Independence Day—usually in May
- **Shavuot**—marking when God gave the Torah at Mount Sinai—usually in June

## 18.7 PARENT/TEACHER CONFERENCES/COMMUNICATION

*Communication*

We want you to be well-informed about what is going on in your child's classroom. A Keshet ("connection") Folder will be provided for each child. All correspondence to and from school is to be placed in this folder. Please review the contents of the folder daily and return it to school in your child's backpack.

It is especially important to inform the school, in writing, of any changes—either temporary or permanent—in your child or family’s schedule. It is important for the school to know if you will be out of town and who is responsible for the care of your child. Please send a note and fill out the pick-up change form if necessary.

We, as teachers, love to talk with you about your child. However, we also need to give our attention to the children during the school hours. Therefore, if you have something you would like to discuss with us, please put a note in the Keshet Folder or mention it briefly at the beginning of the school day. We will then call you to discuss the matter by telephone or make an appointment to speak to you in person.

### *Parent Conferences*

There are two formal parent/teacher conferences a year, one in the fall and one in the spring. Fifteen to Twenty minutes are set aside to discuss each child’s progress and any questions or concerns you may have. In addition, a mid-year and an end-of-year report will be sent home summarizing each child’s social, developmental, and academic growth. Parents may request additional meetings with the teacher or Director at any time during the year. We have an open line of communication between teachers and parents. If there is any pattern of questionable behavior a child is showing, we will work together and do what is best for the child and the situation. We are here to help your child grow! **Scheduled conferences are in December and May.** There will be no school on these days. You will sign up for a slot between 8:00am and 2:00pm.

### *Parent Involvement*

We welcome our families’ involvement in the life of our school. If you have a special interest or talent and would like to share it with your child’s class or the school, please let your child’s teacher or the Director know, and we will do our best to involve you in the school program.

There will be times when the school or your child’s class will need some extra hands to help with a particular project. Contributing your time strengthens the family/school partnership and helps build a strong Gan community.

During the year there will be several special programs and occasions when parents are invited as special guests. Parents will receive plenty of notice for these events. On these occasions it is important that every child has a special person in attendance. If you are unable to be there yourself, please arrange to have another family member or family friend be a surrogate for you.

Every class will have a Room Parent that will help organize holiday events, gifts for the teachers, and any other services the teachers may need.

### *Home Visits*

Prior to the beginning of school, your child's teacher will visit the home of new Gan students. A home visit lasts anywhere from 15 - 20 minutes and is a very special time in many ways. It allows your child to be introduced to the teacher in his/her most familiar environment. It allows you a few minutes alone with the teacher to share some insights or concerns. It gives the teacher a glimpse into the primary world of the child, and it helps form a special bond between the child and teacher. One of your child's teachers will call to set this up a couple weeks prior to the beginning of school.

## 18.6 GRADUATION

Siyyum (Moving UP) ceremony takes place on the last day of school. The children will receive gifts and diplomas. Graduation pictures will be taken prior.

## 18.9 CURRICULUM

Each month we will focus on areas of interest to the children and incorporate all learning styles and developmental/academic needs into those lessons. We use developmentally appropriate practices with a Montessori inspiration. We use the following curriculums to teach academics, social skills development, and Judaism: Creative Curriculum, Instant Curriculum, Daily Curriculum, Jewish Every Day, Everyday Counts, Learning Without Tears, Kindness Curriculum, CHAI, and Torah Alive.

## 19 DISCIPLINE

At The Gan we believe in teaching, not punishing. We teach our children to make proper choices so that their behavior is socially acceptable. There are many ways we do this.

- Based on our knowledge of child development, we have developmentally-appropriate expectations for the children's behavior. For example, we expect two-year-olds to have difficulty sharing but do expect them to learn to take turns.
- We phrase our requests in positive ways. *Walking feet* instead of *don't run* or *inside voice* instead of *don't yell*. We do not dilute the question by asking, *Okay?* at the end of the statement.
- We encourage children to express themselves verbally. *Tell Tommy you don't like it*. When needed we give them the words: *Say, "Tommy please don't push me."* Teachers also express their feelings: *That screaming hurts my ears*.
- We encourage children to generate their own solutions to problems. *There are two girls and one ball. How can we solve this problem?*
- We focus on the accomplishment and use descriptive words instead of just basic praise. We say, "You used red and blue to make that picture!" Instead of "good job! Or even "nice picture."



- We are playful. We attempt to avoid power struggles by making it fun to cooperate. *Let's pick up the blocks two at a time and see if we can toss them in the basket without missing!*
- We acknowledge feelings. *You really want to play with that doll.*
- We anticipate problems and re-direct. A teacher sees two children going after the same truck. *Here's a truck for Sam; here's a truck for Katie. Can you make the trucks drive around the table?* We try to have at least 2 of each "popular" toy.
- We praise to encourage. *I see you found the paper; that's quite a drawing you made! Can we hang it on the bulletin board?*
- We help children make amends. *What will you use to clean up the play dough on the floor?*
- We rely on natural consequences. *Oh look, now there's no more water to play with at the water table.*

The Gan ensures that age-appropriate constructive disciplinary practices are used. Children will not be subjected to discipline that is severe, humiliating, or frightening. Discipline will not be associated with food, rest, or toileting. Spanking or any other form of physical punishment is prohibited.

