

# Early Childhood Family Handbook 2017-2018



Mrs. Charna Schubert  
Early Childhood Director

# To empower & inspire



## MISSION

The Margolin Hebrew Academy / Feinstone Yeshiva of the South is a warm, community-focused, values-driven Orthodox Jewish day school that **empowers** and **inspires** its students with the knowledge and skills they will need to meaningfully contribute to all aspects of society.

## VALUES

We are committed to:

- The importance of Torah learning and Torah living
- Rigorous academics in both general and Judaic studies
- Rethinking and reimagining education for a rapidly changing world
- Integrity, kindness, respect, and responsibility as foundational values of Jewish life
- A love of G-d, the Jewish people, and the State of Israel.

## 2017 / 2018 –EARLY CHILDHOOD FAMILY HANDBOOK

### ADMINISTRATION and STAFF

#### Educational Administration

Rabbi Benjy Owen	Dean
Mrs. Charna Schubert	Early Childhood Director

#### Office

Dr. Bradley Karasik	Chief Operating Officer
Erica Stoltz	Assistant to the Dean
Francie Schneider	Office Assistant
Lauren Wood	Bookkeeper
Amanda Minner	Receptionist

#### Kitchen

Sandra Osdoba	Kitchen Manager
---------------	-----------------

#### Maintenance

Steve Sims	Building Supervisor
Brian Bailey	Maintenance Staff

\* Notice of Non-Discrimination \*

*The Margolin Hebrew Academy/Feinstone Yeshiva of the South admits students of any race, color, national or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color or national origin in the administration of its educational policies, admissions policies, scholarship programs or other school administered programs.*

## 😊 **PURPOSE OF HANDBOOK**

The administration of MHA / FYOS is deeply appreciative of your decision to enroll your child in our Early Childhood Program. We are proud of our exceptional educational program and we look forward to watching your child grow socially, academically, and religiously over the coming year. Achieving maximal student growth, though, is predicated on a strong partnership between both the home and school. Neither can work effectively without the understanding, support and assistance of the other. Guiding the development of the child is a cooperative endeavor. Therefore, it is very important that there is open communication between parent and teacher. The purpose of this handbook is to develop a better understanding of the Margolin Hebrew Academy Early Childhood Department.

## 😊 **EDUCATIONAL PHILOSOPHY**

The MHA/FYOS Early Childhood Department is designed to promote learning through play and creative educational experiences in a warm and nurturing environment. Teachers use developmentally appropriate practices to reach these goals while recognizing that students learn and grow at different rates and have different interests. It is of the utmost importance that all of the students experience an open and caring learning environment which nurtures their love for school, fosters the creation of healthy relationships with their peers, and begins to build a rich and positive Jewish identity.

## 😊 **EDUCATIONAL PROGRAM**

The curriculum in our Early Childhood classrooms is an integrated curriculum. This means that students can be learning about Jewish holidays, colors, mathematics, literacy or science at the same time through various activities. Students learn many things about life and their environment through hands on activities, songs, books, free play, art, library, music, and PE. The Kindergarten math, reading, and Ivrit curricula coordinate with that of the elementary division providing a solid foundation for success in the Elementary School while maintaining a creative, center-based, enjoyable environment.

## 😊 **ADMISSIONS**

Students are accepted into our Pre-K 3 program if they have reached the age of 3 by August 15 of each school year. They are accepted into our Pre-K 4 program if they have reached the age of 4 by August 15 of that school year. They are accepted into the Kindergarten if they have reached the age of 5 by August 15 of that year. All children must be **completely potty trained** to attend the early childhood program.

## 😊 STAFFING

Our ECE classroom are staffed by well trained and highly experienced lead teachers as well as caring and capable assistants during the school day. The lead teachers are responsible for planning the learning activities for the children. They are also responsible for supervision of the overall environment in the classroom. The lead teacher is ultimately responsible and in charge of her area and the assistant's work.

All teachers have appropriate degrees and experience.

