

# APJCC Preschool Family Handbook

2016-2017



ADDISON-PENZAK JEWISH COMMUNITY CENTER  
14855 OKA ROAD, SUITE 201, LOS GATOS, CA 95032

## Table of Contents

Welcome/Philosophy and Goals	3
Preschool Administrative Procedures	6
Curriculum/Judaica/Daily Class Activities	10
Policies and Preschool Procedures	13
Health and Safety	20
Kif Kef (Extended Care)	25
Family Involvement	27
Reasons for Dismissal	29

# Introduction

Welcome to our APJCC Family! The APJCC Preschool is a program of the Addison- Penzak Jewish Community Center of Silicon Valley. The Addison-Penzak Jewish Community Center of Silicon Valley is dedicated to the enhancement of Jewish life by providing for the social, cultural, educational, recreational, health and wellness needs of our community. We provide a common meeting place and extend these services as a resource for the entire Jewish and general community in the town of Los Gatos and greater Silicon Valley.

We are delighted you have chosen the APJCC Preschool for your child. The APJCC Preschool provides a developmentally appropriate program that is inspired by Jewish values, traditions and celebrations while welcoming families and staff of all ethnic, cultural and religious backgrounds. Together we create a safe and healthy school environment that encourages children to wonder, explore, inquire, discover and collaborate in their own learning. We build a community that is caring, nurturing and supportive for all families.

Our teachers are qualified and nurturing professionals who are committed to enriching the development of each child at the APJCC Preschool. We promote a connection between families creating a community of learners. We have an open door policy and welcome parent visits. We encourage parents to set up a time with teachers to participate in or lead activities such as: reading to children, cooking, science, art, music, or sharing occupations or hobbies.

We are pleased to provide this handbook, which describes our program, goals, and policies, as well as a myriad of practical details that make the school days for your children happy, successful and secure.

Please read this handbook and keep it for reference. The information in this handbook is subject to change. Parents will be informed when changes are made.

# Developmental Philosophy Statement

The Addison-Penzak Jewish Community Center Preschool is a Developmental Program with a play-based curriculum. We believe that play is the work of children. Through play, children explore the world and form connections and relationships between people and objects in their environment. These connections and relationships are the basis of more formal education and learning in the future.

We are dedicated to providing an engaging and stimulating hands-on experience for the children of the APJCC Preschool. In all activities, we emphasize the process of inquiry and discovery.

Developmental Philosophy involves a three-way partnership between staff, parents and children. It is based on the following assumptions:

Staff:

- Is knowledgeable of child development and child learning.
- Gets to know each individual child, understanding his/her needs, strengths and interests and is skilled in incorporating that knowledge into the classroom program.
- Understands and is sensitive to the cultural and social contexts of the children in the class.
- Maintains an emotionally and physically safe environment.
- Works as a team with colleagues, parents and administrators as well as consultants that may be called for specific situations.
- Plans and maintains an enriching, stimulating curriculum and environment.
- Understands the value of childhood as an important stage in life unto itself and not just as preparation for the next stage.

Parents:

- Are welcome to visit the classroom (as well as grandparents, siblings, and other visiting relatives).
- Are encouraged to share skills and interests with the children.
- Are encouraged to share family traditions with the teacher and the class.
- Work as a team with teachers and administrators by sharing information and concerns about their child(ren).

Children:

- Are treated with respect and dignity at all times by staff and administration.
- Are nurtured in warm, caring relationships with staff.
- Are provided with a maximum of free choice experience in the classroom and outdoors.
- Are viewed as capable and competent learners.
- Are appreciated as individuals.

Developmental philosophy and practice supports the growth and learning of children in a safe and nurturing environment. We are committed to providing a developmentally appropriate program for the children of the APJCC preschool.

# Sheva Learning Community

Our preschool is a Sheva Learning Community. Sheva (the number seven in Hebrew) has an important place in Jewish thought and practice. It is the name of the JCC's of North America Early Learning Framework, and signifies the seven core elements of exemplary early childhood practice deeply rooted in the latest research on child development seen through a Jewish lens. We are engaged in a process of fully embracing and exemplifying the Sheva Framework. Join us on our Sheva Journey.

The Seven Core Elements are:

1. Children as Constructivist Learners – We construct learning with young children when we understand and view children as capable and competent, co-creating meaningful experiences that are relevant to each child as an individual learner. This compels us to listen and observe them carefully to co-construct learning, leading to their social-emotional and academic success.
2. Early Childhood Directors as Visionaries – A director who is a visionary galvanizes a process for creating and living a shared vision for the school. This vision focuses on nurturing the minds, souls and hearts of our entire community.
3. Early Childhood Educators as Professionals – When teachers are part of an ongoing learning community, afforded the sacred time for personal and professional development, and are viewed by the JCC as part of the professional staff, their education, knowledge, experience and passion enriches the lives of young children and their families. We value families as competent thinkers and learners and offer opportunities to understand our educational philosophy. We support families' parenting and together joyfully celebrate Jewish life.
4. Families as Engaged Partners – We invite families to partner with us in the education and social-emotional growth of their children.
5. Environments as Inspiration for Inquiry – If our classrooms, hallways, indoor and outdoor spaces are an intentional place for children that provoke wonder, curiosity, intellectual engagement, creativity and fun, our schools will be a place that engages children in meaningful ways. Our spaces are flexible, materials are open ended. Children have the freedom to interact with quality materials in their environment.
6. Discover C.A.T.C.H. as Sh'mirat HaGuf (taking care of our bodies) – When we nurture a love of physical activity and encourage young children and their families to develop life-long healthy eating habits, they are able to learn and play in more meaningful ways.
7. Israel as the Story of the Jewish People – We create powerful images and meaning about Israel for young children, to make ancient and modern Israel come alive through stories, music, dance and art. We celebrate everyday life with values through a Jewish lens.

