

*B"H*

6401 N. Santa Monica Blvd

Milwaukee, WI 53217

(414) 962-2444 Fax :(414) 967-8384

Website: www.jewishbeginnings.org

Parent Handbook

Mission Statement

The mission of Jewish Beginnings Lubavitch Preschool, Inc., is to operate a Jewish early childhood center that nurtures and educates children ages 6 weeks to 5 years old. The Center blends Judaic and secular subjects into a program that is rich, fulfilling, and stimulating. It is dedicated to meeting each child's physical, emotional, intellectual, social, and spiritual needs. Our fundamental belief is that by teaching Jewish heritage, we provide the foundation for our children's future as responsible and caring adults. The school operates in accordance with the spirit, principles, and practices of halacha (Jewish Law) and Chabad Lubavitch and is guided by the vision of Rabbi Menachem Mendel Schneerson, OBM.

Table of Contents

Welcome	3
Our Program	4
Curriculum	5
School Schedule	8
Communications	11
Birthday	13
School Procedures	14
Admission and Tuition	17
Daily Routines	19
Medical Information	23
School Supplies Checklist	27
School Contact Information	29

Our state license & a copy of any citations are posted in the lobby. There is also a copy of the Licensing Regulations at the front desk.



Welcome

Welcome and thank you for selecting **Jewish Beginnings Lubavitch Preschool** for your child! We are proud to offer a creative Jewish environment where your child's individuality is valued and nurtured.

We hope to make you feel a part of our "family" as Jewish Beginnings Lubavitch Preschool is a place where parents and indeed, the entire family, play an integral part in the education process. Through holiday celebrations, parent conferences, social activities and other functions, your family becomes intertwined within the school community.

Our *Parent Handbook* provides information about our policies and procedures. We hope it will help you throughout the year.

Please read the handbook carefully. In addition, we have a **Center Policies and Procedures Handbook** in each classroom and the office. If you have questions or concerns, please bring them to my attention. We want to hear from you!

Devorah Shmotkin

Director



Our Program

Jewish Beginnings Lubavitch Preschool began in 1974 with six children and a dream. Today, we are privileged to have over 120 children and we are growing each year. We serve children ages 6 weeks to five years old.

We are fully licensed with the state of Wisconsin as a child care center and are accredited by NAEYC's National Academy of Early Childhood Programs. Our staff is made up of certified teachers, chosen for both their professionalism and their caring, compassionate personalities.

Jewish Beginnings Lubavitch Preschool offers a stimulating and warm environment where children are encouraged to develop intellectually, emotionally, and physically. The school takes the best of both worlds - secular and Judaic - and blends them into a program that is rich, fulfilling, and stimulating.

Jewish Beginnings Lubavitch Preschool endeavors to create a warm and friendly environment staffed by caring teachers who are, above all, concerned about your child and their development and shower the children with love and affection. Current thinking in the field of early childhood education echoes a statement by King Solomon, found in the Book of Proverbs: "Educate a child in his way, and when he is old he will not depart from it."

We share with parents the important task of raising children to be caring, responsible and creative Jews. We look at each child as an individual worthy of our attention and respect.

Jewish Beginnings Lubavitch Preschool provides the excitement of new discoveries and the development of responsible and independent thought.

Our curriculum is at the forefront of a constantly changing educational environment. We continually update our programming to keep pace with new developments in the field of early childhood education.

Underpinning all this, at the heart of our program, is our desire to nurture within our children concern, kindness, and sensitivity for their fellow human beings.

Curriculum

Jewish Beginnings Lubavitch Preschool provides a curriculum that incorporates all areas of a child's development (physical, emotional, social, and cognitive) through an integrated approach.

The curriculum emphasizes learning as an interactive process. Teachers prepare the environment for children to learn through active exploration.

Opportunities are provided for children to choose from a variety of activities, materials and equipment with time to explore through discovery and involvement. Adults facilitate children's engagement with materials and activities and extend children's learning by asking questions or making suggestions that stimulate children's thinking. Children's inquiries and curiosity will often be the motivating force for curricular units, as we incorporate "emergent curriculum".

We combine "emergent curriculum" with the creative approaches of the Reggio Emilia schools of Italy. Heralded as an exemplary model of early childhood, Reggio empowers the child to be an active learner and participant in the learning process. Children are considered able communicators and capable researchers, innovating and learning and thereby building essential self-motivational skills, forming an effective basis for a lifetime of learning. Children are encouraged to work in collaborative teams, problem-solving and learning from one another. They are encouraged to dialogue, critique, compare, negotiate and hypothesize. Multiple perspectives help children to build reciprocal relationships.

