

B”H



2023-2024
Preschool
Family Handbook

August 1, 2023

MISSION STATEMENT

“EDUCATE A CHILD ACCORDING TO THEIR WAY.” (Proverbs)

ADMINISTRATION

Rabbi Yitzchok Newman/ Head of School
Mr. David Weiss/Principal
Chanie Perelmutter/Director of Preschool

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Welcome to the Karp Early Childhood Center!

A quality early childhood program is instrumental in laying the foundation for future academic success. You will find our environment to be warm and secure, designed to allow each child to maximize his/her potential for growth and development. We encourage you to read this handbook, which introduces you to our center's curriculum and philosophy. You will discover why we hold an exemplary reputation as leaders in education.

Welcome to the extended family of the Hebrew Academy!

ABOUT OUR SCHOOL

The Hebrew Academy was established in 1969 as a special day school that provides a full curriculum of academic and Judaic studies for students ranging from nursery through high school.

Our educational methods encourage students to become independent, responsible, resourceful and creative learners. The role and function of the staff is to maximize the possibilities for successful learning by providing a responsive environment with personal guidance and support. This learning opportunity provides development for a love of learning, self-respect, independence, and positive self-esteem.

We recognize our actions serve as a powerful model. Therefore, we stress positive attitudes creating that special warm and nurturing environment to maximize the potential of our children.

STATEMENT OF NON-DISCRIMINATION

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

In adherence to the Americans with Disabilities Act (ADA), our program does not discriminate based on a child's disability, and we strive to offer reasonable accommodations to enable children with disabilities to become fully included in the program.

OPEN DOOR POLICY

Parents are always welcome to visit the Preschool. We have an open door policy for all parents of children currently enrolled in our program. Parents must check in with the office upon arrival.

There are opportunities for parents and grandparents to participate at the school providing additional enrichment activities as the need or “teachable moment” occurs. Career exploration and discussions about community helpers are often enriched with the presence of parents, grandparents, or friends of the school who contribute generously to the classroom enrichment.

STAFFING

Our teachers are all certified, professional early childhood educators. They participate in local and national seminars, in-service training, and weekly staff meetings. This ensures they remain current on new and improving research and philosophies in the field of early childhood education.

The Hebrew Academy's Early Childhood Center has provided a superb educational program to our community for over 50 years. **All students signed in are under the supervision of an adult at all times.**

PHILOSOPHY

The Hebrew Academy's philosophy strives to educate the total child by creating an environment, which encourages the child's intellectual, emotional, spiritual, and ethical growth. We aim to instill a sense of self worth and a lifelong commitment to learning and Judaism.

Our philosophy includes a balance of play and academics and developmentally appropriate curriculum in an extended family atmosphere. Our program also stresses a comprehensive Jewish Studies program that is based on the Torah. We believe in developing competent, enthusiastic, resourceful citizens able to succeed as loyal Americans and proud Jews in an increasingly complex and technologically demanding culture.

The creation of the State of Israel is one of the seminal events in Jewish history. Recognizing the significance of the State and its national institutions, we seek to instill in our students an attachment to the State of Israel and its people as well as a sense of responsibility for their welfare.

WHY CHOOSE THE HEBREW ACADEMY PRESCHOOL?

Our atmosphere is open and inviting, allowing children to express themselves and thrive.

Our teachers are professional and warm, allowing for maximum communication between parents and staff to encourage and promote the best school experience for your child.

Our program is designed to help children discover the world around them and what effect they have on it. They are encouraged to explore and learn by doing. They are taught to share and care about their heritage and family. This becomes an integral part of their lives and helps build self-esteem.

Our format is open-structured, allowing the children to make choices and solve problems.

Our activities give expression to social, emotional, cultural, cognitive, and physical development. Basic skills are developed for the continuation of educational success.

AN ACADEMIC DEVELOPMENTAL CURRICULUM

The Early Childhood Program of the Hebrew Academy is based on a philosophy which encourages the development of each child according to that child's developmental readiness. In practice, this means all children participate in exploratory activities which use all the child's senses: touching, seeing, hearing, smelling, tasting and actively moving about the classroom in order to experience all the sensory opportunities available at the moment.