The Early Childhood Director supervises the total program. Her responsibilities include curriculum development, in-service training, ordering of materials for the enhancement of the curriculum, and general programming and recruitment. Parents should feel comfortable to contact the early childhood director for any questions or concerns.

## 😊 SCHOOL HOURS

The school day begins at **8:00 AM daily**. Drop-off in the morning begins at 7:45. **PLEASE NOTE: There is no supervision of students before 7:45 AM.** Children should not be dropped off or arrive before that time as the school cannot assume any responsibility for their care and safety. **Pre-K 3 & 4 dismiss Monday-Friday promptly at 2:00 PM. Aftercare dismisses at 3:45 on Monday – Thursday and at 3:00 on long Fridays. There is no aftercare on short Fridays or on early dismissal days.**

The aftercare program runs from 2:00 until 3:45. Students can be signed up in advance for the aftercare program through the front office. Drop-ins are permitted: please call the office on the day needed to insure that there is space available. **Students not picked by 2:10 will be brought to the front office to wait for your arrival and you will be billed the aftercare drop in rate for the day.** Parents are requested to strictly observe the hours of operations, so that children are properly supervised at all times. **Aftercare and Kindergarten students are dismissed at 3:45. Anyone picking up after 4:00 p.m. will be billed at the aftercare drop in rate for the day.**

There is also an extended after-care which runs from 3:45-5:30 PM Monday – Thursday. Contact the Early Childhood Director for details.

😊 **CARPOOL, MORNING DROP OFF, AND PICK UP SAFETY**

Parents of preschool students can either park and walk their children into the building or drop them off curbside where there will be an administrator to help them safely inside. If you do decide to park your vehicle, please park in the designated parking areas only. **Please do not park in the FIRE LANE directly in front of the building, or in any handicapped parking spaces.**

**An adult must sign the sign in sheet for each child. An administrator will sign in/ out all students that arrive or are picked up during carpool times. Anyone who arrives after 8:05 a.m. or is picked up before 3:45 p.m. (2:00 for Pre-K) or after 4:00 p.m., must come into the front office to sign their children into school. This is a requirement from the Department of Education and must be followed. If you are late, please walk your child to the classroom to ensure they make it to the classroom safely.**

**Please help us by following these rules! Specifically, If you pull into the parking lot at 4:00 p.m. you are late. Please park in a spot and come inside to sign your children out. We strongly encourage you to come closer to 3:45 to ensure you are on time.**

For the safety of your children, no child will be dismissed from school or from class prior to the regularly scheduled time unless a parent (or authorized person) signs the child out in the sign-out book in the office. Upon return, please sign the child back in to school. Remember, children cannot wait for you in the office, as your signature is needed before they can be released from class.

**If your child will be going home with a friend, you must send a note from home or call the office with the information. No child will be released to someone other than their normal carpool without prior notification. No exceptions.** Teachers often do not see texts during the day- please make sure to contact the office with any changes to pick up for the day.

😊 **CAR SEAT POLICY**

MHA and the teachers at MHA are delighted to assist you as parents and/or drivers of the car by helping the children into their car seats at the end of each school day. To accommodate you, we are happy to place the children in the car seats. Then, you as the parents or the driver of the car can pull the car into a parking space to check that each child is secure before you leave the parking lot. It is the responsibility of each parent or driver of the car or carpool to be sure the children are secure in their car seats. For information about the TN Child restraint laws, please visit <http://www.tn.gov/safety/article/newCRD>.

## 😊 ATTENDANCE

Regular attendance is encouraged. If a child is absent, parents should email or call the school that day, stating the reason for the absence. If parents *anticipate* an absence, they should contact the teachers. If your child is sick, please make sure to call the school and inform us. Coming to school on time is not only a good and important habit to develop; it is also a matter of consideration and *Derech Eretz*. Please do your best to facilitate the consistent practice of prompt arrival.

## 😊 DAILY ROUTINES/ OUTDOOR PLAY

Each classroom teacher will have a daily schedule posted in her room. The MHA/FYOS will post notices of special events and activities. We also provide an opportunity for outdoor play every day. Please make sure to send appropriate outerwear for the day, as the children will go outside if the temperature is above 32 and below 95.