# Preschool Administrative Procedures

## Phone Numbers

Preschool Office        408.357.7417

Preschool Fax           408.827.9671

## Hours of Operation

Office Hours    8:15am - 4:30pm

*Office hours are subject to change during Preschool Vacations*

Preschool Hours    7:30am to 6:00pm

Morning Class Hours    8:30am to 12:00 Noon

Ma'avar Class Hours    8:30am to 1:30pm

Kif Kef Hours    7:30am to 8:30am, and 12:00 to 6:00pm

## Morning Preschool Drop-off

Preschool begins promptly at 8:30am. The doors will be opened at 8:30am. Please refrain from entering the Preschool rooms before this time as teachers will still be preparing their classrooms for the children's arrival. If you need to drop off your child before 8:30, you are welcome to use morning Kif Kef at the drop-in rate when drop-in is available. Parents/Caregivers must walk their children into the classroom and sign them in.

In order to provide your child the maximum opportunity to develop social skills, it's important to bring him/her on time. It's especially difficult for a young child to join in activities that have already begun. We ask that you refrain from cell phone use when dropping off and picking up your child. He/she deserves your full attention and assistance in making transitions smoother.

We encourage you to visit with other parents after drop off, but please do so in the lobby, cafe or other areas where the children cannot see you.

## Safety and Security

The staff of the APJCC Preschool has been chosen quite carefully for its sense of responsibility and commitment to the development of our community's children. Safety and security are the top priorities of the preschool and each staff member has been trained with this in mind.

Campus management, on the recommendations of security advisors, has put several security measures in place. These include, but are not limited to security cameras, alarms and trained and licensed armed personnel.

Each family will be issued numbered passes. You will be required to show your pass to the guard at the school lobby door to gain entry. If someone is picking your child up who does not have a pass, they will be directed to the preschool office. If you lose your pass, inform the preschool office immediately. \$5.00 may be charged to your credit card on file for each replacement card. If you do not have a card on file, you will receive a bill. Prompt payment is expected.

You can help keep our children safe by making sure the main door is securely closed as you enter or exit and by never opening the door for someone you do not know. We also ask that you comply with instructions from the security guards and other security personnel. We appreciate your cooperation.

### Sign-in/Sign-out Procedures

It is very important for your child's safety to sign your child (and any other children in your care) in and out of Preschool and Kif Kef everyday. This simple procedure, required by law, helps us ensure that your child is accounted for in the event of an emergency. To sign your child in or out, sign your **full name** and time of drop off or pick up next to your child's name on the sign-in sheet. **This is a licensing regulation.**

### Payments/Tuition

Annual tuition for your child is based on school days in the year, and for your convenience, is billed in 10 equal payments. Therefore, the payment is the same each month even if the school is open only part of the month. We do not offer make-ups for missed classes due to illness or vacations. Each monthly payment is due on or before the 15<sup>th</sup> of each month beginning in August and ending in May. Payments received after the 15<sup>th</sup> of each month are considered late and a \$25.00 Late Fee may be added. Your \$350 deposit is applicable to your May 15<sup>th</sup> tuition payment. If you leave the program before the end of the school year, your deposit is forfeited and your last tuition payment will be prorated based on how many days your child attended school. This prorating requires a 30 day written notice. If you choose to leave the program before the end of the school year, your family will no longer be considered an existing preschool family and will therefore forfeit its priority enrollment status for the following year.

Please bring all payments (tuition, Kif Kef contracts, etc.) to the Preschool Office. For your convenience, a locking payment box is provided in the office for times when office staff is unavailable.

## Credit Card Payments

If you wish to have your monthly tuition automatically billed to your credit card each month, please fill out the back side of the Early Childhood Service Agreement with credit card information and initial. This form **MUST** be returned to the Preschool Office. We can have up to three credit cards on file. If you choose not to have your credit card on file, you may still use your credit card to make other payments by writing your credit card number, exp. date, amount and signature on all forms **EACH** time.

## Class Grouping

Minimum ages for placement in classes are the following:

Our Pa'ooton Group - Barvazim and Keshet classes accept children who are 18 months by the start of school. Younger children may be admitted after they turn 18 months old if the Preschool administration and teaching staff believe it is a developmentally appropriate placement and there is space available.

Our Shovavim Group - Shemesh, Dubonim and D'vorim classes accept children turning two by September 1<sup>st</sup> of the current school year.

Our G'dolim Group - Tzabim, Parparim and Kochavim classes accept children turning age 3 by September 1<sup>st</sup> of the current school year.

Our Bogleem Group - Perach class accepts children turning age 4 by September 1<sup>st</sup> of the current school year. Kofico's Ma'avar class accepts children turning age 4 by July 1<sup>st</sup> of the current school year.

Exceptions may be made in consultation with parents, teachers and the Preschool Director. The APJCC Preschool reserves the right to deny admission of a child to a particular class if the Preschool feels it is not a developmentally appropriate placement for the child.



## Required Paperwork

The following forms must be complete and on file at the Preschool in order for your child to participate in the preschool program:

- Identification and Emergency Information Form – complete both sides (annually)\*
- Child's Preadmission Health History (at first admission)\*
- Physician's Report (at first admission)\*
- copy of child's immunization records (at first admission- then updated as necessary)\*
- Current Early Childhood Service Agreement (annually)\*
- Signed and dated receipt of Notification of Parent's Rights (at first admission)\*
- Signed and dated receipt of Notification of Personal Rights (at first admission)\*
- Signed and dated receipt of Emergency Policies and Procedures (at first admission)\*
- Enrollment Application (annually)\*
- Parent questionnaire (annually)

**\*Having these forms on file is a licensing regulation. Failure to complete and submit the above forms may jeopardize your child's enrollment in the preschool. Thank you for helping us comply.**

# Curriculum/Judaica/Daily Class Activities

## General Education

At the APJCC Preschool, we believe that young children are capable and competent. They learn about themselves and the world around them as they participate in a wide range of multi-sensory, hands on activities that are based on anti-bias multi-cultural curriculum. Attractive manipulative materials are available so that a child can understand abstract ideas in concrete ways. High self-esteem and self-regulation skills are promoted through positive social interactions and skill mastery in a caring and stimulating environment.