The classroom environment supports these developmentally appropriate activities. Centers that encourage role-playing, active learning, quiet time, reading, music and movement along with many other activities that allow each child to stretch the neural networks of the brain. This is a crucial time when children are capable of learning and growing at rapid rates. Children are exposed to pre-reading activities on a daily basis through our literacy program. The presence of visually supportive materials encourages early literacy. Exposures to the written word are daily experiences for early childhood students of The Hebrew Academy.

Outdoor activities are also supportive of a developmental program. Gardening, woodworking, riding tricycles, water play, digging in the sand, and exploring art provide opportunities for both creative and physical activity. The children enjoy daily exercise in our beautiful, modern playground. They delight in climbing, swinging and balancing. This encourages large and small muscle development.

SWIMMING - COOKING - SCIENCE - ART - LITERACY – MATH – SHABBAT - ALEPH-BET - DRAMATIC PLAY - GARDENING

Does this sound like an exciting program? We think so and our students do, too! We designed our curriculum to bring those smiling faces back each day with eagerness and high spirits. Both our general and Judaic themes integrate language, science, music, math, and art activities. Using all five senses and all the domains of development, the children explore and experience their world in a fun -- and sometimes messy way.

In our warm, nurturing environment, children experience a positive, active, fun-filled day. Families choose our center because of our modern well-equipped campus, as well as the intimate and supportive atmosphere which surrounds their child each day.

HERITAGE AND CULTURE

Our fully integrated program weaves Jewish and American customs with a unique developmental Judaic Curriculum. It includes hands-on teaching of a living Judaism. The children are introduced to their first Hebrew language words through song, dance, and story. These words are used daily in the classroom. Using role-playing, pictures, stories, and experiences, our children internalize special feelings and knowledge of the land of Israel. Through Biblical stories and contemporary geography and culture, the children receive a special love and knowledge of the different facets of Judaism & Israel. Their cultural awareness creates a strong feeling of community.

Entry Dates

As of September 1, 2014, the public and private schools in Long Beach and Orange County no longer accept students who are not 5 by September 1 into their traditional Kindergarten program. To accommodate this new cutoff, we have reorganized our preschool program as:

Pre-k 2023– students must be 4 by September 1, 2023

FORMS AND RECORDS

Before a student is admitted to the Hebrew Academy, parents must fill out an application including state and medical forms. **Parents or guardians are required to sign an agreement indicating the fees and payment schedule. The fees are based on an annual fee equally divided over ten months.** Several forms have been included in your registration packet; some of which are required by the Department of Social Services Licensing Division. (The school is subject to citations if these forms are not completed for every enrolled child in the school.)

If information changes during the year such as phone numbers or emergency contacts, it is imperative that the school be notified.

CELL PHONE POLICY

Cell phones are a wonderful invention! They can also be a great distraction. We are asking that your telephone calls be made outside the Preschool facilities so that your full attention is with your child. **Please turn off or mute and put away your phone before entering the preschool gates.**

CAR POOLS / PARKING SIGN IN / SIGN OUT

All parents must park their cars in the lot or on Willow Lane and walk to the preschool to drop off and pick up their children. Parking is not allowed in the handicap spaces or in areas striped in yellow.

The sign in and out sheet is in your child's classroom.

SIGN IN: Find your child's name. Sign your full name **-no initials please** (state law) - and time. Place a "B" for Bus if your child will be taking the bus home. Place an "M" if we will be administering medicine that day.

SIGN OUT: Find your child's name. Sign your full name and time in the second box. A new sheet will be present every day.

PLEASE DO NOT BRING YOUR CHILD TO SCHOOL AFTER 11:30 AM. TRY TO MAKE APPOINTMENTS IN THE AFTERNOON.

PROCEDURES

Dropoff:

- ***Entry will be at the main gate of the preschool (off the parking lot).***
- ***If you come to school later for drop off please use the front entrance near the preschool office.***

Pick Up:

- ***Please arrive between 12:15- 12:25pm for half day and 3:15pm- 3:30pm for full day. We don't want the children to wait unnecessarily.***

DRESS STANDARDS

Children in an early childhood school setting need the freedom to move about the classroom unencumbered by bulky or overly fussy clothing. When they are dressed appropriately, children feel free to immerse themselves in the many sensory activities available.