At The Gan we believe that time-out in a group setting is more humiliating than helpful. Although a child may be removed from a difficult situation, s/he will not be put in "time-out." Occasionally a teacher may remove a child from the classroom to help break the pattern of inappropriate behavior and give the child a cool-down time.

In extreme cases, negative behavior threatens the safety of other children and staff. If the behavior of a child, in the opinion of the director, constitutes such a threat, a parent conference will be called to discuss the issue and explore available means of resolving the matter. If the behavior persists, the child will not be permitted to return to The Gan.

### **Taken from the "Positive Disciplining" Curriculum**

It seems that human nature makes us draw added attention to a behavior we want to extinguish. Research has found that it is much more effective with children to be positive and tell them what they *CAN* do instead of what they *SHOULDN'T* or *CAN'T* do. Like any new technique, it is harder to do at the beginning because you have to think on your feet and not say what first comes into you mind. But, with practice, you will become a master and find yourself speaking more positively towards your child and effectively changing your child's behavior.

Positive	Negative
Please walk/walking feet	Don't run
Hands down/Hands in your lap	Don't hit
We spit in the sink	Don't spit
Inside voice	Don't yell
Blocks are for building	Don't throw the blocks
Toys are for playing with	Don't throw the toys
Feet on the floor	No jumping
Tush in the seat/sit down	Don't stand on the chair/Don't sit like that
Give that to...Let's put that...	Don't take that
Hands off/Hands down	Don't touch that
Let's.../We...	We don't do that
We talk with our mouths/we eat with our teeth	No biting

We implement techniques from Becky A. Bailey's Conscious Discipline. We create the "School Family," which focuses on caring; "caring is a product of a community that deems all of its members important, believes everyone has something to contribute, and acknowledges that everyone counts." There are ways to help children regulate their own behaviors, involve the whole class as a community, teach awareness, and make them feel safe. We structure the day in a way that promotes health, love, friendship, and learning. We empower the children to solve their own problems in an appropriate way. To learn more about this strategy go to: [www.consciousdiscipline.com](http://www.consciousdiscipline.com)

## 20. TOYS FROM HOME

Due to the risk of damage, sharing issues, and loss, children are not permitted to bring in toys from home, unless specifically requested by the classroom teacher for use as part of the curriculum. **Parents are responsible for enforcing this policy with their child.** Parents are encouraged to consult the classroom teacher should they find their child is having difficulty with this policy.

If the parents fail repeatedly to enforce this policy with their children, the staff will call the parents and require that they come to the school and remove the toy.

Children in classrooms with nap/rest time are permitted to include with their bedding supplies, one plush/non-musical toy with which to nap/rest. This toy is to be placed with the bedding supplies and use of it will only be allowed at nap/rest time.

All toys brought in for use as part of the curriculum, and/or for nap/rest time will be inspected by THE GAN AT TEMPLE SINAI staff for safety and appropriateness, and may be prohibited at the sole discretion of THE GAN AT TEMPLE SINAI.

## 21. DRESS CODE

Children are engaged in various activities during the course of the day; some of these activities can be messy, and/or athletic in nature. Additionally, children are engaged in outdoor play daily, weather permitting. Due to these activities, children are required to be dressed in seasonably appropriate, comfortable, clothing.

Children are not permitted to wear open toed and/or open backed shoes. The most appropriate type of shoes for participation in school activities are rubber-soled, sneakers/tennis shoes. Crocs are not allowed.

Children are required to have one seasonably and size appropriate complete change of clothing at the center at all times. A complete change of clothing includes shirt, pants, underwear, socks, and shoes. We will notify you when your child's supply is running low by sending a note home in the Keshet (connection) folder. Please replenish the supplies by the following week.

All clothing items must be clearly labeled with the child's first and last name. THE GAN AT TEMPLE SINAI is not responsible for lost or damaged items of clothing.

Children are not permitted to wear jewelry of any kind as it is a safety hazard for your child as well as the other children enrolled in the program. In addition, THE GAN AT TEMPLE SINAI will not be responsible for lost or stolen valuables. It is the parents' responsibility to enforce this policy with their children. Should a child come to school wearing any jewelry, parents will be required to take it with them, or to return to the school to remove the jewelry if it discovered after the parent leaves.

Hair beads, barrettes, bobby pins, etc. are not to be worn by children. These accessories are safety hazards. When choosing accessories for your children be mindful of the potential safety issues they present not only for your child, but also for the older and younger children attending THE GAN AT TEMPLE SINAI

THE GAN AT TEMPLE SINAI is not responsible for damage to or loss of and articles of clothing.

Parents are prohibited from dressing children in overalls, or clothing with difficult closures. These types of clothing present particular challenges for children in relation to toileting.