**Sunscreen note:** Please apply sunscreen to your child before school each day. Teachers will not apply sunscreen in the mornings. Please sign a sunscreen permission slip (available from classroom teachers) if you would like the teachers to apply sunscreen for afternoon outdoor play.

**Insect Repellent:** When public health authorities recommend the use of insect repellent due to a high risk of insect-borne disease, please use repellent that contains DEET. Staff will not apply insect repellent to children so please make sure to use it at home.

## 😊 TOILETING/ ACCIDENT POLICY

All students must be fully toilet trained when starting school. At times, accidents will happen. Our policy for accidents is as follows:

1. If a child wets their pants, a teacher will help them change their clothing. Clean clothing should be sent in the following day to keep in their bin. Please make sure they always have a season appropriate change of clothing. If a child repeatedly wets their pants, the teacher and parent will meet to discuss a plan. We expect all children to be fully toilet trained.
2. The first time a child soils their pants, we will clean them to the best of our ability and a parent will be called if it requires washing their child. We do not have facilities and changing tables. If a child soils any additional times during the school year, we will contact a parent, and they will be expected to change their child. We do not have the ability to help bowel movement accidents on a regular basis.

## 😊 ILLNESS/ALLERGIES

Facilities are not available at the MHA/FYOS for sick children. If a student becomes ill during school hours, the student will be sent to the office. If a fever is detected, if the student has vomited or has persistent diarrhea, parents will be requested to take the student home. If a student needs to stay at home due to an illness, please notify the school office/teacher in case other parents need to be notified of a possible contagious illness in the class.

**A child whose ailment is contagious will not be allowed at school with or without medicine. Children must be fever-free for 24 hours prior to returning to school. If a child vomits, please wait 12 hours to determine that there is no recurrence. If there is vomiting within 12 hours of school, please keep your child home for the day.**

**If your child becomes sick during the school day, we will contact you and your emergency contacts immediately. We expect you to pick up in a timely manner.**

Children are not allowed to have prescription or non-prescription medication in their possession, including Tylenol, Motrin, or other non-prescription medications. The office will only dispense non-prescription medication to those that have medication forms signed by parents on file in the office. Prescription medication must be sent to the office in the original container. It must have the child's first and last name, prescription number, medication name and dosage, times of dosage, physician's name, and pharmacy name, address, phone number and written directions from a licensed health care provider. All prescription medication will be kept in a locked cabinet in the office.

Please inform the MHA/FYOS of any allergies your child may have. A form for this purpose was provided with the registration packet. Your child's teacher will be informed of such and will contact you directly to fill out an allergy procedure form.

## 😊 HEALTH REGULATIONS

State law mandates that we have complete up to date immunization records and birth certificates for each student. **These records must be on file in the school office before a child can be admitted to class.** Children will not be admitted to class without these forms on file. **NO EXCEPTIONS!**

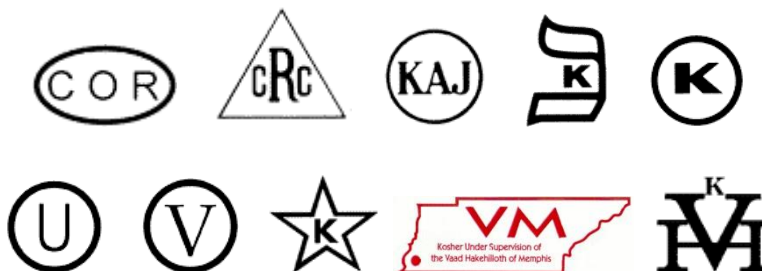


☺ **EMERGENCY CARE**

Accidents are inevitable whenever large numbers of children gather. We strive to prevent mishaps through safety instructions, elimination of dangerous equipment, alert supervision and other safety procedures. However, despite precautions, we cannot completely avoid injuries. Therefore it is critical that the school is able to quickly contact a child's parent if the need arises. At the time of registration, parents must give the school emergency information (who to call in case of emergency, name of doctor, insurance information). If parents cannot be contacted immediately, the school will then notify other persons designated by the parents to call in case of an emergency. Please keep emergency information current. Each EC class has at least one CPR/ First Aid Trained teacher with them at all times.