To decide if your child is appropriately dressed, ask yourself the question, "Will I be upset if paint, food coloring, dirt, or spaghetti sauce gets on this outfit?" If the answer is "Yes", please change your child's clothes. We want to make your life and the life of your child simple when it comes to clothing and laundry.

There should be an extra set of clothing, (including socks, underwear, blouse/shirt, and pants/skirt) in your child's cubby at all times. In this way, we can be certain if your child's clothing is inadvertently wet or dirty, we can help your child return to the comfort of a clean set of clothing. Because many of our activities are held outside, it is important to keep a sweater or light jacket in school as well. **Please label all clothing, including sweaters and jackets with their names.**

An important step in developing your child's independence is helping them take off and put on their own clothing. Many toilet accidents can be prevented when children can unbuckle or unbutton pants without a struggle. Pull-on clothes and tennis shoes with Velcro are great! **Please do not send your child to school with flip-flops or crocs.**

CHANGE OF CLOTHING:

The following items are required and should be sent to school in a large zip-locked bag identified with your child's name:

- 2 pair **SOCKS**
- 2 pair **UNDERWEAR**
- 1 **SHIRT/BLOUSE**
- 1 **PANTS/SKIRT/JUMPER**

When any of these items are sent home soiled or wet, please replace them the next day.

REST TIME

In a **PILLOWCASE**, labeled with your child's name (we are trying to minimize the presence of plastic bags in our classroom), please send: **1 fitted standard sized CRIB SHEET (Labeled with their name), 1 SMALL BLANKET (Labeled with their name), Please ----NO PILLOWS**

Rest time items will be sent home every Friday. Please return them clean on Monday.

EARTHQUAKE KIT

In a large **clearly labeled** zip-locked bag, place the following:

- 1 small package or individually wrapped **HANDI-WIPES**
- 1 **FLASHLIGHT**
- 1 package of **BATTERIES** (not in flashlight)
- 1 **PERSONAL ITEM** (Teddy, toy, etc. **SMALL!**)
- 1 **3 X 5 CARD** with name, emergency contact number, and address

FIRE & EARTHQUAKE DRILLS

Drills are routinely conducted according to school regulations and procedures for evacuation and safety. In September, the teachers instruct the students in this procedure and practice drills are scheduled throughout the year. Our goal is to clear the building at any given time in two minutes or less.

SECURITY LOCK-DOWN DRILLS

In this climate of terrorist threats and security concerns, the school has implemented a plan for security lock-down. Teachers are trained in this procedure and practice drills are scheduled throughout the year.

IN AN EMERGENCY

In an emergency situation, it is difficult to make calls to the areas of concern. We understand that usually outgoing calls can be made to other areas. Arrangements have been made with an out-of-state landline for our parents to call for information concerning children. The number is: 718-604-1292. These above procedures are planned with hope that they will never be necessary to implement, but we would like to believe that we are prepared for all possible circumstances.

WHEN YOUR CHILD IS ILL

- ***Please take a temperature check at home prior to bringing your child/ren to the center***
- ***Keep your child/ren home if they are showing any signs of symptoms or sickness***
- ***Any child with a temperature of 100.4 or above will be sent home for a minimum of 24 hours.***
- ***Children must be symptom free for 24 hours before returning to school (without the aid of a fever reducing medication).***
- ***If your child has an excessive runny nose, cough, or sneeze, we will ask you to pick up your child and keep them home for 24 hours. In some cases, a note from your child's doctor will be required for your***

child to return.

- ***If a child vomits more than two times in 24 hours (& it is not from a known condition) your child will need to be picked up.***
- ***Diarrhea - Stool is not contained in the diaper / Diarrhea is causing accidents for toilet trained children. Stool frequency exceeds 2 stools above normal during the time the child is in school. Children need to be symptom free for 24 hours.***
- ***If your child shows symptoms while at school, they will be separated from the rest of the children and you will need to pick him/her up within 30 minutes.***

It is urgent that every parent cooperate fully with our health policies! Our regulations are designed to protect the well-being of all the children and to guard, as much as possible, against avoidable absences for health reasons.

When symptoms of possible illness arise, or other indications that your child is not well enough for group activity, arrangements MUST BE MADE for their care at home. PLEASE, do not bring a "borderline" ill child to school hoping they will pass. A proper place for a sick child is at home, so they will not infect other children or their teachers. The school has no provisions for the care of children who become ill at school. Proper care at the beginning of an illness can often shorten the duration and prevent infection of other children.