The first five years of a child's life are crucial to the development of relationships. We recognize the importance of this stage by assuring that teachers develop an authentic relationship with each child that is based on mutual trust and respect. Teachers also facilitate relationships amongst children that are socially and developmentally appropriate.

The classroom is structured so that the children can choose from a myriad of activities that introduce concepts in early literacy, language, Jewish values and holidays, science and math. The teachers reinforce these concepts through art, movement, cooking projects, and free choice. In following our developmental philosophy and the facilitation of self-regulation, we offer children the individual choice of participating in any or all activities each day.

## Jewish Education

Jewish learning is an integral part of the APJCC Preschool program. Holiday and Shabbat celebrations help children understand Jewish traditions, customs, and ceremonies. As part of our Sheva journey, Jewish ethics and values are incorporated into our daily activities and our connection to Israel and its history are introduced at various times throughout the school year. In addition, children in our Pre-k classes are exposed to Pirka Avot (Ethics of the Sages Jewish text) through implementation of the Jewish Community Center Association's An Ethical Start© program.

The families at the APJCC Preschool represent a broad range of Jewish and non-Jewish observance. The Preschool provides study materials to all parents upon request. Information about upcoming Jewish holidays is also included in our weekly e-newsletter so that parents may reinforce the child's school learning.

An important part of the young child's developing sense of self is awareness of his/her cultural heritage. Our goal is to deepen each child's understanding and appreciation of Jewish tradition and culture. We welcome children and families of all beliefs and denominations, and believe that children learn from one another. Understanding that people have different beliefs is an important concept for

children, and is openly discussed and validated in the classroom. The values taught through the Jewish Holiday cycle and An Ethical Start© are universal and appropriate for all.

## Values through a Jewish Lens

Throughout the year, opportunities arise to have discussions with children about values. The common values that come up are:

- Acts of kindness (Gemilut chasadim)
- Charity/justice (Tzedakah)
- Friendship and loyalty (Re'ut/dibbuk haverim)
- Repairing the world- (Tikkun olam)
- Welcoming guests – (Hachnasat orchim)
- Gratitude – (Hoda'ah)
- Respecting differences – (Adam yehidi nivrah)
- Taking care of our bodies – (Sh'mirat ha guf)

These, of course are universal, humanistic values, but we describe them through a Jewish lens.

## Shabbat

The APJCC Preschool celebrates Shabbat (the day of rest, beginning Friday at sundown and ending Saturday at sundown) on Fridays. The children join for the lighting of the candles and blessings over grape juice and challah (Sabbath bread.)

## Tzedakah (Charity), Tikkun Olam (repair of the world) and Mitzvot (Good Deeds)

Jewish tradition values acts of kindness. Children may bring a few coins to donate to charity each Friday. At the end of the school year, each classroom will donate the money to an organization/cause chosen by the children. We also incorporate special Tzedakah, tikkun olam and mitzvah projects as part of our daily activities and throughout the year.

## Field Trips

Trips into the community provide children the opportunity to extend their knowledge beyond the classroom. On field trips, children experience the world outside of school along with their peers which can offer rich social and language learning environments. Because of these benefits, our G'dolim Group (classes for 3 year olds) and our Bogleem Group (pre-K children) take periodic field trips during the regular preschool year.

You will be notified in advance of a field trip. A permission slip must be signed and a car seat left for each child attending. Failure to sign a permission slip or leave a car seat may result in your child being left at school with another class or in the Preschool office for the duration of the trip.

We rely on parents to provide transportation and additional supervision on field trips. For this reason, most field trips are reserved for children currently enrolled in the class attending the field trip. Younger or older siblings usually cannot be accommodated on ventures outside of school. Exceptions will be noted on the permission slip. A copy of proof of auto insurance must be provided to the office prior to the field trip if you are driving.

## Policies and Preschool Procedures

### Apparel

Children should dress in what is comfortable, simple, easy to toilet in, and suitable for the weather. We suggest that an extra sweatshirt be left in your child's cubby in case of an unexpected weather change.

The children do a great deal of running, climbing, jumping and playing. For their safety and comfort we require that children wear footwear at all times while at school. The exception is that we allow children to go barefoot while playing in the sandbox. Children should wear age appropriate, rubber soled footwear (i.e., no clogs, Crocs, flip-flops, boots with high heels, etc.) that fit securely on their feet.

We engage in a number of "messy activities" both indoors and outdoors. Because we do not want to inhibit the child's creativity or stifle his/her participation, we offer, but do not require the wearing of smocks, if the child is resistant. Therefore, we ask that you send your children in comfortable clothes that you know will get dirty.

Each child needs a complete set of extra clothes (labeled with his/her name) in a labeled bag in their classroom at all times. This includes extra socks, shoes, and underwear. When these clothes have been used, please replace them promptly. If your child regularly attends our Kif Kef program, please have a complete set of extra clothes available in your child's Kif Kef room. If your child does not have a change of clothes and he/she needs one, you may be called to bring clothes in or pick your child up. Soiled clothes will be bagged and sent home. If your child has a potty accident in his/her underwear, staff will attempt to remove solid waste, if it is not imbedded in the fabric.

### Items from Home

We request that you do not send items from home (i.e. toys) to school with your child unless it is for a specified sharing time requested by the teacher or a transitional object for younger children. If your child does bring something from home, please label all items with your child's name. We will not be responsible for lost or broken treasures. Please: NO WEAPONS, WAR TOYS, ACTION FIGURES, FRAGILE OR VALUABLE ITEMS.

### Super Hero Play

In this time of increasing violence, both real and media driven, we would like to provide an atmosphere of safety, concern for others and friendship. To help establish this environment, teachers will redirect super hero or any violence imitating play into more pro-social activities, such as sports and running games. We again request that no toys be sent from home. Please see the paragraph above.