This speaks to our overarching goals of having the children emerge with a strong sense of self, confident in who they are as Jews and ready to interact in a kind, compassionate manner with the world around them.



Activities

To promote the child's total development the following activities will be included in his/her preschool experience:

Creative art

Cooking experiences
Water/sand play
Science experiments
Nature
Dress-up/ housekeeping
Dramatic play
Puppet play
Dance/movement
Music/rhythm
Block play
Construction activities

Manipulative

Puzzles
Games
Math activities
Story time/books
Finger plays, songs, rhymes
Reading readiness activities
Flannel board activities
Pre-writing activities
Language experience
Outdoor play/gym
Sports

While participating in these activities, each child will have opportunities to:

- Play alone and with others
- Develop math, science, and pre-reading skills
- Share and take turns
- Explore and discover
- Learn new concepts, ideas and tasks
- Develop creativity
- Expand interests and abilities
- Learn about the world around him/her
- Develop gross and fine motor skills
- Learn and practice social skills needed to make friends and play/work co-operatively
- Construct with materials that may otherwise be unavailable
- Use "messy" art materials
- Learn from others while broadening his/her horizons
- Develop a healthy sense of self-worth and respect for others



Pets

From time to time, a classroom may have a pet. They will first ascertain if there are any allergies among the children. We will not have reptiles, amphibians, turtles, ferrets, or Psittacine birds. Interactions between children and pets will be supervised on a one-on-one basis. Pets will not be in food areas. Rabies vaccinations will be documented with a current certificate from a veterinarian.

Classroom Management Policy

The goal of classroom management is to help the child make positive choices. This is viewed as an integral part of educating the young child. Guidance at **Jewish Beginnings Lubavitch Preschool** will take the form of positive classroom management.

Our school recognizes that children are unique individuals who behave and learn in different ways. Our school strives to help the child experience the intrinsic pleasure of appropriate behavior as opposed to "behaving" just to please adults. Our school encourages children to be independent and to utilize their problem-solving skills. Our school takes into consideration behavior that is typical and developmentally-appropriate and provides developmentally-appropriate equipment, materials, and activities.

Teaching staff respect the children by using meaningful specific and descriptive praise and stating expectations positively. Teaching staff speaks to the behavior, not the child.

Children experience the natural and logical consequences of their behavior whenever possible. For example: the natural consequence of playing too roughly with friends is that they will not want to play with you. The logical consequence of spilled paint is that it needs to be cleaned up. These consequences help children make appropriate choices.

In some cases, it may be necessary to remove a child from the situation for a brief time to diffuse and alter the emotional climate. When this occurs, a teacher helps the child to successfully re-enter classroom activities.



Suggestions for Helping Your Child

Set a reasonable bedtime for your child.

Allow sufficient time for breakfast and morning routines so that your child will arrive at school feeling relaxed and secure.

Help your child separate by providing a routine for your departure and maintaining that routine. Prolonged goodbyes are difficult for your child and other children in the classroom.

Inform the teacher if there are factors in the child's life that might affect him/her.

School Schedule

School Calendar

A school calendar is distributed at the beginning of the school year. Please save your copy and check it often. It will help you plan ahead for school vacations, early dismissals, and special school programs. If you need an additional copy, please call the office.

School Hours

School hours are as follows:

A.M. session: 8:15 - 12:00 (Includes lunchtime)

P.M. session: 12:00 - 3:45

Extended Care

Extended Care must be signed up for in advance (see contract).

Before Care: 7:30 - 8:15

After Care: 3:45 - 6:00

Early Dismissal

Due to Shabbat start times, we have early dismissal on Fridays during the late fall and winter. The school day ends at 2:00 P.M. and extended care closes at 3:30 P.M.



Snow Closing

Information about school closing in inclement weather can be found on **JS Online - School Closing, Channel 4 (Today's TMJ4), Channel 12 (WISN), and Channel 6 (Fox 6 Milwaukee)**. The information should be available on the radio, websites, and television stations of all of the above. We will also keep you informed through *Remind* Notification Service that will allow us to send text messages to you providing important information about school emergencies.

Year Round

We provide year round childcare, including a stimulating summer day camp with weekly swimming, field trips, and fun, weekly themed activities. Specialists are hired to provide exciting classes in areas such as, tennis, soccer, baseball and others. Scheduled visits by storytellers, puppeteers, musicians, and dancers provide activities that spark a creativity and arts appreciation. When school is not in session, childcare is available during the December, June, and August breaks.