If your child becomes ill at school, you will be called at home or work and you or your emergency contact will be expected to pick up your child as soon as possible.

Routine Exclusion Criteria Applicable to All Signs and Symptoms

- Unable to participate.
- Care would compromise staff's ability to care for other children.

MEDICINE

There are occasions when it is necessary for your child to receive medication during the school day. To assist us in monitoring your child's need for medication, please place an "M" in the special column on the sign-in sheet. This indicator prompts the addition of your child's name to our daily log. We monitor and initial this sheet each time your child receives medication.

DO NOT PUT MEDICINE IN YOUR CHILD'S LUNCH BOX OR DRINK.

This can be very dangerous if another child should take your child's medication. Place medication in a plastic bag and give it personally to a staff member upon arrival at school. Let the staff member know if the medication needs to be refrigerated.

All medications must have a prescription label on the bottle or box. Even if you wish to keep some of the medication at home, state regulations require that we have an original label with the doctor's prescription clearly available to us.

If you have given the child medication in the morning before school, please let us know the time, so we may be accurate in our scheduling of the medication.

NO OVER-THE-COUNTER medication will be administered by staff unless specific instructions are given by a physician. This is a state law.

LUNCH

Nutritious meals are an important part of a child's success at school. You may send a lunch or the child may buy a lunch prepared in the school kitchen.

The Hebrew Academy provides a hot lunch for \$5.00. You may prepay at the front office, purchase lunch on the day of, please inform the preschool staff that your child intends to receive hot lunch and provide them with the necessary payment.

LUNCHES FROM HOME

If you choose to send lunch from home, please send a nutritious lunch including a drink. Nutritious lunches should not contain candy or soda. Please refrain from breakable/glass objects even for drinks. Please clearly write your child's name on his/her lunch bag or box. Include eating utensils, if needed.

We will try to send home uneaten food, when practical. Remember to consider the eating limitations of small children when preparing portions of food. Most children eat only half of a sandwich, piece of fruit, drink, or treat.

- **We ask that no shellfish or meat products (beef or poultry) be sent to school with your child.**
- ***Snacks will not be provided by the Hebrew Academy Preschool at this time. We ask that you send a snack for the morning in a separate container clearly marked as the morning snack.***
- ***When packing lunches please try to pack items that the children can open on their own.***

IDEAS FOR LUNCHES

Cheese, cut into cubes and crackers - vegetables & dip - Hard-boiled egg
Sandwiches / Wraps - Tuna in a container - Fruit whole or cut up
Bagel and cream cheese - Pasta Salad - Olives
Pickles - Celery with peanut butter - Thermos of soup
Raisins - Salad in a container - Yogurt

If your child is in the Young Toddler or Toddler class, please cut all food into small and manageable pieces to help reduce choking hazards.

POTTY TRAINING POLICY

Children who enter the 4's class and Pre-K class must be completely potty trained. For children in the Toddler and 3's class, when a parent feels that their child is developmentally ready to use the potty, the potty training plan **should be discussed with the teacher and approved by the director**. Readiness signs involve the child's ability to tell the teacher about a soiled diaper, to show signs of discomfort while in a soiled diaper, or to express an interest in using the toilet.

Your child must have a 3 day weekend of success at home before coming into school with underwear.

When they do come to school in underwear it must be on the very **first day of the week** that they come to school. This is so important to set a precedent that diapers are not something we wear to school anymore.

Staff will have the ability to change two accidents a day. After that, we will put your child back into a diaper or pull-up and start the process again fresh on their next day of school. Children will never be punished or humiliated due to toileting accidents. Accidents and inconsistencies will occur at both home and school. Please provide FULL changes of clothes in your child's cubby for instances like an accident.

SHARE DAYS/TOYS

Share days are set by your child's individual teacher. Please check and see which day your child may bring something to share. We ask that you encourage your child to bring something relating to the curriculum whenever possible. Mark them clearly. Please....no toy guns, knives, or any other toy weapons. These toys are not in keeping with the values we teach the children.

TZEDAKAH

Tzedaka ("charity" or "righteousness") is a basic concept of Judaism. Our school attempts to develop a commitment among our students to share with others less fortunate than themselves by donating a few pennies a day to charity. Parents are asked to provide young children with one coin daily.