## **22. PARENT PARTICIPATION/VOLUNTEERS**

Parents are invited and encouraged to be involved in their child's school activities. In order to volunteer in the classroom, you must sign a Volunteer Affidavit from the Department of Children and Family Services. There are many different ways in which parents can participate and volunteer at the childcare center. Parents may volunteer to read in the classroom, assist teachers, and/or coordinate special events. Teachers will have posted in their classrooms any volunteer opportunities available. Parents not

interested in volunteering directly in the classroom may donate items, do maintenance work, or assist in the front office. These volunteer opportunities are posted in the main office area on the parent bulletin board.

Any parent who volunteers in the classroom on a regular basis will be required to pay for and secure all criminal background checks, as required by our licensing regulations. Any person, including parents, with felony convictions, sex offender convictions and/or open investigations into any criminal activities will not be permitted to volunteer in the classroom. Any parent that volunteers, even one time, must fill out a volunteer affidavit from the Department of Children and Family Services.

Parents with court orders detailing custodial arrangements will only be permitted to volunteer on days in which they are afforded custody (joint/shared custody arrangement) as per the court order. For example, if a parent is afforded custody on Tuesdays and Wednesdays, that parent will only be able to volunteer on those days. Parents with visitation only (sole/exclusive custody arrangements), will only be permitted to volunteer with the express written permission of the custodial parent.

THE GAN AT TEMPLE SINAI reserves the right to make Volunteer assignments THE GAN AT TEMPLE SINAI does not guarantee the volunteering parents will be assigned to locations where their child(ren) is present.

## **23. HEALTH AND SAFETY**

### **23.1 PRE-ENROLLMENT REQUIREMENTS**

Each child is required to complete pre-enrollment information. This is to be completed in Shulcloud prior to the child's first day of attendance. All children are required to have a complete up to date immunization record on file at THE GAN AT TEMPLE SINAI prior to the start of school. This is per our licensing regulations. Immunizations may be waived for certain reasons. Please discuss this with the center director to determine whether you have the right to be enrolled and not have your child immunized. Parents are required to have a waiver from the Department of Health on file in place of an immunization record, so that the center can maintain compliance with licensing regulations.

All children are required to have a physical examination form filled out by a licensed medical professional, in order to attend THE GAN AT TEMPLE SINAI. The Physical Examination Form, indicating the child's fitness to attend THE GAN AT TEMPLE SINAI, must be completed by a licensed healthcare professional and returned to the Center Director before the start of school.

### **23.2 CHILDREN WITH SEVERE ALLERGIES**

For the safety of your child, parents are required to provide a signed copy of the "Authorization for Emergency Care for Children with Severe Allergies" form, detailing

any allergies, food or otherwise, from which their child suffers, at the time of enrollment or when the allergy is discovered. This form must be completely filled out by the child's physician and parent(s) or legal guardian(s), and must be updated every six months, or more frequently, as needed. In addition to this form, parents must provide a copy of any additional physician's orders and procedural guidelines relating to the prevention and treatment of the child's allergy. This form can be obtained by request from the Director.

Parents must also execute a "Release and Waiver of Liability for Administering Emergency Treatment to Children with Severe Allergies" form. This form releases THE GAN AT TEMPLE SINAI from liability for administering treatment to children with severe allergies and taking other necessary actions set forth in the "Authorization for Emergency Care for Children with Severe Allergies" form, provided THE GAN AT TEMPLE SINAI exercises reasonable care in taking such actions.

Any medication required to treat an allergic reaction must be provided in accordance with the Medication Policy detailed herein.

### 23.3 COMMUNICABLE DISEASES

Parents are required to pick up an ill child within 45 minutes of notification by phone. If a parent is reached, but cannot pick their child up within 45 minutes, it becomes the parent's responsibility to arrange for alternate pick up with someone listed on the child's emergency contact information. The staff will not continue to call those listed on the emergency contact list once a parent is reached. If a parent cannot be reached, the staff will begin to call the people listed on the emergency contact form, until arrangements can be made for the child to be picked up.

Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease. They will not be permitted to return to the program until they are no longer contagious. Guidelines for determining the contagious period for a specific illness are based on the recommendations by the American Academy of Pediatrics. Children must present a doctor's note stating they are no longer contagious and can return to the program. THE GAN AT TEMPLE SINAI reserves the right to refuse to allow a child to return if the Center Director or designee believes the child to be too ill to participate in the program.

Children excluded from the program due to a fever may not return to the program until they are fever free, without fever reducing medication, for 24 hours. If your child is sent home due to a fever, he/she is not permitted to return to the program the following day at a minimum. A fever is defined as a temperature reading on a thermometer of at least 100.4 degrees Fahrenheit or more.

Children are required to be excluded from the program for loose bowels or diarrhea which occur 3 or more times in a 24 hours' period. Children may return to the program when normal bowel movements resume.

If your child will be absent due to illness, we request that you notify the Center Director. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with faculty on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the Center Director, so that the parents of the children in the school maybe notified that a communicable disease is present. Once again, only the communicable disease information will be shared. THE GAN AT TEMPLE SINAI will take all measures necessary to protect your child's confidentiality. You are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child's absence from school.