☺ **LUNCH AND SNACKS**

All food brought from home must be certified Kosher with proper Rabbinic supervision. While we understand that different households have varying levels of Kashrut observance, when it comes to school, please make sure that everything is of the highest standard. Children are extremely sensitive in this area; they may feel uncomfortable if a teacher or fellow student brings to their attention a questionable item. Following are the symbols of acceptable Kashrut supervision agencies:



Please restrict the food items you send to school to those bearing one of the above symbols.

Additionally, in the past few years, there have been problems with food items brought from Israel. Their Kashrut is sometimes questionable, and it is disconcerting to parents and children alike when they cannot distribute these treats to their friends and classmates. If you wish to distribute Israeli candy to any class, please contact the Administration prior to sending the candy with your child to school. Please note that Elite candy products must bear either an (U) or a Badatz-Yerushalayim certification. As with all matters of Kashrut in the school, if you have any questions, please call an Administrator.

**LUNCH PROGRAM:**

The school will again be offering a lunch program. The office sends out monthly menus. Please adhere to the deadlines as instructed by the school office.

Please note: School lunches are brought to the classroom. If a student does not like his lunch, there is an option of a bagel. We do not have the ability to substitute other foods in the ECE besides bagels. Please make sure your child likes the lunches and is willing to eat them.

**CHILDREN ARE NOT PERMITTED TO EXCHANGE OR SHARE FOOD ITEMS.**

Children in Pre-K 3 may not be served the following food: hot dogs (whole or cut into rounds), whole grapes, nuts, popcorn, raw peas, hard pretzels or sticks, spoonful of peanut butter, raw carrots, and chunks of meat larger than can be swallowed whole. School lunch hot dogs will be cut into long strips for the children who have ordered them. **We do not serve these foods at snack and cannot allow Pre-K 3 students to eat them in school. Please do not send them in your child's lunch. We will need to send home any foods that are choking hazards to young children.**

If you send a home lunch with your children, please send it with them in the morning. Lunch boxes or bags should be clearly labeled. Please send spoons, forks and paper products when needed; the school does not provide these items. **Please do not send food that needs to be microwaved or that requires hot water!**

**Please send a frozen ice pack or frozen drink in your child's lunch to keep it cool all morning. This will prevent foods from spoiling.**

If your child has forgotten to take lunch from home, or if you on occasion need to drop it off, please bring the lunch to the front office by 11:00 a.m. Please do not make a habit of bringing lunches late.

 **REST TIME**

All children will have rest time after lunch. Although children will not be forced to go to sleep during the rest period, nor criticized for not going to sleep, they will be required to rest quietly so that children who want to sleep may do so. Children are required to have a mat cover (crib sheet) and a small, thin blanket to cover them. Blankets/mat covers will be sent home **weekly** for laundering. Please return these items to the school each week so your child will have them for rest time.

## 2017 / 2018 –EARLY CHILDHOOD FAMILY HANDBOOK

All children are required to have a **2” thick trifold sewn rest mat**. These can be purchased from knowledge tree. Or this link can be used as well: <http://happinappi.com/tri--fold-vinyl-rest-mat.html> No other mats will be accepted. **Any mat with a rip in it may not be used for sanitary reasons.** Please contact the early childhood director with any questions.

### 😊 IKaRR

The IKaRR Initiative is a school-wide awareness campaign designed to focus the attention of students, teachers, administrators, and parents on the core Torah Values of Integrity, Kindness, Respect, and Responsibility. In addition to being an acronym, IKaRR is a Hebrew Word meaning the “most important thing” and, as such, it conveys importance which ought to be placed on these values in our daily lives as Jews. Throughout the year and throughout our divisions, numerous programs and learning opportunities will be geared toward enhancing our school community’s understanding and appreciation for these essential character traits. We will also have monthly gatherings to discuss IKaRR in the early childhood.