MITZVAH NOTES

During the school year, we will be learning about different mitzvot (good deeds). When children do a mitzvah, it is very important that they are shown appropriate recognition. This will reinforce the positive feeling of doing a mitzvah and encourage them to do more and more mitzvot. Having a mitzvah note read in class encourages the children and also creates a bridge between school and home.

Please send mitzvah notes to school as often as possible. A long letter is not necessary. A short note is fine. Examples of some mitzvah notes:

"Today, Leah shared nicely with her...."

"Last night, Rachel slept in her own bed...."

"Today, Sam sat nicely in his carseat...."

"Last night, Jacob said Shema so nicely..."

SWIMMING

The Hebrew Academy's Junior Olympic swimming pool, with a special kiddy pool, provides a unique opportunity for cool, refreshing recreation and exercise. A licensed lifeguard is in attendance at all times when children are swimming.

Please send: SWIM SUIT, SUN SCREEN, TOWEL OR ROBE, SWIM-SHOES, and A BRUSH OR COMB. Children who are not fully potty trained must wear a **reusable swim diaper over their swim diaper**. If your child has long hair, please braid or rubber band it back on swimming days. **LABEL ALL ITEMS WITH THEIR NAME.**

BIRTHDAY CELEBRATIONS

*Classroom birthday celebrations can be celebrated in the classroom with the students and their teachers. **Cupcakes may be purchased from the school kitchen for the celebration.***

Invitations for birthday parties held outside of school may not be distributed in school. Please use the school roster and mail the invitations. This gives parents the choice to decide if they want their child to know about the party.

Also, in consideration of your child's fellow classmates who may keep Shabbat and Kosher, we request that all class-related private parties should not be held on Shabbat or at any non-Kosher establishments. This is done to further harmony and cooperation among students.

PUPIL ASSESSMENT / EVALUATION

We will be using a developmental screening for the entire Preschool in September. The parent-completed **Ages & Stages Questionnaires®, Third Edition** (ASQ-3™) is the most accurate, family-friendly way to screen children for developmental stages between one month and 5½ years. As parents, you know a lot about your children. We are excited to present this assessment that will help us pull the necessary information about our children together to better address all our classroom students' developmental needs.

Parents are kept informed of their child's progress by informal notes, memos, and letters. A formal assessment is done in November. Parent-teacher conferences are scheduled at this time to review the evaluation of each child's progress to date. We will have another conference later in the year (April/May) for parents and teachers to review the child's progress. Parents and teachers meet to review the assessment when necessary.

Whenever the need arises, teachers and administrators may request a meeting with parents to discuss their child's progress in school. Parents, in turn, should feel free to request a meeting when they have a particular matter to discuss with the teacher or with the Director.

STUDENTS WITH SPECIAL NEEDS/SPECIAL TRACKING

It is the goal of the Hebrew Academy to meet both the academic and social needs of all students. On occasion, a student with an academic, physical, or behavioral challenge may be enrolled. On such occasions, administration and teachers will make every effort to plan an appropriate program that provides the necessary support.

Administrative Guide

1. Whenever possible, teachers will receive advanced notice of special student enrollment.
2. A team meeting will be convened to assist teachers with program needs and classroom modifications, including goal setting and expectancies.
3. Regular meetings may be held with parents of special needs students and classroom teachers to ensure progress.
4. Parents may be asked to hire a para/shadow for the special needs student.