## Pacifiers and Bottles

The use of bottles and pacifiers can interfere with the social development of young children. We ask that you leave them at home or in the car when dropping your child off at preschool. The use of a pacifier for self soothing may be evaluated by the Preschool Director and Barvazim or Keshet teachers on an individual basis for children enrolled in our Barvazim or Keshet (toddler) classes only. Older children may be allowed to use pacifiers for naptime. Please discuss this with your child's Kif Kef teachers.

## Pets

The Levy Family Campus is pet-free. Only service animals are permitted. Pets will not be allowed in the preschool, unless it is a special prearranged activity.

## Confidential Evaluations

We are happy to accommodate requests for evaluations. These evaluations must remain confidential and will be sent directly to the institution that made the request. Please fill out an authorization for release of information located in preschool office prior to giving the form to a teacher or administrator. The forms are available in the preschool office.

## Parking Policy

Upon arrival in the morning you may park in the APJCC parking lot or on the street and walk your child to class. Do not park in any emergency (red) zones.

## Children in Cars

For the safety of all children, it is the policy of the APJCC Preschool that no child under 6 years of age be left unattended in a vehicle parked in the parking lot of the Levy Family Campus unless accompanied by a person at least 12 years of age.

## Pick-up Policy

If your child will be picked up by someone other than a parent or an established car-pool driver or caregiver, you must deliver a signed and dated note to the teacher or office giving permission to release your child to this person. Preschool staff will ask for photo identification from pick-up people whom they do not recognize.

In order to provide a smooth transition for the children staying in Kif Kef, it is our policy and practice at the Preschool that parents/caregivers who pick-up their children at noon sign their child out and promptly leave the Preschool classrooms. It is often difficult for children in Kif Kef to see parents with their children. Parents are welcome to socialize outside of the preschool yard and rooms, provided they maintain proper supervision of their children.

## Late Pick Up

The morning program ends at 12:00 noon. Children not picked-up at NOON will be supervised at Kif Kef, and you will be charged at double the drop-in rate (\$27.50 per hour or fraction thereof), unless drop-in Kif Kef was prearranged with the preschool office staff. Ma'avar ends at 1:30pm and the late pick-up policy applies for that class at 1:30. Please call the preschool office if you will be late picking up your child. If we do not receive a phone call advising us of your inability to arrive on time, you will be billed at DOUBLE the drop in rate.

## Pick-up After Closing

If you arrive to pick your child up after 6:00pm (or 3:00pm on early closing days) according to the APJCC clock, you will be charged a fee of \$10.00 for the first 5 minutes, or any fraction thereof, and \$1.00 for every minute thereafter.

## Food Policies

Snacks are provided mid-morning in Preschool and mid-afternoon in Kif Kef. Snacks are selected for their compliance with licensing standards. Each snack provides two of the following food groups: fruits and vegetables, breads and cereals, milk and cheese. Snack menus are posted in each classroom. Please be sure to provide breakfast for your child. Snack is not a substitute for breakfast.

## Lunch

Children eat lunch together in their morning classrooms. We recommend an insulated lunch box and ice pack to keep food fresh. We are unable to refrigerate or microwave children's lunches.

The preschool lunch is a good place to start developing good nutrition habits in children. Therefore, we encourage parents to pack protein foods, fruits, and vegetables, and to strictly minimize chips, cookies and sweets. Please do not send candy, soda, or glass containers to school. We do not place restrictions on the order in which your child eats the foods placed in his/her lunch box.

Because of individual dietary restrictions, children are not permitted to share food from their lunches.

The Preschool will provide a lunch for children who have forgotten. \$5.00 will be charged to your credit card on file for each lunch provided. If you do not have a card on file, you will receive a bill. Prompt payment is expected.

The Preschool will be offering hot lunch for purchase. Details will be announced.

## Children with Allergies

We discourage children from sharing food because of allergies. If your child has an allergy, it is essential to include that information on your child's health form. Because we have children with life threatening peanut and tree nut allergies enrolled in the preschool, **we require that you refrain from sending peanuts, tree nuts, peanut/nut butter or products made with peanuts or tree nuts in your child's lunch.** Foods other than peanuts and tree nuts may be restricted in your class.

If a child in your child's class has a life threatening allergy to another food, you will be informed. If your child has a serious allergy, you will be asked to fill out an allergy plan form. We encourage you to meet with or speak to your child's teachers about his/her allergies before school starts.

## Kashrut Policy

The APJCC Preschool observes Jewish dietary laws (Kashrut.) Therefore, we require lunches be dairy or parve (NO MEAT.) Fish (NOT SHELLFISH) is permitted.

Some suggestions for lunches include the following:

Egg Salad	Beans
Fruits	Cottage Cheese
Hard-Boiled Egg	Sunflower butter
Yogurt	Cheese
Gefilte Fish Balls	Raw Vegetables
Tuna Fish	soy based "cold cuts"

If you want to send a hot lunch item use a thermos (we do not warm these foods). Some of the foods you might want to pack include:

Macaroni and Cheese	"Soy" Hotdogs/Meat
Tuna Noodle Casserole	Pasta and Meatless Sauce

## Happy Birthday

Birthday celebrations are a highlight of the preschooler's social life. Children enjoy having their birthday celebrated at Preschool. If your child would like to celebrate his/her birthday during preschool speak to your child's teachers about appropriate time and procedure. Remember to exclude peanuts/tree nuts and peanut/tree nut products from your treat selection. Please bring one the following items:

- Pre-baked cupcakes/muffins
- cookies
- frozen yogurt/ice cream bars/popsicles
- fruit/fruit kabobs

Discuss any ideas you have with the teachers prior to your child's birthday. Please save goodie bags, stickers, toys, or party favors for parties held outside of the Preschool. Because of the choking hazard, we do not use latex balloons in the preschool.



Some children enjoy giving the class a present on their birthday. Please consult your child's teacher for ideas, such as books or CD's.