### 😊 BEHAVIOR GUIDELINES

At the Margolin Hebrew Academy, we fully subscribe to the moral imperative of “*Derech Eretz Kodmah La-Torah*” – “Appropriate conduct is a prerequisite to Torah study and living.” Therefore, we work to guide children to make appropriate choices and to respect their friends, teachers and environment. We follow a developmentally appropriate schedule that allows for children’s needs to be met in a variety of different settings. At times, children still require discipline or guidance to make good choices. Each teacher will follow the early childhood discipline policy. Individual classroom management plans will be implemented by the classroom teachers. At the Parent Orientation, the teachers will clearly delineate and explain their classroom management plan.

The following are some principles we follow.

1. Modeling appropriate behavior and talk.
2. Focus on choices without judgment of the child. We focus on the child’s actions as appropriate or inappropriate but do not judge the child as bad or good. If a child grabs a toy we will say, “That was not a good choice.” But we will never say “you are bad.”
3. Give children language and words to express themselves. Our youngest students struggle with finding the right words to express themselves and often resort to hitting or crying as their first method of expressing anger.

## 2017 / 2018 –EARLY CHILDHOOD FAMILY HANDBOOK

We remind them appropriate ways to use our bodies and then help them express themselves in words.

4. Positive reinforcement. We catch children when they are acting appropriately and verbally reward them for those behaviors.
5. Providing natural consequences for children. We do not punish or enforce time out. However, we do provide consequences that fit the behavior. For example, if a child is throwing toys, we remind them to treat our toys with respect and ask them to clean the toys up. We help them follow the action. If a child does not respond to natural consequences or is violent, we do ask them to sit out for a few minutes until they are ready to come calmly and follow the consequence. They control when they are ready to rejoin the group.
6. If a child repetitively demonstrates a challenging behavior and does not respond to these policies, teachers, parents and administration will work together as a team to develop and implement an individualized plan that supports the child's inclusion and success.

### BITING POLICY

Biting is uncommon at this age. However, there are times that it does occur. Due to the health concerns associated with biting, the MHA feels it is important to protect all children. Both the parent of the biter as well as the bitten child will be contacted. Our first role will be to comfort the hurt child and remove the biter from the situation. Any child who bites will visit Miss Charna's office. If the biting happens more than one time, the child will be sent home for the remainder of the day. If this becomes a consistent problem, further action will be taken. Our goal is to keep every child safe in a loving classroom!

### DRESS CODE

Students in Pre-school and Kindergarten are not subject to any specific dress code. They should come dressed comfortably and appropriately in clothes they can easily manage in the bathroom. We paint and glue almost daily and we do wear smocks during these activities. However, please remember to dress your children for mess. Boys are encouraged to wear kippot and tzizit each day. Student should wear sneakers or other comfortable shoes to insure safety throughout the day. **No crocs, flip flops, or open toe shoes are allowed in school. This is for your child's safety.**

## 😊 PARENTAL INVOLVEMENT

Parent involvement in their children's education is a very important part of the MHA program. We believe that all children will learn more and have more positive attitudes towards school, higher aspirations and other positive behaviors if they have parents who are aware, knowledgeable, encouraging and involved. Parents are encouraged to volunteer and participate in all school functions. We also request that parents attend all scheduled meetings and conferences (see below). Parents are encouraged to talk with the classroom teachers and administrators to discuss goals and plans for their child. Parents should feel comfortable to contact teachers and administrators at any time throughout the year to discuss their child's development. Parents are also encouraged to participate on a Parent Advisory Committee. Please call Miss Charna if you are interested in volunteering.

## 😊 PARENT TEACHER CONFERENCES

Parent/Teacher conferences are scheduled twice each year. We strongly suggest that all parents avail themselves of the opportunity to further the home/school educational team by participating in these conferences.