#### 23.4 BITING

THE GAN AT TEMPLE SINAI recognizes that biting is a developmentally appropriate behavior for children in the infant through 3-year-old classrooms. Parents with children in these classrooms should expect that their children may be bitten or will bite another child. The staff understands that parents are concerned and can be upset when their child is involved in a biting incident. We ask that you remember this is a developmentally appropriate behavior, and that the staff is working to identify situations which, provoke, or elicit this behavior so it can be prevented in the future. The staff will not punish, or harshly discipline children in the younger classrooms for biting behavior; they will simply redirect the children to different activities in separate areas of the classroom. Parents are expected to work with staff to identify methods and strategies to curb this behavior.

Children older than 3 years of age, may occasionally be involved in a biting incident. For children in this age group who bite, the staff will use the discipline procedures outlined in the discipline section of this handbook, as well as observe the child to determine what provokes or elicits this inappropriate behavior. Parents are expected to cooperate with staff to help their child control this behavior.

Parents will be notified by incident/accident report that a biting incident occurred during the day. The staff may not discuss with either parent the identity of the other child involved in the incident. This information is confidential and cannot be disclosed. The staff of THE GAN AT TEMPLE SINAI cannot discuss the medical history of any child involved in a biting incident with the other party.

It is recommended that any child involved in a biting incident be seen by their family physician if the parents are concerned about communicable diseases possibly resulting from the biting incident.

The child that is bitten will get an incident report on that day. If bite is severe, the parent will be called immediately.

The following strategies will be used:

1. Verbal positive reinforcement for appropriate behavior
2. Child will be given a "chew toy"
3. Child will be monitored closely by one or both teachers
4. Book Teeth are Not for Biting will be read in class and sent home with biter
5. Parents of biter will be given information on biting and how to help behavior cease
6. Parents will consult with outside resources (i.e., Pediatrician, therapist)
7. Tactile positive reinforcement will be given on a timed or behavioral basis
8. Day/time of child's schedule may need to be changed (less days/less time)
9. The family will provide a shadow after he/she has been screened by the Director.

## 23.5 DISPENSING MEDICATION

THE GAN AT TEMPLE SINAI will only dispense over the counter and/or prescription medication that is in original, labeled containers, and is accompanied by a doctor's note with explicit dosage and administration instructions. THE GAN AT TEMPLE SINAI will only give medication to the child for whom the doctor's note is written and for whom the medication container is labeled. One doctor's note per course of treatment is required. If a child, for example, is to be given a course of antibiotics for 10 days, the doctor's note must identify the dates that the medication is to be given.

Parents are required to complete a Medication Form each day that medication is to be dispensed. Medication Forms can be found in your registration packets. Medication Forms, doctor's notes and medication are to be turned in to Laura Freedman.

THE GAN AT TEMPLE SINAI will dispense over the counter, fever reducing/pain medication (ex. Children's Tylenol, Children's Motrin) on an as needed basis, with a doctor's note detailing the recommended reasons for administration and appropriate

dosage. Parents are required to supply an unopened bottle of the fever reducing/pain medication clearly labeled with their child's name. (One note and bottle of fever reducing/pain medication is required per child.) Prior to administering fever reducing/pain medication, staff will contact a parent or person listed on emergency contact form, if a parent cannot be reached, to inform them of our need to administer the medication. Staff will also inform the parent or emergency contact person if it is necessary for the child to be picked up due to illness. Refer to the policy listed above regarding picking up ill children.

Parents are responsible for ensuring that all prescription medication is properly labeled by a pharmacist and replaced prior to the expiration date.

### 23.6 FIRE/EMERGENCY DRILLS

THE GAN AT TEMPLE SINAI conducts monthly fire and emergency/evacuation drills. Parents, staff, and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans.

During a fire/emergency drill or real fire/emergency, parents may not sign children into or out of the program. Parents must wait until the drill is complete and children have returned to the building to sign their child into the program. Parents may feel free to wait with the child's class in the designated safe zone outside of the building until the drill is complete.

In the event of a real fire/emergency, the director or designate will inform each classroom teacher that the school will be closing. At this time any parents waiting to sign their child in will have to leave the premises with their child. All other parents or emergency contact persons will be notified by telephone of the situation. As with the sick child pick up policy, children must be picked up within 45 minutes of the telephone call.

Parents wishing to sign their child out of the program during a fire/emergency drill or real fire/emergency are expected to have patience with the staff as they are trying to maintain order during an often hectic and dangerous situation. If the center is in the midst of a fire/emergency drill, parents will be required to wait until the drill is completed and the staff and children are returned to the building to sign their child out of the program. If the center is having a real fire/emergency, parents will be asked to wait until the director or designee has accounted for all staff and children and gives the staff permission to release children. Once again, it is important for parents and staff to work together, remain calm, and cooperate with the fire/emergency personnel and center administration during these important and critical situations.