## End of the Year Parties

It is our policy that since end of the year parties are a closure for the class as a whole; they need to be held during the morning of the last day of school for that class. Room parents will coordinate the pot luck lunch, set up and clean up.

## Diapering and Supplies

If your child is in diapers, be sure to keep your child's diaper supply well stocked. If your child regularly attends our Kif Kef program, please keep a supply of diapers and wipes in the Kif Kef classroom. Bring the following supplies (labeled) to class the first day of preschool:

If your child is in:

Disposable Diapers

- Two Week Supply
- Wipes

Cloth Diapers

- One Week Supply
- Wipes
- Velcro-closure wraps labeled with child's name
- Labeled zip-lock bags or well sealing container in which we can return soiled diapers.

## Toilet Learning

Toilet learning is both an exciting and a challenging time for children and parents. As teachers, we are committed to facilitating each stage of your child's growth and development with a positive attitude and approach.

Your child may be ready for toilet learning if he or she:

- Can sense that his/her bladder and bowels are full
- Can let you know when he/she has to go potty
- Understands what is expected
- Cooperates with your requests

When your child displays most of these signs it may be an indication that he/she is ready to begin toilet learning. Your child's desire to wear underwear is not an indication of toilet learning readiness. Please let his/her teachers know when you are beginning this process so they can support you in your endeavor.

Send your child to school in underwear **only** after he/she has been able to stay dry at home for a **minimum of 1 week**. If your child has a potty accident in his/her underwear, staff will attempt to remove solid waste, if it is not imbedded in the fabric. The Preschool does not have the facilities to do a thorough cleaning of soiled clothes.

If a child has repeated accidents in his/her underwear at preschool, the teacher and/or the director will meet with you to determine a more helpful plan. We may require you to put your child in pull up diapers or regular diapers if he/she has repeated potty accidents. This is for health and sanitary reasons. Be patient with your child during this process. Each child will be toilet trained when he/she is ready. Due to licensing regulations, we cannot allow potty chairs or potty seat adaptors.

### Positive Behavior Management

It is our goal to help children develop the conflict-resolution and self regulation skills they need to function effectively. We foster these skills through modeling, facilitation, conversation, redirection and reflection always demonstrating respect for the child as a valued member of our preschool community. We clearly and consistently set limits that ensure the safety and well being of each person at preschool, as well as encourage respect for materials and the environment. If a child has difficulty observing the limits, we assist him or her by following one or more of the corrective steps below:

1. Prevent the child from committing a behavior that might harm himself/herself, another child, a teacher or property.
2. Explain the inappropriate behavior
3. Suggest alternative appropriate verbal and behavioral responses
4. Redirect him/her to alternative activities if he/she cannot handle the current activity appropriately. Then the teacher will invite him or her to return in a more appropriate manner.
5. Notify the parents of the child's difficulty and develop a plan of action for home and preschool.
6. With permission from the parents, request a specialist or childcare consultant (at parents expense) to assist staff and parents in working with the child.
7. If none of these steps are successful, we may ask the family to find alternative placement for the child.

### Biting Policy

At the APJCC Preschool, we recognize that biting, while it may not be acceptable, is normal and natural for toddlers, and not unusual for 2's and preschoolers. Biting frequently occurs in groups of children just on the verge of fluent language. Because biting is a part of the young child's normal developmental process, we take a proactive, rather than a reactive, approach. We structure the

environment and schedule to reduce frustration and encourage pro-social behavior. The teachers will carefully observe the children at all times. The teachers will model gentle behavior and pro-social play.

When a biting incident does occur, the following steps are taken:

1. The teacher will comfort the "Bitee. He/she will wash the bite with soap and water and apply ice. A band-aid, and/or TLC will be dispensed as needed. The teacher will convey messages of comfort: "I'm so sorry you were hurt." "I hope it feels better soon."
2. The teacher will quickly respond with a clear message to the biter: "NO! Biting is not OK! Biting Hurts". Tone of voice, body language, and facial expression all clearly express disapproval. The teacher will recognize the biter's feelings. "I know you are angry, but I can't let you bite."
3. The teacher suggests alternatives to biting behavior, as appropriate for the age of the child; "Next time you can say, "Please move." The seriousness of the incident may need to be reinforced: "NO! Biting hurts! No biting!"
4. The individual families of the children involved will be informed of the incident. It is our policy to only discuss a child's behavior with his/her own family.

The teachers and director will monitor the frequency and severity of bites. If the biting persists, our next step is to have the teachers and administration meet with parents to work together to find strategies to help the child who is biting work through this phase. One strategy may be the hiring, at the parent's expense, of a shadow to prevent further incidents. In extreme cases of high frequency and severity of bites or noncompliance with agreed upon strategies, we may ask parents to withdraw the child from the center.

Biting can be of concern to parents, but is considered a normal part of most children's development, and we ask you to trust that each biting incident will be handled in a developmentally appropriate and professional manner.

### Taking Photos at Preschool and Preschool Events

You are welcome to take pictures and video of your children at the preschool. We ask that you not post on the internet or any social media site (e.g. Facebook) information about or photos of other people's children taken at the school. You are responsible for informing any friends or family members who may attend school events. This policy is established solely for the safety and well-being of the children in the program.

### Procedure Regarding Preschool Concerns

In the event that you have a concern regarding the preschool or your child's classroom, please address the staff member directly involved. If you feel the need to take further action, please see our Director. In the unlikely event that further action is necessary, please share your concern with our APJCC Chief Executive Officer.

# Health and Safety

## When to Keep Your Child Home

Do not send your child to school when he/she is ill. A sick child does not enjoy preschool and endangers the health of other children and staff. If your child can not fully participate in regular preschool activities, please keep him/her at home. It will be up to APJCC Preschool Staff to determine if you need to pick your child up for any concerns we have with his/her health or well being.

According to the Santa Clara County Health Department, the APJCC Preschool is required to send your child home or call one of your emergency contacts if your child has any of the following symptoms. The list may change as we receive updates from the Santa Clara County Health Department.