## 😊 ASSESSMENT POLICY

The primary aim of the Margolin Hebrew Academy is to give each child the best education possible. We are very aware that children differ in their learning styles and academic ability. Therefore, we assess each student in a variety of different ways. Some of the many different methods of assessment are: giving the children opportunities to self-assess, observing and listening to get an idea of what and how the children are thinking, documenting their learning style, their social skills and their use of language, collecting samples of their work, art, and dictation and other methods.

Children will be assessed in a non-stressful environment. Children will never be forced to complete standard testing or formal evaluations. Children will be given numerous opportunities to answer questions and to complete assignments. Formal assessments will always be combined with informal methods of assessment.

We believe children should work together with teachers and take responsibility for their own learning and assessment. Children will work with teachers to design standards against which to judge and monitor their achievement. This will include, but is not limited to, choosing work samples to place in their portfolios as

## 2017 / 2018 –EARLY CHILDHOOD FAMILY HANDBOOK

well as discussions with teachers about their work and assessments. Results will be shared with parents at parent teacher conferences.

The Administration is always available to meet with parents and proactively work towards their child's success in the school. Should the teacher become concerned about a child's progress, we will meet with the parents to explain our concerns carefully and offer a number of options. The school reserves the right to mandate counseling or intervention for any student whom the administration perceives is having consistent problems in school.

### 😊 **CONFIDENTIALITY**

The Margolin Hebrew Academy will maintain the confidentiality of all student records. Any information collected will be used to benefit the child's school experience. No one has immediate access to student files except authorized school staff. All personal files are kept in a locked file cabinet in the office. We are happy to work with families and support agencies and physicians to help their child. Our teaching staff and administrators must have written consent from the child's parent in order to speak to anyone outside the school. Please see the Early Childhood Director for the appropriate authorization forms. **We will not speak to anyone without signed forms.** This is for your child's protection.

### 😊 **ABUSE POLICIES**

As the school is deeply committed to the safety and well being of every child, all staff must be trained in Tennessee Child Abuse policies. Staff who have "reasonable cause to believe" a child is being abused or neglected, are mandated by law to report that suspicion to the state department of Children's Services.

If an employee or staff member of our school is accused of sexual or physical abuse at our school, parents of the child should immediately report such to the Head of School. In the event that the alleged victim is not comfortable reporting to the Head of School, the report should be made to the President of the Board.

In response, the staff member will be immediately suspended and removed from the premises until an investigation is conducted and concluded. The accused staff member shall be afforded a reasonable opportunity to respond to the accusation. As a result of the accusation and/ or investigation, the school may, in its sole discretion, take disciplinary action up to and including termination of the staff member. The school shall maintain the confidentiality of the investigation to the extent possible, but shall abide by all municipal, state and/ or federal regulations and laws.

## 😊 CLOTHING AND TOYS

For your child's comfort, we have asked that you bring a complete change of clothing (underwear, socks and outerwear) clearly marked in some way for identification. These items should be sent in a Ziploc bag which is also clearly labeled with your child's name. These items will be kept in the classroom and used when necessary. Soiled items will be returned to you in the Ziploc bag with a note. Please send in a clean set of clothing the next school day in a clean Ziploc bag. **Please note: If your child has an accident and does not have a change of clothing or underwear at school, you will be asked to come bring them clothing immediately.** The children's clothing should be comfortable and adequate for the weather. Toys will be provided by the school and none should be brought from home, except at the special Show and Tell time or other times as indicated by your child's teachers. **Pacifiers are not allowed in school at any time.**

## 😊 COMMUNICATION

Please feel free to contact the classroom teacher and administrator to discuss your child's education and care at any time. Emailing teachers is an easy way to open a dialogue and ensure communication. We look forward to talking with you to make this the best experience for your child.

All necessary communication with your child's teacher should take place in person in the morning at drop off time, or in writing, via e-mail, or through the school office.