### 23.7 ALTERNATE SAFE LOCATION

Should the administration of THE GAN AT TEMPLE SINAI or any emergency services personnel determine the building which houses the childcare agency to be to



dangerous to be occupied, the staff and children will be taken to Suncoast Technical Institute. Once the children are assembled here, the staff will begin contacting parents or emergency contact persons for pick up. As stated before, children must be picked up within 45 minutes of the telephone call.

### 23.8 INCIDENT/ACCIDENT REPORTS

Should your child be involved in an incident/accident the school day, a staff member will complete an Incident/Accident Report. The Incident/Accident Report will be placed in a sealed envelope and put in the child's cubby.

Parents or persons designated to act "in loco parentis" are required to sign any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you at pick-up. However, should you feel it necessary to have an in-depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the center during the day.

Should a person other than the parent or one designated to act "in loco parentis" pick-up the child, a parent or person designated to act "in loco parentis" must sign the Incident/Accident Report and return a copy to the center director within 24 hours. Failure to sign and return an Incident/Accident in this time will result in your child's exclusion from the program until such time as the Report is returned signed.

### 23.9 FOODS

The children will eat a morning snack, lunch, and if they stay for Kef time, and afternoon snack at THE GAN AT TEMPLE SINAI.

#### Snacks and Snack Basket

Given the increasing number of children with food allergies, we have decided to ask each family to provide a nutritious snack, which does not require refrigeration, for their own child. The morning snack should be packed in a separate container or baggie labeled with the child's name. Please place the snack bag/container into a basket provided by each classroom. Teachers will provide water to accompany the snack or the parent may provide an individual juice or shelf-stable milk.

One family per classroom will provide the Shabbat snack on Fridays, one sliced challah and one individual juice box per child, for the week. A Friday snack schedule will be provided.

If a child is enrolled in Kef until 2:00 pm or later, please send an additional snack in a baggie labeled with the child's name. The teacher can provide water to accompany the snack.

<b>Healthier Snacks</b>	<b>Less Healthy Snacks</b>
Animal crackers	Foods with artificial colors
Bagels/cream cheese	Foods with artificial flavors
Bread sticks	Candy
Cereal/granola bars (Nutri-grain)	Cookies
Cheese and crackers	Fruit roll ups
Cheerios and raisins	Cake
Yogurt	“Junk” food
Fresh fruit	Marshmallows (choking hazard)
Frozen fruit pops	Processed food
Graham crackers	Sweetened drinks
Milk, water, sugar free juice	Sweetened cereal
Goldfish	Peanut butter
Pretzels	
Rice cakes	
Tortilla chips and mild salsa	
Vegetables and dip	
Dried fruit	

### **Lunches/Snacks**

**Temple Sinai’s “kosher style” food policy mandates the following:**

- **Meat or poultry is allowed in school lunches**
- **Ham products and shellfish are not permitted**
- **Do not mix meat and dairy in the same meal (lunch/snack).**

If your child will be having lunch at school, please send your child’s lunch, drink, napkins and straw in an average-size lunch box labeled with your child’s name. Remember to include a spoon if needed. Please do not send drinks in glass bottles or in baby bottles.

**Please do not send candy or soda in your child’s lunch.**

Lunch boxes will be stored in the cubbies, so they cannot be too large, and you will probably want to include a small “blue ice” or frozen carton of juice to keep the lunch cool. Teachers will not be able to heat up lunches. Children are not allowed to share food. Sippy cups must be washed daily. Please pay special attention to the spout as mold grows easily. We will send home unfinished food, so you know exactly what your child has eaten, unless the container is not re-sealable.

If your child is not eating lunch at school, please be on time for pick up. It is unfair to make your child watch the others eating.

All food items must be labeled with your child’s name. THE GAN AT TEMPLE SINAI does not permit children to share or exchange food items.

For the safety of your child, parents are required to provide notification, in the form of a doctor's note, of any allergies (food or otherwise), with instruction for treatment should a child have an allergic reaction. Please refer to the Health and Safety Policies contained herein for further information.

Parents are required to provide written notification of any food/dietary restrictions. (i.e. lactose intolerance, vegetarian diets, wheat free/gluten free diets)

THE GAN AT TEMPLE SINAI never uses food as a punishment. Children will never be denied participation in lunch or snack time for behavior reasons.

Lunch ideas:

- Turkey sandwich, sliced chicken, salami, bologna, pastrami, corn beef, roast beef and any fruit/veggie and a chip (not goldfish, Cheezit, or cheese crackers)
- Jelly, tuna, cheese sandwich and yogurt, any fruit/veggie, and a chip (could be cheese cracker or goldfish), can have slice of cheese/cheese stick
- Almond and sunflower seed butter are fine with anything.
- Yogurt (with toppings), Gogurts, or cottage cheese are sources of protein.
- Mac and cheese if your child eats it room temp - with anything
- Egg salad or hard boiled with anything
- (mini) bagel with cream cheese (some kids like lox) with anything.
- Pita and hummus with anything.