Schedule Change

We make every effort to accommodate one-time schedule changes. However, minimal 24 hr notice helps greatly in making staffing adjustments.

Please fill out a request form at the front desk. This will allow us to check the ratios in the classroom. There will be a rate adjustment for additional half or full days of attendance.

Under 2-yrs-old: \$65—half day, \$95—full day

Over 2-yrs-old: \$45—half day, \$75—full day

Please limit these to keep administrative costs reasonable. We will charge your credit card that is on file for these additional days.



School Holidays

We are closed for the following holidays:

Jewish Holidays: Rosh Hashanah, Yom Kippur, Sukkot, Shemini Atzeret, Simchat Torah, Passover, and Shavuot.

Legal Holidays: Thanksgiving, Christmas, New Year's Day, Memorial Day, Independence Day, Labor Day, President's Day.

Special Programs

We hope you can join us for the special programs listed below. These programs are listed on the school calendar. Prior to each program, you will receive additional information.

Back to School Night

Grandparents', Special Friends' Brunch

Chanukah Event

2 year old Havdallah Program

It's A Guy Thing (Daddy's Brunch)

Family Shabbat

Purim Celebration

Yom Yerushalyim

Ladies Do Brunch (Mommy's Brunch)

K4 Siyum

K4 Graduation

Fall & Winter play dates



Communications

We keep you informed about happenings at school through the following:

- * A daily note for Infant/Toddlers and 2 year-olds. Infant/Toddlers and 2 year-old students have daily sheets that are filled out by staff to keep you abreast of the particulars of their day. Please take time to read it.
- * "Daily highlights" written on dry erase boards outside of preschool classrooms and classroom's daily/weekly website blogs/newsletters.
- * Teachers use variety of additional methods to share information with you; newsletters, e-mails etc. Please take a moment to read their updates as often as you can.
- * Email notifications from the office. Please be sure we have a valid email address on file and that you check your email regularly.
- * School projects and information are put in your child's cubby to be taken home. Please go through the items and review projects with your child. Your interest means so much to them!
- * Your K4 child will occasionally take educational field trips. The school application form has a blanket permission form allowing children's participation in all school outings. However, you will always receive special notification before each trip and a permission sign- up will be posted on the classroom door or online.
- * Parent teacher conferences are held twice a year. We value this time to share with you regarding your child. Please make every attempt to sign up for conferences.
- * Parents can observe anytime, but please call ahead as a courtesy to the teachers. This also helps us to maintain appropriate security procedures in our building.

If you need to talk with your child's teacher, please call our office and leave a message - the teacher will get back to you at naptime or during break time. Each classroom has its own email address. Please use this as another form of communication.



All children's records will be maintained with utmost confidentiality.

No information regarding any of the children in school may be released to any sources without the written consent of the parent of the child involved.

However, parents have access to their child's records upon request as long as it remains within the office area.

Keep Us Informed

Please share your concerns. This will help us to do our best to support your child through any difficult situations. Please be supportive of our teaching staff! They are dedicated, caring professionals. Your support and respect help them provide a quality education for your child/ren. If you have a concern or suggestion, please schedule a time to talk. If you have positive comments, please pass it on to our teachers, they welcome your feedback!

Parent Involvement

Parents are welcome to visit and observe at any time. We encourage you to get involved with the school and work with us to provide the best experience for your child. Here are some ways in which you can help:

Attend conferences: these are excellent opportunities for the parents and staff to discuss the development of each child. Of course, our staff is always available whenever the need arises.

Let us know about any special needs or concerns. Send a note or leave a message in the office for the teacher to call you.

Volunteer to help with field trips or special programs.

Participate in Family Shabbat and Parent Socials. Participation in school events helps us build community and keeps you "in the know". Helping organize these events is a wonderful way to fulfill your 10 hours of volunteer time per year.



Birthdays

Birthday invitations can be given out in school when all children in the class are invited. If you have decided to do otherwise, please do not distribute them in school. We encourage sensitivity to the other children in the class and their families. Please exercise concern and compassion for those who might feel left out.

Since we have a Kashrut observing policy we request that sensitivity be used when making birthday celebrations, so that all children may fully participate. A list of kosher options is available at the office. We encourage parents to plan birthday parties on days other than Shabbat or Jewish holidays, so that all children can attend.

We celebrate each child's Jewish birthday at school.

Celebrating birthdays in school is one more way of expressing the child's uniqueness and "specialness." Teachers will discuss this with you about two weeks prior to your child's birthday.