## Symptoms Observed While at Preschool:

Unusual Behavior-child is cranky or less active than usual-child cries more than usual-child feels general discomfort or just seems unwell or has a loss of appetite

Excessive Runny Nose with abnormal behavior (Runny nose due to allergy is acceptable with a Doctor's note on file in the Preschool Office.)

Fever 100 degrees or above -Few exceptions will be decided by the Preschool Director.

Example: Immunization with normal behavior. The child can return to school 24 hours after the fever subsides without medication.

Diarrhea- (More than one abnormal, loose stool.) This is mandated by the Center of Disease Control. The child can return to Preschool after 24 hours of normal stool. There are NO EXCEPTIONS to this RULE.

Vomiting-The child may return to Preschool after 24 hours of no vomiting.

Eye Discharge-Pink or red eyes, tears, redness of eyelid lining, irritation, swelling or discharge or puss. Child may return to Preschool with visible symptoms ONLY with a doctor's note stating the condition is not contagious.

Severe Coughing-child gets red or blue in the face-child makes high-pitched croupy or whooping sound after he/she coughs or the cough is so persistent that they cannot participate in normal class activities.

Difficult or Rapid breathing

Skin Rash-Unusual spots or rashes that are so uncomfortable that the child cannot participate or that is accompanied by a fever or unusual behavior. Child may return to Preschool with visible symptoms ONLY with a doctor's note stating the condition is not contagious.

Severe Itching of body or scalp or scratching of the scalp

Infected Skin Patch(es)-crusty, bright yellow, dry or gummy areas of skin

Pain-Headache and stiff neck

White or Gray Stool

Unusually dark, tea-colored urine

*It is the Preschool administration's right to ask you to pick up your child if there are any concerns.*

If we notice your child has any of the above symptoms, he or she will be brought to the office, you will be called and your child must be picked up right away. A Preschool representative will attempt to contact a parent first. If the parent is not available or does not pick up the child within 45 minutes, we will begin calling other emergency contacts listed on your child's emergency form.

## Daily Health Check

1. No child shall be accepted without contact between Preschool staff and the person bringing your child to preschool.
2. You must remain in the classroom until your child is accepted by a Preschool staff member.
3. After your child has been determined to be without obvious signs of illness including, but not limited to, fever or vomiting and has been accepted, the Preschool requires that the person sign the child in.
4. The behavior and health of the children will be continually observed throughout their period of attendance.

## Contagious Diseases

If your child contracts a contagious disease, or if your child has vomiting or diarrhea please contact the Preschool Office as soon as you receive the diagnosis. Preschool can then send an exposure notice to all the parents in your child's class and/or Kif Kef group. The notice lists symptoms of the illness so that parents can be alerted. **This policy is for protection of all children and is mandated by the State of California.**

## Hand Washing

To reduce the risk of introducing new germs into the preschool environment, we require that your child wash their hands with soap and water or hand sanitizer as they enter the classroom for the day. Children are also directed and assisted in hand washing routinely throughout the day.

## Emergency Forms

You must complete and return all medical information and emergency forms before the first day of Preschool. Emergency forms must have at least two contacts listed in addition to the child's parents. Remember to read and sign the back of the emergency form. **This policy is mandated by the State of California.**

## Accident Reports

If a child is injured, the staff person attending the accident will complete a report and inform an administrator who will sign it and put it in your child's file. You will be emailed the completed and

signed report. Please note that we do not give out the names of other children involved in incidences that cause injury. The Preschool staff handles altercations and incidences causing accidental injury in an appropriate manner at the time they occur. Please refer to page 16 and 17 in this handbook.

## First Aid Procedures

APJCC Preschool Staff members are certified in First Aid and CPR.

Scrapes are cleaned with soap and water, and then covered with a bandage if there is bleeding. Bites are cleaned with soap and water and then ice is applied.

Any accident resulting in a fall or bump to the body or head will have a cold pack applied to it. The child will be watched for any change in symptoms for the time the child is at preschool. In the event of a continuation of symptoms (swelling, redness of injured area, crying or noticeable discomfort) the parent will be notified. If the parent is not available or reachable the emergency contacts will be called.

If an injury needs medical attention, but is not an emergency, we will call the child's parents. If a parent can not be reached we will call the emergency contacts listed on the child's Emergency form.

If the injury requires immediate emergency treatment, 911 will be called. We will also call our aquatics department and a highly trained life guard will be dispatched immediately. The life guard will take over first aid from the preschool staff until EMS arrives. We will then call the parents. An APJCC Preschool staff member will accompany the child to the hospital, if emergency personnel deem transport to the hospital is necessary.

## Disaster and Evacuation Drills

We conduct monthly evacuation drills to support the children in understanding and remembering what to do in case of a real emergency. During a drill, the teachers proceed as if it is a real emergency. We help the children to quickly and quietly evacuate the building to the back of our playground area. We do not take the time to gather personal items or to put jackets on the children. After the drill, we emphasize the "practice" nature of the drill and acknowledge the children's efforts in learning how to stay safe. Please reinforce these concepts at home.

If you are on campus during a drill, please comply with the requests of Preschool or security staff. Do not remove your child from his or her group until the evacuation drill is complete.

In the event of a major earthquake or other area wide emergency, please do not call the school; come retrieve your child as soon as possible. A sufficient number of APJCC Preschool staff members will stay onsite until all children are picked up.

## Text or Email Alerts

You can receive a text or email alert if the campus closes for any reason. You need to opt into the alert program to receive a text message or email. To sign up, go to [www.apjcc.org/text](http://www.apjcc.org/text)

## Child Protective Services (C.P.S.)

According to State Penal Code 11166, all teachers and childcare workers are mandated to report **suspected** child abuse. Failure to report may result in criminal action. Child abuse includes physical, sexual, or emotional abuse, as well as physical neglect. The APJCC staff is trained to assess situations which may lead them to make a child abuse referral.