THE GAN AT TEMPLE SINAI offers children a morning snack at approximately 10:00 am, a half-hour lunch at approximately 12:00 noon and an afternoon snack at approximately 2:00 pm. THE GAN AT TEMPLE SINAI DOES NOT serve breakfast.

All meals are family style, with the children sitting at tables, to promote good manners, eating habits and socialization skills. Staff will encourage children to eat their main entrée first, followed by healthy snacks. We will send home what is not finished.

THE GAN AT TEMPLE SINAI curriculum focuses on developing healthy, well-balanced eating habits. Therefore, parents are required to provide a full, healthy lunch for their children each day they are in attendance. Lunches should include a sandwich (or main entrée item), snack(s) and a drink. THE GAN AT TEMPLE SINAI will provide water for children who wish to have it with lunch. Snack food items should be healthy, such as fruit, vegetables and the like. Parents should limit junk foods to a minimum in their child's lunch. When preparing your child's lunch please refer to the Peanut Free Policy that follows. All uneaten food will be placed back in the child's lunch so parents can see what items and how much their child consumed during the day. Parents should limit the number of choices offered in their child's lunch, as children often become distracted by the choices. Parents should provide enough food so that their child is satiated, but not so much that food is wasted.

THE GAN AT TEMPLE SINAI does not allow candy bars, sodas, or full-size candy treats such as Skittles, Starbursts or gum, in a child's lunch. If you wish these foods to be a part of your child's diet, please give them to your child at home.

Lunches containing milk, cheese, yogurt, and/or other food items requiring refrigeration should be accompanied with an ice pack in an insulated lunch bag to insure freshness.

Lunches will not be heated or refrigerated for children. Please pack them with ice.

#### **23.10 FIREARMS AND WEAPONS**

At no time is any person permitted to carry any type of Firearm, Ammunitions and/or Weapon on agency property for any reason. Violation of this policy will result in immediate dismissal from the program.

#### **23.11 HANDWASHING PROCEDURES**

Children and staff hands must be washed upon entering the room at ANY time. When first arriving to school, when coming in from the playground, when coming from an enrichment, etc. They must always be washed before eating snack and lunch as well as after using the bathroom facility. Paper towels must be used to turn off manual faucets.

#### **23.12 DISENFECTING SOLUTIONS IN THE CLASSROOMS**

Disinfecting solutions are stored out of reach of children. All disinfecting wipes that are used are EPA registered hospital grade germicide, labeled as safe to use with children, and used according to manufacturer's directions.

### **24. REFERALLS TO SPECIALISTS**

In certain cases, we are unable to meet the unique needs of our students. The Gan will occasionally, after meeting with the parents, refer a child for evaluation with outside professionals (i.e. Speech/Language Pathologist, Occupational Therapist, Behavior Specialist, Family Counselor). If intervention is recommended, the child's continued enrollment at The Gan may be contingent upon his/her receiving appropriate services and having his/her needs appropriately met.

## **25. STAFF CREDENTIALS AND TRAINING**

The Gan's teachers are under the direct supervision of the Director of Early Childhood Education. Laura earned her bachelor's degree in Elementary Education and her Masters in Reading from University of Florida. She acquired her Director's Credentials. She has worked with young children for over 25 years.

The Gan teachers are chosen for their love and understanding of children, their familiarity with Judaism, and their experience in early childhood settings. All staff undergo criminal and moral screenings before being hired (FBI and FDLE background screening). In accordance with state regulations, all teachers complete state-mandated childcare training classes, an Early Literacy and Language Development course, and 10 hours of in-service training annually. Due to our accreditation, the staff is encouraged to do 20 hours of professional development each year. Each staff member either has a degree, their CDA, or are presently acquiring one of those.

## **26. TOILET TRAINING**

Most children are developmentally ready to begin toilet training between the ages of two-and-a-half and three-and-a-half. However, each child does develop at his/her own rate. Our toilet training policy has been developed with these differences in mind.

We change diapers when your child has a bowel movement, is extremely wet, and at break time. This is done on a disinfected changing pad or table. Teachers wear disposable latex gloves. We would like your child to wear only diapers before s/he is successfully trained. Pull-ups give children mixed signals about being dry.

Children should be sent to school in underpants only after they have had two successful dry days in a row at home. Please be realistic about your child's ability to use the potty when sending him/her to school in underpants. It is very important that your child be able to verbalize his/her need to use the toilet in order to be successful at school.

Sitting your child on the toilet to "catch him/her" does not mean that he/she is trained. Please understand that we do not have the luxury of time to "catch the moment" with your child. It is helpful to notify the teacher and discuss your at-home experience in advance of your child attempting to use the toilet at school.

Occasionally children in the process of toilet training have a setback when a new baby arrives or something else happens to disrupt the family routine. Please do not be discouraged. You can pick up the training in a few weeks when your routine is re-established. Once your child is wearing underpants, we expect your child to show consistency in using the bathroom at school.

We understand that accidents do happen, and we are prepared to deal with them in a loving way. However, if your child has more accidents than successes, we will need to reconsider whether underpants are still appropriate for school. We will take children to

the bathroom frequently when they are newly toilet trained. However, do not be alarmed if they are not as successful at school as they are at home.

