



ק"ק אוהב שלום



Parents' Manual 2010-2011

Ohav Shalom Nursery School

IMAGINE A PROGRAM

- Where children are respected for their feelings and their desire to belong.
- Where they are supported in their desire to explore, their eagerness to build, to take on new challenges and to dive in and get messy.

IMAGINE A PROGRAM

- Where children are encouraged to feel powerful and competent in many ways.
- Where they are learning to be bold and to show us what they know.

IMAGINE A PROGRAM

- Where children can soar, take risks, and engage fully with their bodies and their senses.
- Where they are learning how people are alike and different.
- Where they are discovering the magic and wonder of the world, and all the ways we can connect with others -younger and older, real and pretend.

IMAGINE A PROGRAM

- Where children and adults indulge in having fun.
- Where they abandon themselves to joy and serious intellectual pursuits.
- Where there are a variety of materials for children to use and show us what they understand.

IMAGINE A PROGRAM

- Where teachers are emotionally and intellectually engaged in their work.
- Where they work closely together to explore their questions and theories and don't shy away from voicing different opinions.

IMAGINE A PROGRAM

- Where teachers have the resources they need and are given time and materials to nourish their hearts and minds.
- Where teachers form close partnerships with families and welcome them to contribute to the life of the classroom.

You have found this program at Ohav Shalom Nursery school- we would like to welcome you and encourage you to come along on this journey with your child!

CONGREGATION OHAV SHALOM NURSERY SCHOOL

It is our pleasure to welcome you and your child to our Nursery School. We are confident that your experience with us will be a positive one. The policies in this manual have been established to ensure the safety and well-being of the children enrolled. Please look them over carefully. We encourage your comments and questions.

Philosophy

We provide a warm, nurturing, loving early childhood educational experience within the framework of an enriched Jewish environment. Positive reinforcement is stressed in order to accomplish each child's potential for intellectual, physical, social, spiritual, and emotional growth. We place a strong emphasis on "process" rather than "product".

Our school will help each child to develop a healthy, wholesome and positive self-concept, accepting differences in individual learning styles and personalities.

Arrival and Departure Procedures

School starts at 9:30 and ends at 1:00 each day. The first hour of the day is typically Free Play. This is a very important time of your child's day at school. This is the time where friendships are made, the classroom is explored, and the children get to direct their own play opportunities. We have found that the children who arrive at school on time typically have an easier transition; so we ask that you do your best to have your child here on time.

Arrival time is a good opportunity to speak briefly with your child's teachers and inform them of any changes or events that may affect your child's day (awakening late, sleepless nights, out of town visitors, parent away on business, etc...) Sharing such information enables teachers to be responsive to your child's needs and special situations.

Our dismissal is 1:00 unless your child is registered for extended day, play date or an enrichment class. Please plan to arrive on time. It is very difficult for young children to wait after others have gone home.

Dismissal time is another good time to speak briefly with the teachers to find out about your child's day. If you need to speak at length with the teacher, please ask her to call you later in the day. Please check your child's cubby and mailbox for notes before you leave.

A child will not be released to anyone other than the parent or guardian or someone designated in writing by the parent. If someone new is picking up your child, we must have instructions in writing from the parents stating the name of the person who will be picking up your child. Please ask anyone picking up your child to bring ID with them.

Late Pick-up Policy

Young children have a hard time waiting for their parents to pick them up, and often become nervous when their parents are running late. If you are running late for any reason please call the school office so that we can tell your child. If you will be more than 5 minutes late we will add your child to the extended day program, and you will be charged for an hour of extended day (\$8). In our toddler classroom, nap time starts at 1:05. If you are late picking up your child, please be quiet as you enter that classroom, as the children will already be preparing for nap time.

Our school policy is that you will be charged \$1 for every minute that you are late picking up your child if we do not hear from you before 1:00. You will receive a bill for late pick-up in your child's mail box that needs to be paid immediately.

Enrichment Classes/Playdate

From 1:00-2:00 PM we will be offering enrichment classes for our three and four year olds. We offer a variety of enrichment classes every afternoon including Tae Kwon Do, Mud Pies, Cooking, Kindergarten Enrichment, and many other classes. We also offer Play Date, an open-ended play time for children to create, build, & explore. Play Date will be held from 1:00 - 2:30 PM, Monday – Friday. Throughout the year we offer three enrichment/playdate sessions. Our first enrichment/playdate session will begin the week after school starts. You will receive registration information with class choices approximately 1-2 weeks before each session begins. In order for your child to participate in our enrichment/playdate program, you need to fill out the registration form and return it with full payment to the school office. Children will not be allowed to attend an enrichment class unless full payment has been received.

Extended Day

Our preschool hours are 9:30-1:00 pm, with an early drop off program beginning at 8:00. We also offer an extended day program from 1:00-5:30 Mondays-Thursdays and from 1:00-3:30 on Fridays. Extended day has a half-day option, with pick up by 4:00, and a full-day option, with pick-up by 5:30. Both the early drop off program and the extended day program are available on an as-needed basis, semester basis and a full time basis. Drop-ins are accepted if there is space available and must be pre-arranged in the office.