Preschool Calendar August 2023 to June 2024

Fri., August 11	Last day of Kiddy Camp
Mon.-Fri August 14-25	ALL SCHOOL CLOSED
Mon., August 28, 2023	Preschool Orientation 10:00AM
Tue., August 29	First day of School
Mon., September 4	All school closed - Labor Day
Fri., September 15	Erev Rosh Hashanah - No School - Daycare*
Mon., September 25	Yom Kippur -All School Closed - No Daycare
Mon., Oct. 9	No School - Daycare
Tue., October 17	No School - Conferences - Daycare
Wed., Oct. 25	Preschool Playdate & Dinner 3:30 - 5:30
Fri., Nov. 10	All School Closed -Veterans Day - No Daycare
Wed. Nov. 22	Preschool Performance & Feast - School ends at 2:00PM Daycare until 4:00PM
Thur. & Fri., Nov. 23 & 24	All school closed - Thanksgiving
Fri. Dec 15	Chanukah - No School - Daycare
Dec. 22 - Jan. 1	All school closed - Winter break
Tues. Jan. 2	School Resumes
Mon., Jan. 15	All school closed - Martin Luther King Day
Tues., Feb 13	All school closes at 3:30 Staff meeting
Mon., Feb. 19	All school closed - Presidents Day
Sun., March 24	Purim Celebration - 9:30 - 12:30
Mon., March 25	No School - Daycare
April 19 - April 26	No School - Passover (Daycare)
Mon. & Tues April 29 & 30	All School closed - No Daycare
Wed. May 1	No School - Daycare
Thursday, May 2	School Resumes
Friday, May 10	Mother's Day Tea 8:30 AM
Monday, May 27	All school closed - Memorial Day
Tuesday, June 11	School closes at 2:00PM
Wed. & Thurs., June 12 & 13	No School - Shavuot - Daycare
Fri., June 14	Regular classes
Mon., June 17	Preschool Performance & Celebration 8:30 AM
Wed., June 19	Last day - All School closes at 11:30 - No Daycare
Thur. & Fri., June 20 & 21	Regular classes for Infant Center No Daycare
Monday, June 24	Kiddy Camp begins
Wed., July 3	No daycare/School ends 4:00PM - Infant Center closes at 4.
Thurs., July 4	All School Closed
Fri., July 5	Kiddy Camp/Infant Center opens at 9:00AM
Wed., August 14	Last day of Kiddy Camp
August 15- August 27	All School Closed

Note: School is in session 8:05 a.m. - 3:30 p.m.
 Half day is 8:05 a.m. – 12:30 p.m. (Students need to be signed out **BEFORE 12:30**)

BEFORE AND AFTER DAYCARE

*Early care starts at 7:30 and after care is from 3:30 to 5:00. Children not picked up before 3:40 will be automatically placed in daycare and parents will be charged. The fee for before and after school care is **\$5.00 per hour**. (The late fee after 5:00 is \$1.00 per minute.) Friday daycare will end at **4:00PM**.*

***When it says “No school - daycare” it means the Infant Center is open, and there is an extra fee for children 2-5 years old. (The cost is \$80 per day by reservation only.) When it says “All school closed” - Infant Center and Preschool are closed.**

SEPTEMBER THROUGH MARCH 8 - FRIDAY DISMISSAL - 2:00 PM.

MARCH 15 THROUGH JUNE - FRIDAY DISMISSAL - 3:00 PM

(This calendar is subject to change; however, we will notify you of any changes in advance.)

Infant Center Calendar - August 2023 to June 2024

Fri., August 11	Last day of Kiddy Camp
Mon.-Fri August 14-18	ALL SCHOOL CLOSED
Mon., August 28, 2023	Preschool Orientation 10:00AM
Tue., August 29	First day of School
Mon., September 4	All school closed - Labor Day
Mon., September 25	Yom Kippur -All School Closed
Fri., Nov. 10	All School Closed -Veterans Day
Wed. Nov. 22	Infant Center closes at 4:00PM
Thur. & Fri., Nov. 23 & 24	All school closed - Thanksgiving
Dec. 22 - Jan. 1	All school closed - Winter break
Tues. Jan. 2	School Resumes
Mon., Jan. 15	All school closed - Martin Luther King Day
Tues., Feb 13	Infant Center closes at 3:30 Staff meeting
Mon., Feb. 19	All school closed - Presidents Day
Mon. & Tues April 29 & 30	All School closed - Spring Break / Passover
Monday, May 27	All school closed - Memorial Day
Wed., June 19	Infant Center closes at 11:30
Monday, June 24	Kiddy Camp begins
Wed., July 3	Infant Center closes at 4.
Thurs., July 4	All School Closed
Fri., July 5	Infant Center opens at 9:00AM - No AM daycare
Wed., August 14	Last day of Kiddy Camp
August 15- August 27	All School Closed

The Infant room opens at 7:30 and ends at 5:00. (The late fee after 5:00 is \$1.00 per minute.)