Children who are toilet trained or who are in the process of learning must be dressed in clothing that is easily taken on and off. Jumpsuits, overalls, onesies, belts and suspender type clothing are not appropriate. Elastic waistbands are easier for your child to manage than snaps and zippers. We want your child to learn to help him/herself. The easier the clothes are to take on and off, the quicker your child will become independent.

## 27. SHABBAT/HAVDALAH

Havdalah will be celebrated each Monday. Shabbat will be celebrated each Friday. The children will have the opportunity to participate in an age appropriate Havdalah and Shabbat program with prayers for the candles, wine, spices, and challah and songs to welcome the new week and Shabbat, the Jewish day of rest.

Each Friday the children will take turns being the designated Shabbat Host/Hostess. When it is your child's turn, you are invited to the Shabbat celebration. If you are unable to attend, a grandparent or special family relative might want to spend this special time with your child in your place. Your child will be sent home with a "Shabbat Box," which is filled with everything you would need to celebrate Shabbat at home. There are books we encourage you to read and a journal that we ask you to write about your experiences. The **Shabbat Box must be returned with your child on Monday with items noted on checklist inside.** On Monday, the teacher will read your journal entry to the class.

It is a Jewish obligation to give tzedakah, i.e., to give money to those who are less fortunate. Please have your child bring some change to school on Fridays, and we will collect it in a special tzedakah box. Sharing with others who are less fortunate is a valuable learning experience for children. The collected money will be donated to a local charity.

## 28. PLAYGROUND SAFETY

Playgrounds should be both fun and safe for little ones. The following are school-wide playground rules:

- Bicycle helmets are to be worn by all children while riding wheeled toys. To avoid potential lice problems, please provide a helmet for your child with your child's name written on the back in permanent marker.
- Safe shoes (i.e., sneakers, other rubber-soled shoes) are **REQUIRED** for playground use. Crocks and open toe/back sandals or flip flops are not allowed unless we are doing water play. This is for running and red ant safety.
- No weapons, capes, or fighting figures are allowed on the playground.
- No child is allowed to open or close the gates' safety latches.

## 29. Rain Drop-off/Pick-up Procedures

We will do car line under the overpass at the main entrance of the temple building. As the teacher will be holding an umbrella and possibly your child, the teacher will not be able to buckle the car seat so please be ready to secure your child in his/her car seat. During a severe storm, all children will wait inside the building, and you will need to park your car and come into the building to get your child.

Your child **MUST** hold the teacher's hand when they walk to the car. Until you have your child in hand, your child must hold onto an adult's hand. If you think your child does not understand or cannot follow these instructions, please park and pick up/drop off your child.

***Following the guidelines of the National Safety Council, our staff will not put a child into a car unless there is an approved car seat or restraint provided that meets the State of Florida regulations. If there is no car seat, you will be asked to park and secure your passengers yourself in your vehicle.***

## 30. AGENCY CONTACT INFORMATION

THE GAN AT TEMPLE SINAI  
4631 SOUTH LOCKWOOD RIDGE ROAD  
SARASOTA, FL 34231  
SCHOOL NUMBER: (941)926-9462  
EMAIL: [laura@templesinai-sarasota.org](mailto:laura@templesinai-sarasota.org)  
FAX: (941)925-2455  
DIRECTOR: LAURA FREEDMAN

Laura Freedman, Director

Please respect our director's and teachers' time by only calling them about school-related business during school hours. If the Director is not in the office, please leave a voice mail message and she will return your call as soon as possible.

To reach your child's teacher, send a note with your child in the Keshet (Connection) Folder requesting the teacher to contact you. She will call you as soon as her schedule permits. **Please do not call or text a teacher during school hours on her cell phone.**

## 31. Glossary of Hebrew Words

The following is a list of Hebrew words and their meanings that will be used throughout the school year. Sometimes it can be hard to keep them all straight, but we hope this glossary will help.