Payment is expected on the day of service for the drop-in program.

The schedule for the extended day program is as follows:

- 1:15-3:00 - rest time and quiet play
- 3:00-3:30 - snack
- 3:30-5:00 - outside, gross motor, riding tricycles
- 5:00-5:30 - free play

What to Bring to School

Each child has a cubby of his/her own. We ask that you leave the following items at school throughout the year:

- At least one complete change of clothing including socks and underwear, in a large ziplock bag, labeled with your child's name (**please change your child's extra set of clothing as the weather dictates**)
- Disposable diapers and wipes for non toilet trained children and
- Several pairs of training pants for "newly" trained children. Children in Pre-K must be toilet trained. If your child has an accident, please wash and return a change of clothing for the following day.
- *A bottle of sunscreen (for beginning & end of school year)
- A washable smock for painting and messy art projects.

Please label everything you send with your child! It helps us organize your child's belongings and minimizes the potential for loss.

***Due to new medication administration regulations, we can only apply sunscreen to children who have a form on file in the office. The teacher can only apply sunscreen if you have supplied her with a bottle of sunscreen intended for your child only.** Since sunscreen typically takes 30-40 minutes to soak in and work effectively, **children should come to school every morning already wearing sunscreen.**

Please allow your child to bring a special blanket, stuffed animal or toy to help ease the transition from home to school.

Clothing

When dressing your child please remember that Nursery School days are "**messy days.**" Our program is a discovery program and spills and paint spots are inevitable, even with smocks on. Often when we stop a child from creating to put on a smock, the child stops creating, so while we will attempt to have children wear smocks, it is best to send the children in "**messy clothes.**"

For girls who wear dresses, it is recommended that the child wear shorts under her dress so that she can freely explore the playground.

Part of each day, weather permitting, is spent outdoors playing. Children should wear appropriate play clothes that are comfortable and casual. Socks and sneakers or any closed toe shoes are recommended. We also ask that you send gloves, hats, boots, and snow pants in the winter. **Please label all clothing with your child's name.**

Snacks and Lunches

Nutritional Kosher snacks and juice will be served each morning. If your child has a food allergy, please notify his/her teacher. A snack menu is posted outside your child's classroom.

All classes will be staying for lunch at school. In keeping with the Jewish tradition of our school, we ask that parents send Kosher Style dairy or parve (neither milk nor meat) lunches and a drink daily with children for lunch. A kosher dairy or parve lunch means that it should include no meat. Since we do not have access to a refrigerator for each class, we suggest that you include a small ice pack in your child's lunch box. Please label your child's lunch bag, utensils, ice packs, etc.

Some lunch ideas include: cream cheese and jelly sandwiches, yogurt, bagel and cream cheese, tuna fish, cheese pizza, cheese sandwiches, cheese and crackers, egg salad, cheese sticks, pasta and soup. Each classroom has access to a microwave so that food can be heated up during lunch time.

Birthday Parties

All food products served at our school for birthday celebrations must be kosher and peanut free. Please prearrange parties with your child's teacher. Most products from Entenmanns, Friehoffer's, and Mt. Pleasant Bakery are kosher. For a list of kosher symbols, please see the school secretary. Due to the kosher restrictions imposed by Congregation Ohav Shalom, food cannot be brought in from home to celebrate birthday parties, even if you keep a kosher home.

Ice cream products with appropriate kosher symbols include: Breyers, Haagen Dazs, Friendly's.

Many of our families observe Shabbat (the Jewish day of rest) which begins Friday at sundown. When planning private parties please be considerate of these families and have the party on a day other than Shabbat.

Invitations to birthday parties will be distributed in mailboxes when the entire class is invited. Please make other arrangements when this is not possible.



Your Child's Adjustment to School

Nursery School is a “giant” step in your child’s development. The adjustment period is unique for each child. Some children do great the first day or even the first week and then they struggle. For other children the first few days include a lot of tears and then the child is fine. However your child adjusts, the entire staff is there to support him/her through the adjustment process and we will share with you our thoughts of how to make the process easier for you and your child.

You can best help your child in the following ways:

1. If your child clings to you, do not get upset. Allow him/her to stay near you. Your child may need the reassurance of your presence.
2. When your child is playing, sit in the background where he/she can reach you to show you something or he/she can come for a reassuring word, hug, etc.
3. Be aware of the teacher. The teacher will help to move the children into activities and eventually your presence will be less vital to your child.
4. We know that this is a difficult adjustment for parents too. As soon as the teacher feels that your child is ready to separate, you will be asked to leave. It is not unusual for a child to need a parent for a period of time. Try not to be concerned.
5. Often, allowing your child to keep something special of yours, i.e. a key or cell phone case, makes transition easier.
6. In the toddler room, you will be asked to please send in photos of your family and your child for us to keep in the classroom.