The email address for every teacher and administrator in the school follows the same formula: [firstname.lastname@mhafyos.org](mailto:firstname.lastname@mhafyos.org) for example: [Charna.schubert@mhafyos.org](mailto:Charna.schubert@mhafyos.org)

Teachers will communicate with home via weekly notes or emails regarding your child individually. Class newsletters will be emailed each Friday.

## 😊 GRIEVANCE PROCEDURES

MHA recognizes that situations may arise concerning the care of a child that may require formal or informal procedures for resolution. When a parent needs to resolve a question concerning the care of a child, they are encouraged to first discuss the issue with the lead teacher. If no satisfactory resolution can be found, the Director will mediate the matter. If a successful resolution can still not be found, the Dean of the school will mediate the matter until an acceptable resolution has been reached. Challenges to materials of all types will be handled on a case by case basis by administrators. Questions of Jewish laws or traditions will be brought to the Dean. Additionally, constructive comments and criticisms are welcome. A translator will be provided if necessary to help the discussion.

## 😊 VISITORS AND SECURITY

All visitors will be buzzed in by the receptionist (the buzzer is silent). **Everyone must sign in at the front desk and receive a Visitor's Pass.**

Parents and other visitors are asked to confine their business to the Front Office and not go into the classroom wings or the lunchroom without a Visitor's Pass.

Parents visiting the school should remember that they are examples to the children and should dress appropriately on the school premises. For your convenience, Kippot are available in the school office.

**Open Door Policy: Parents are welcome to visit and observe a class.** Please sign in at the office when coming to observe a class or visit the school. **As a rule, out of town school age visitors are not allowed to attend classes.**

Parents are encouraged to carefully follow all school guidelines to help us ensure the continued safety of the children.

## 😊 EMERGENCY CLOSING

The school will make an independent decision regarding the closing of school due to inclement weather or hazardous driving conditions. If, in the opinion of the administration, the roads are safe enough to drive, there will be school. If possible, we will open late rather than cancel the school day. Every day of school is important; therefore, these decisions are not made lightly.

Please listen to your radio and television stations for announcements, and details will be provided, or check email. Decisions and announcements are usually made before 6:30 a.m.

In the event there is a need to close school early during the school day, you will be notified by phone.

## 😊 PARTIES AND SPECIAL EVENTS

In-class birthday parties for children are permitted. Older students may not leave class for in-school birthday parties of their siblings. All arrangements for in-school parties must be made through the teacher. Surprise visits by clowns or balloon deliveries will not be permitted. Parents may bring cupcakes (with proper Kashrut certification only - **no home baked items**) or TCBY for the planned party.

We request that when a party is planned for your child outside of school, if all children are not invited, all invitations should be sent through the mail. Children



## 2017 / 2018 –EARLY CHILDHOOD FAMILY HANDBOOK

are very sensitive and easily hurt when left out of these activities. If it is not possible to invite the entire class, please use good judgment and consideration in planning these events.

### 😊 **FIELD TRIPS**

In order for a student to attend a field trip, a permission slip must be signed and returned to the school by a parent. Only certified kosher food may be brought or purchased on the field trip. Booster seats are required by State law for all field trips involving children through 9 years or under 5 feet tall.

### 😊 **LICE**

In order to maintain a sanitary and lice free environment in the school, mandatory lice checks will be held from time to time. **Any student that does not attend a mandatory lice check will not be admitted to class, until he/she is checked by a school authorized lice checker.** In the event a student has either nits or lice, he/she will be sent home from school for appropriate treatment, and will only be re-admitted when found to be nit free by an authorized school lice checker. The school will also notify and re-check siblings and classmates of that student. Parents must take students returning from a trip to Israel to be checked by an authorized lice checker before being re-admitted to class. Contact Mrs. Gersten for authorized lice checkers.

### 😊 **RENWEB**

All teacher records (lesson plans and attendance records) are kept and updated on Renweb. In addition, messages, announcements and newsletters can be posted for everyone's information. For log in information please contact the school office.

**We are looking forward to a wonderfully enriching and successful year for our students. We thank you for your continued support of your children and our school**