<b>Be-tay-ah-vone</b>	Bon appetite!
<b>Boker tov</b>	Good morning
<b>Challah</b>	Braided egg bread baked for Shabbat and Jewish holidays
<b>Chanukah</b>	Festival of Lights celebrated during the Hebrew month of Kislev that commemorates the rededication of the First Temple
<b>Chanukiah</b>	A special menorah used for Chanukah, consisting of 8 branches, one of each night of the holiday, plus the Shamash, or “worker” candle
<b>Cantor/Chazzan</b>	The clergy person who leads the singing during the worship service
<b>Erev</b>	Evening, when all Jewish holidays begin
<b>Haggadah</b>	The book that is followed during the home ritual of the Seder during Pesach
<b>Ha-motzi</b>	The blessing recited over bread at the beginning of a meal
<b>Kiddush</b>	The blessing recited over wine
<b>Kippot</b>	Head coverings worn by some for blessings, study and services
<b>Kol Nidre</b>	Solemn evening prayer service that begins Yom Kippur
<b>Lila Tov</b>	Good night
<b>Matzah</b>	Unleavened bread eaten on Pesach
<b>Megillah</b>	Scroll other than the Torah, e.g. the Megillah of Esther tells the story of Purim
<b>Menorah</b>	A seven-branched candelabra
<b>Mitzvot</b>	Commandments; sacred obligations; good deeds
<b>Pesach</b>	Passover, the holiday that celebrates the Exodus of the Jews from bondage in Egypt
<b>Purim</b>	The holiday that celebrates Queen Esther’s intervention on behalf of her people that saved the Jews from extinction.
<b>Rabbi</b>	The clergy person who leads services, is a spiritual leader, teaches, and counsels
<b>Rosh Hashanah</b>	The Jewish New Year that inaugurates the Ten Days of Awe during which time Jews reflect on their relationships with God and others during the past year and make amends
<b>Seder</b>	Ritual meal on Erev Pesach that follows the story of the Exodus from Egypt in the Haggadah
<b>Shabbat</b>	From sundown on Friday until sundown on Saturday, the day of rest that provides a change of pace from the rest of the week
<b>Shabbat Shalom</b>	Shabbat greeting for a peaceful Shabbat



<b>Shavuot</b>	The holiday, falling seven weeks after Pesach, that celebrates God's giving of the Ten Commandments to the Jews on Mount Sinai, the early summer harvest and the gathering of the first fruits
<b>Shofar</b>	Usually associated with Rosh Hashanah and Yom Kippur, the ram's horn used to call the Jewish people together
<b>Simchat Torah</b>	The holiday that celebrates finishing the reading of the Torah scroll, and then starting over again
<b>Sukkah</b>	A temporary structure, with branches for a roof
<b>Sukkot</b>	The fall harvest festival that also commemorates the Jews' wandering in the desert
<b>Tu b'Shevat</b>	Jewish Arbor Day
<b>Tzedakah</b>	Obligation to care for those less fortunate
<b>Yeladim</b>	Children
<b>Yom Ha-atzmaut</b>	Israel's Independence Day
<b>Yom Kippur</b>	Day of Atonement on which adult Jews fast and Jews request forgiveness from God and others

### **32 . Separation...YOU can make it easier!**

We are very sensitive to those children and parents who are experiencing being separated from each other for the first time. As an experienced staff, we know how to help children separate. We know that learning to separate is a process and does not happen overnight. Research has shown that separation is an important and natural part of growing up. Practicing separation games at home can help children build skills and strategies to cope with this new life milestone. These strategies also help you, as parents, develop a higher comfort level with your child's first school experience.

The home visit, during the week prior to the start of school, introduces the teacher to your child in the comfort of your own home. A special bond is often formed when a child gets to show his teacher his bedroom. On the Friday before school starts, students and parents are invited to meet the teacher, now a familiar face, in the classroom. This gives the child a chance to familiarize him/herself with the classroom, meet other students, and of course hang out with the teacher and parent together.

At the beginning of the year, morning drop off can get unnecessarily drawn out. It is best if you walk your child into the classroom, help him/her child engage in an activity, allow the teacher to become involved in the activity, and then say goodbye. It is important to set up a consistent "good-bye routine." This could be as simple as coming in, reading a book, and saying goodbye. It is the predictability for the child that makes the whole process easier. Some children need to review the daily schedule and once they feel safe and can predict what is going to happen next, they can separate easier.

After the initial adjustment period is over, a quick, consistent, predictable "good-bye" is easiest for the child and the group as a whole.

Eating a nutritious breakfast at home helps with your child's mood, thus allowing the separation process to run more smoothly. Please be sure your child finishes breakfast before entering the classroom.

We have compiled some strategies that you and your child can engage in to help him or her get ready for The Gan.

1. Practice "goodbyes" and "hellos," which help to affirm your child's trust that you always come back when you say you will. Young children need constant reassurance that their parents are returning.
2. Tell your child when you are leaving the room or house and tell him/her that you will be back. Never disappear or sneak out. It may initially seem easier and less painful (maybe for you!), but it leaves your child feeling abandoned.
3. If you have never left your child with a babysitter, before school starts is good time to practice. It is much easier to separate for the first time in your safe and secure home (for both you and your child).
4. Read stories together that address separation and reunion.

### **32. VOLUNTARY PRE KINDERGARDEN (VPK)**

We offer a Pre-K class that is funded by a government grant in order to insure that children are prepared in every aspect for Kindergarten. The standards for the staffing, curriculum, and classroom are high and the outcomes have been amazing.

Some of the above policies/procedures are different for children receiving funding from the Government for our VPK class.

You must be **ON TIME** to school or you risk losing funding. On time means arrival between 9:00 am and 9:05 am. This is to ensure your child is truly receiving their full hours of VPK services paid for by the government.

You must abide by Attendance/Absentee Policy governed by the Federal Grant Commission, for those participating in the program this year. You will receive more information on this subject at the VPK orientation.

We must have a full signature (your full name) EVERY day that your child is present – in and out. **There is a \$5 penalty for EVERY violation.**