## Emergency Kits

You should assemble or purchase an emergency kit for your child that includes the following items:

- An emergency/survival blanket
- Pictures of the child's parents (optional)
- Flashlight with one set of batteries, or light stick
- Non-perishable survival food packets and emergency water for 1 day

Emergency Kits may be purchased through the Preschool Office at a cost of \$15.00 per kit.

If you choose to assemble your child's emergency kit, please use proper "survival" supplies. It should fit into a small box. Do not send juice, snack foods or a regular blanket in Emergency Kits.

## Allergies

Please record your child's allergies; including foods, medicine, and fabrics, on the medical information form. The Preschool Office prepares a list of all children who have allergies and posts it in your child's classroom and Kif Kef room. Children with severe allergies, will have an individualized allergy plan.

## Car Seat Law

In accordance with California Law, any child under eight years old **MUST** use a child safety or booster seat. You will be asked to bring a child seat on the days your child's class will be going on field trips. If your child does not bring a car seat to a field trip, he or she will stay at the Preschool with another class or in the preschool office.

## Policy for Administration of Medication

- I. The parent is urged, with the help of the physician, to work out a schedule of giving medication outside of Preschool hours whenever possible.
- II. The form "Parent Consent for Administration of Medication" must be completed and signed by the parent or the physician. No medication, even over the counter medications, will be administered by

- Preschool staff without a completed form.
- III. Medication must be brought to the Preschool office in the original container clearly labeled with the child's name, the name of the medication, the dosage, and name of the prescribing physician (if it is a prescription).
  - IV. Bring the medication to the Preschool office, not the classroom. DO NOT give your child medicine to self-administer during the day.
  - V. We will refrigerate medications that need to remain cool.
  - VI. Preschool staff will not administer fever reducing medications or cold medications with fever reducers. Children with fevers are not permitted to attend school.
  - VII. Inform the preschool immediately of any change or discontinuation of the prescription.
  - VIII. No medication, including vitamins, is allowed in the child's lunch box, backpack, or anywhere in the classroom. This is for the safety of your child and the other children. We will strictly enforce this safety policy by removing any medication found, and returning it to you at pick-up time.
  - IX. Diaper cream is considered a medication and needs a signed "Parent Consent for Administration of Medication". If your child needs diaper cream, bring it to the office and fill out the form. We will bring the cream to the classroom. If your child regularly goes to Kif Kef, please bring a second container. Diaper cream is the only medication allowed in the classrooms. It is stored out of reach of the children.

## Immunization Policy

Senate Bill 277 requires all children entering preschool or child care to have up to date immunizations. Personal exemptions are no longer permitted, therefore all children entering the Preschool will be required to be current on their immunizations. Medical exemptions are the only exception. An exemption letter from a licensed physician is required.



# Kif Kef Program

The APJCC Preschool provides an enriching extended care program as an option for children attending Preschool.

## Philosophy and Goals

It's our goal to provide a warm and creative environment for the children attending our Kif Kef program. As in our morning Preschool program, we provide experiences that enable the children to expand their world through play and hands-on interaction with a variety of materials. Our staff is fully qualified, warm and nurturing. We are committed not only to keeping the children safe; but also to guiding them through exploration, discovery, social interactions and the development of self-regulation skills.

## Kif Kef Hours

Morning Kif Kef hours are from 7:30-8:30am (offered with minimum enrollment ONLY). Afternoon Kif Kef hours are from 12:00-6:00pm.

## Curriculum for Kif Kef Program

Our curriculum is an emergent one often based on some of the themes that the morning classes are doing, and the children's creative ideas/interests. While following anti-bias guidelines, we also enjoy integrating multi-cultural literature and themes. Below you will find a sample schedule of a typical Kif Kef day. (This varies according to age group.)

### Sample Kif Kef Schedule

12:10-1:30	Outside Play
1:30-2:00	Rest Time/Quiet Activities (Nap Time 1:00-3:00pm)
2:00-3:00	Art/Science Activities/Free Choice Play
3:00-3:30	Snack/Clean up
3:30-6:00	Outside/Free Choice/Reading/Puzzles/Sensorial activities

## Contracting for Kif Kef

Kif Kef is available on an hourly basis. We require that you sign up for Kif Kef by completing a contract for each month. Forms are available in the Preschool Office. We organize, prepare, and staff Kif Kef in advance and the information is needed by the due date of each month. Therefore, contracts that are turned in late will be charged the drop in rate of \$14.00 per hour. No exceptions.

The fee for contracting Kif Kef is \$10.00 per hour. Payment **MUST** accompany contract.

Kif Kef is also available on a drop-in basis. Each day Kif Kef enrollment and staffing is evaluated to determine whether additional space is available. You are welcome to inquire about additional space in Kif Kef on the day you require additional hours to see if space is available.

The fee for drop-in Kif Kef is \$14.00 per hour. Drop in Kif Kef will automatically be charged to your credit card on file. If you do not have a credit card on file, you will receive a bill. Prompt payment is expected.

You will be charged the drop-in rate if you are late to pick up your child from Preschool or Kif Kef past hours for which you are scheduled/contracted. Please be sure to contact the Preschool Office if you feel you will be late in picking up your child. If we do not receive a phone call advising us of your inability to arrive on time, you will be billed at DOUBLE the drop in rate.

Hourly Kif Kef is not available to our Pa'ooton Group- Barvazim and Keshet children. Barvazim and Keshet enrollment is mornings or full days only.

### Absences from Kif Kef

If you contracted for Kif Kef and your child will be arriving late or is absent from Preschool, please call the Preschool Office. Payment is NON-REFUNDABLE for contracted days even if the child is absent from Preschool. Therefore, there are no substitutions for contracted Kif Kef.

### Rest Time and Bedding

There will be a rest time for all children staying in Kif Kef past 1:30pm. Rest time is a great way for the children to relax and have a "down time" during a fun-filled, busy day. Three and four year old napping children who are still awake after 30-45 minutes will have the option of getting up and doing activities. Two year old napping children who are still awake after 1 hour will have the option of getting up and doing activities.