PARENTAL REQUESTS OF TEACHERS RELATED TO DIVORCE PROCEEDINGS

Recognizing the complexities of divorce proceedings, teachers are asked to refrain from taking sides, especially as it relates to questions of parental custody. As a result, any requests for Hebrew Academy employees to write a letter supporting one parent or another will be denied by the school administration. Teacher time is limited and must be focused on the education of all Hebrew Academy children.

In a situation of divorce, the school requires all legal documents pertinent to dealings with a child(ren) be on file and updated regularly in order to follow any arrangements with the child(ren). If documents are not on file, the school will treat either parent as custodial parent.

CHILD ABUSE AND NEGLECT

All Hebrew Academy Preschool staff members are required by law to report suspected incidents of child abuse and neglect. Abuse and neglect allegations are reported to the Department of Social Services 714-703-2800. If a parent suspects child abuse or neglect by a staff member, please notify the director immediately. Parents may also contact the Department of Social Services.

If a teacher is suspected of child abuse, we will contact Child Protective Services and an investigation will begin. Until the investigation is complete and proper disciplinary steps have been taken and documented, the suspected teacher will not be allowed to interact with the children at any time.

COMMUNICATIONS

A successful partnership between home and school can only be built on clear and frequent communication. Teachers in the Early Childhood Education program strive to maintain both frequent and clear communications. Weekly newsletters and special event flyers will keep you informed about activities in which you may want to participate. **Please be sure that the email address that you have provided the school is the one that you check regularly.**

Questions about your child's program or progress should be directed to the child's teacher. The best way to contact the teacher is through email which you will be provided with on the first day of school. If further clarification or information is desired, the Director of the Preschool is available to you. Chanie's cell is 714-863-0757. Teachers are committed to responding within 24 hours to any email. Please remember that teachers may not be called from a classroom to answer the telephone.

CONCERNS

We realize that no one is perfect and we are not an exception. We aim to be as professional as possible and welcome any constructive comments.

If you have a concern about the preschool or the level of care your child is receiving, we want to know. We need to get both positive and negative feedback in order to learn and continually improve our service. If we do not hear what is wrong, we cannot ensure a problem will be solved or stop it from recurring. Parents should be reassured any concern made would never adversely affect the care provided to a child. We ask that any concerns should be mentioned to the Director of the Preschool.

BEHAVIOR GUIDANCE

We aim to help children become happy, reasonable, and cooperative participants in the program through positive and non-threatening behavior guidance techniques.

Our staff actively encourages children to have a positive attitude toward each other and empathy for others' feelings, but expectations are always developmentally realistic. Our staff encourages children to accept differences, appreciate the capabilities and limitations of children with special or additional needs, and actively support them.

Some examples of guidance strategies for inappropriate behavior include:

1. Redirection and diversion to other activities.
2. Positive role modeling by staff.
3. Encouragement and positive feedback for appropriate behavior.
4. Ignore or give minimal attention to inappropriate attention seeking behavior (except when it involves hurting another child or themselves).
5. Give more attention to a child who has been hurt than the child doing the hurting.
6. Give children choices within agreed limits, with agreed consequences if limits are exceeded.
7. Provide a "table for one" with an activity to allow a child to calm down by him/herself.
8. Children are spoken to firmly but calmly with the focus being on the inappropriate action rather than on the child.
9. Children are taught to communicate their feelings verbally. (e.g., "I don't like it when you hurt my...") rather than lash out physically.

**TERMINATION OF ENROLLMENT DUE TO DISCIPLINARY
DIFFICULTIES:**

The Hebrew Academy reserves the right to terminate enrollment whenever it is determined that a child's behavior is out of control to the extent of endangering the safety and well being of a child or staff member.

Special needs children: We refer children with special needs to the appropriate community service agencies.

Acceptance into the Hebrew Academy preschool program does not guarantee acceptance to the Hebrew Academy kindergarten.



2023 – 2024 SCHOOL YEAR

**PLEASE SIGN AND RETURN TO THE HEBREW ACADEMY
PRESCHOOL OFFICE BEFORE YOUR CHILD BEGINS
SCHOOL**

I have received a copy of the Hebrew Academy Parent Handbook and understand that I must abide by the guidelines and expectations of the Hebrew Academy Preschool to ensure my child's continued enrollment in the program.

Name of Student: _____

Parent or Guardian

Date Signed

Parent or Guardian

Date Signed