Health

The health and safety of your child is our primary consideration. **Please do not bring your child to school if he/she is not feeling well. We cannot give children who are sick the care they deserve.**

For the protection of all, children with colds (runny noses, coughs, sore throats, etc) are best kept at home. A child must be fever free, and must be free of vomiting, diarrhea and other symptoms for at least a 24 hour period before returning to the program.

If a child becomes ill at school or requires medical assistance due to an accident, parents will be notified immediately. If we are unable to reach either parent, the emergency numbers listed on the child’s information form will be called. It is our expectation that parents (or those authorized by parents) who are called will pick up the sick child without delay. It is the responsibility of parents to keep emergency contacts and telephone numbers up to date. Please inform persons whom you designate as emergency contacts of their responsibility to pick your child up if you are not available.

Please notify us immediately if your child has developed or has come in contact with any communicable illness including, but not limited to, chicken pox, measles, strep throat, and Coxsackie virus.

Each child must have a current immunization record and health form on file in our office before he/she may participate in our program.

Please remember that, to be at school, a child needs to be healthy enough to participate in daily activities, i.e. going outside, playing with friends, etc. If your child can't fully participate in our activities, please keep your child at home, and allow them to rest until they feel better.

Medication

Medication (both prescription and non-prescription) will be administered to a child only with the written, dated and signed request of a licensed physician. The original label must be on the container with the physician's name and instructions. All non-prescription medication shall be labeled with the child's name and dated. Due to the medication administration regulations, we can only administer medication to children who have a form on file in the office. These forms must be signed by a parent and a doctor.

For topical non-prescription creams, such as sunscreen or diaper cream, we must have a parent's written authorization on file. You will need to fill out a medication dispensing form for this, but you can put the sunscreen and diaper cream authorization together on the same form. Your child's doctor does **not** need to sign this authorization. You will need to supply the sunscreen and/or diaper cream for your child – be sure to label it.

Please help us comply with these state mandated standards by sending medicines in the appropriate containers. A medication dispensing form is included with the enrollment package. You may photocopy the form, or obtain more from the school secretary, as needed.

Safety

For the safety and well being of your children, all persons must park in the parking lot and walk their child/children into their classrooms. There will be no parking on either side of the circle. Parents are strongly asked **not** to park in the fire lane.

Secondly, for the safety of all our children, we ask that parents do not leave children unattended in the car. If you need assistance, please call the school office, 489-4894, and we will have a teacher bring your nursery school child into the building.

Finally, our school is equipped with a buzzer system so that we can control who enters the building. Families are given the code to use to enter the building. The Nursery School Director will provide you with a code if you do not already have one. Please remember our building is only as secure as we make it. We ask that the code only be used by parents of children coming to nursery school, anyone else should ring the bell and will be let in by the school secretary. Thank you in advance for your cooperation with our security system.

Helping our School:

As a non-profit nursery school we rely on the help of the parents and the congregation to keep our school running. We have between 5 and 6 fundraisers a year and we need parents to help with those. We also ask parents to make donations of recyclables to the school. If you have toys or equipment that are appropriate for nursery school such as wooden puzzles, books, or blocks, they are always a welcome addition to our classrooms.

We are also collecting old cell phones, used ink-jet and laser printer cartridges for recycling. Our nursery school earns money for each one we turn in.

Billing

Registration is for the school year from September through June. Tuition may be paid as follows:

1. One payment - Due on August 1 for September through June tuition
2. Three installments a year, either by postdated check or credit card:
August 1: 1st installment is due
November 1st: 2nd installment is due
January 1st: 3rd installment is due
3. 10 monthly payments--August 1 -May 1st, either by postdated check or credit card

If a parent needs to work out a different payment structure, the Business Manager should be contacted. It is necessary for the continued enrollment of your child that financial obligations be maintained. Payment also must be current to enroll in enrichment classes and/or nursery school.

If, at any time, your tuition payments are a month or more delinquent, your child will be unable to attend school until such time as your payments become current and there will be a 15% late fee added to your account.

Nursery School Donations

The Nursery School Fund is available for donations in honor of a life cycle event, a simcha (a celebration), or in memory of someone special. Please enclose a note with your donation specifying the Nursery School Fund.

Nursery School Committee

Our Parent Committee is very helpful to the entire Nursery School community. We rely on parents to help us brainstorm and problem solve for the Nursery School. We are looking for parents who have a desire to share their thoughts and opinions about our school, and who want to take an active role in our Nursery School program. The Nursery School Committee is open to everyone--meeting dates and times will be announced at the beginning of the school year!

Questions?

Amie Bloom is the Nursery School director. Feel free to call her at 489-4894 x11 or stop in to see her with any questions.

**This handbook is intended to give you guidelines of our
Nursery School.**

We're sure it's going to be a great year!