Each child who naps is required to bring a crib sheet and small blanket. The bedding will be sent home at the end of each week to be laundered. State Licensing requires this. Large pillows, quilts, sleeping bags and large stuffed animals will not be allowed due to limited space. For health reasons, we do not allow children to have bottles at preschool. Pacifiers for naptime will be evaluated on an individual basis. Please talk to your child's Kif Kef teacher, if your child needs a pacifier for nap.

Children who fall asleep will be allowed to remain sleeping until wake up time (3:00pm.)

It is the APJCC Preschool Policy that we will not wake up children early per your request. If your child is beginning to outgrow naps, or you have any questions or concerns regarding naps, please see the Kif Kef director or the preschool director.

### After Closure Pick-up

The APJCC Preschool closes promptly at 6:00pm. If you arrive to pick your child up after 6:00pm (or after 12:00pm or 3:00pm on early closing days) according to the APJCC clock, you will be charged a fee of \$10.00 for the first 5 minutes, or any fraction thereof, and \$1.00 for every minute thereafter.

If parents fail to notify the APJCC Preschool of their delay and an emergency pick-up person (as authorized in your child's emergency records) cannot be contacted by 6:45pm, Santa Clara Child Protective Services will be notified for the further protection and safe care of your child. CPS telephone number is (408) 299-2071.

## Family Involvement

We strive to make our Preschool welcoming to both children and parents. Your comfort in the program is an essential factor in your child's success at the Preschool. Please know that your comments, suggestions and feedback are always welcome.

We invite your participation in our Preschool program. There are several ways that you can get involved on an ongoing basis. Some ideas are:

- Visiting your child's classroom to share a hobby, profession or skill
- Arranging a visit from a grandparent, sibling or pet
- Chairing or helping with a small fundraising event
- Volunteering to be a room parent
- Participating in class parties
- Helping at school events
- Driving or chaperoning field trips (3s and preK classes only)
- Helping in the preschool garden
- Serving on the Early Childhood Education Committee

## Email Communications

In order to be more environmentally responsible, we are using email as our primary means of communication. Parents will receive periodic classroom, Kif Kef and school wide newsletters. These communications will be delivered electronically via email. If you do not have access to email, notify the preschool office and you will be provided hard copies of communications.

## Calls to Staff

The staff is committed to keeping you updated on your child's progress. Pick-up and drop-off are not appropriate times to speak with your child's teachers at length. If you need to speak with your child's teachers, please arrange a meeting time with them, or call the Preschool Office. We will make certain that the teachers receive the message. The teachers will return your call as soon as they are able. Please do not call staff at home or on their cell phones.

## Parent-Teacher Conferences

Parent-teacher conferences are held formally twice a year, unless your child's teacher feels more frequent conferences are appropriate. If you have a concern that you want to discuss with your child's teachers at other times during the year, please feel free to approach your child's teachers directly to set up an appointment.

## Family Communication Folder

Every child has a file in our rolling cart. Information that cannot be emailed will be placed in the folders. Please check your child's folder frequently to retrieve important information. To spare feelings DO NOT USE THE FOLDERS FOR BIRTHDAY PARTY INVITATIONS UNLESS THE ENTIRE CLASS IS INVITED. In addition, the APJCC Preschool does not celebrate Halloween, Valentine's Day, Christmas, St. Patrick's Day and Easter. Please keep this in mind around each of these holidays. Do not use the folders at the preschool for cards or invitations for these holidays. (They will be removed from the folders if the above guideline is not followed.) Please check with Preschool Administration before putting anything in the folders.

## Classroom White Boards

All teachers will write some information about what the children did that day at school on the white board for their classroom. You can use that information to ask your child specific questions about their day. This is a good way to reinforce for your child some of what they did at school and engage with them about their day.

## Ongoing Communication

For ongoing relationships and to help your child through family transitions, it is important to keep us informed of any change in your child's life. Things that seem like "grown-up business", such as a parent's job change, can affect your child's behavior and adjustment at school. So, please let us know through email, in person or a note when things come up.

## Emergency Communication

In the event of changes or emergencies that would affect Preschool drop off or pick up time or location, you will be notified as soon as possible through email and/or phone call. You can opt to register for APJCC text or email alerts which will send you a text or email when a campus wide emergency occurs. For example a campus closure due a power outage. To sign up, go to [www.apjcc.org/text](http://www.apjcc.org/text)

## Reasons for Dismissal

The Administration reserves the right to dismiss or refuse admission to anyone unwilling to comply with the school's requirements. Reasons for termination shall include (but not be limited to) the following:

- Any account delinquent for more than 30 days
- Three incidents of Late Tuition payment.
- If the parent or guardian refuses to complete and sign forms required for the entrance or the continued enrollment of their child.
- Refusal by the parent, guardian or emergency designee to pick up a child deemed unable or unwilling to participate cooperatively in classroom activities due to illness, possible impending illness, lethargy, or uncontrollable harmful and/or disruptive behavior.
- When a child is causing repeated harm to himself/herself or others due to dangerous or unsafe behavior.
- In the event the APJCC Preschool is unable to meet the needs of the child and/or parents or guardians.
- Failure to provide the APJCC Preschool with current work and home telephone numbers and to report any changes which would enable the APJCC Preschool to contact parents/guardians in the event of emergency or illness in the most expeditious manner.
- Disregard of mandatory sign-in and out procedures.
- Behavior of the parent/guardian or caregiver that may be reasonably interpreted as harassment, verbal abuse, or physical abuse toward the APJCC Preschool Staff or others present at the Center. This behavior will not be tolerated by the APJCC.
- A parent/guardian or caregiver who is observed physically touching or speaking to a child other than their own in a way deemed inappropriate. This type of behavior is unacceptable and will not be tolerated by the APJCC.
- Unescorted arrivals and/or lack of parental supervision of children prior to classroom admittance and during pick-up.
- Refusal to comply with the policies and procedures outlined in the APJCC Preschool Family Handbook.