Many parents appreciate the birthday package we offer. For \$25 we provide, paper goods, a choice of cake, cupcakes, or brownies, and a book donated to the classroom in your child's honor.

Our policy is to minimize the children's sugar intake, so we request that you send no other food treats for their birthday. If you would like to include "treat" bags for the children, please fill them with non-edible items (e.g. crayons, stickers, etc.) Thank you for your cooperation. If you would like to attend the celebration, speak with your child's teacher to schedule a mutually convenient time.

Another special way to celebrate a birthday is to donate a book or any item from the class Wish List in your child's honor. Please talk to the classroom teacher regarding this option.

School Procedures

Parking

Do not park in the emergency/fire lanes.

Please do not idle cars in the parking lot, except in extreme temperatures, if need to heat/cool car interiors. This affects air quality on our playground.

Arrival

During arrivals and departures, please note that children are accustomed to walking in the halls and using indoor voices.

Our day begins at 8:15 a.m. Greeting time extends until 8:30 a.m. After that the focus of the staff is child and classroom-centered. For your child to have that warm beginning, it is important that you arrive on time. If you are late, we will certainly smooth the way for your child, but please understand the limits of the situation.

Always bring your child to the classroom, make contact with the teacher and then say goodbye. It is better for your child if you say goodbye at the door and allow him/her to go into the classroom on his/her own. Children should feel that **Jewish Beginnings Lubavitch Preschool** is "his/her place" and "his/her time". Please have in mind that children are often upset when parents of other children stay in the room at arrival time.

Please wait with your child to enter the classroom until the teacher opens the door at 8:15 am. Our teachers arrive early in order to prepare the classrooms for their students. Respecting this time will allow the teachers to ensure a smooth and enriching day for your child.

Departure

At Noon: Please wait in the hallway until our teachers bring your child out to you. Seeing parents coming into the room creates anxiety for some children. This system also allows you a brief time to speak to the teacher about your child's day.

At Day's End: Make sure you make direct contact with your child's teacher, especially when they are on the playground or in the gym. Do not send children to pick up sibling.

Please pick up your child **ON TIME!** Late pick-ups are difficult for children and unfair to staff. Many of them have family obligations of their own. At the end of the day this can also cause crowding and confusion in our extended day program.

At any time when you enter a classroom and an activity is in progress please be mindful that young children are easily distracted. Thank you for your help!

Infant Rooms: We request that as few individuals as possible enter this room. Stranger anxiety is an issue for some of our little ones. Infants are very sensitive to changes in the environment. Please pick up older siblings after you pick up your infant or ask them to wait outside the room. Please use the shoe covers that we provide for you at the classroom entrance. This is to keep the floor surface as clean as possible for our crawlers.

Late Pick-up Charge

Half day pick-up time is **12:00 p.m.**

Full day pick-up time is **3:45 p.m.**

Early dismissal Fridays pick-up time is **2:00 p.m.**

After school (Child Care) pick-up time is **6:00 p.m. and 3:30 p.m. on early dismissal Fridays.**

The late fee charge for half or full day is **\$2.00 per minute** after the scheduled pick up time.

After 6:00 p.m. or on early dismissal Fridays there is a late fee of **\$5.00 per minute** after this time.

Change of Plans

If your child's pick up arrangements are different from the usual, please give a written note to the teacher. (Do not leave voicemail). This includes changes in carpool arrangements, play dates, etc. Please be



reminded we will not release your child to anyone other than those listed as "guardians," "emergency contacts," and "authorized to pick up" without written permission.

Absences

Please let us know as early as possible if your child will be absent on a given day. State licensing mandates that we have confirmation from families if the child is not attending that day. We appreciate your assistance in this matter.

Evaluation

We have a brief yearly evaluation tool that we ask you to fill out at the end of each school year. This assists us in tailoring our programs to suit your needs, whenever possible.

Termination of Services

Jewish Beginnings Lubavitch Preschool reserves the right to terminate enrollment under the following circumstances:

- * Verbal or physical abuse of any child or adult at Jewish Beginnings.
- * Repeated failure to comply with our policies and procedures.
Parents will receive at least two weeks notice of cancellation in a written or verbal format.

We employ a part-time Learning Specialist to assist us in developing an individually-appropriate plan for children who may need extra support. In some cases, it may not be possible to successfully integrate a child into our classrooms.

Cancellation

Written notification of cancellation is required for our records.

Refunds

Due to the school year planning required for **Jewish Beginnings Lubavitch Preschool**, there will be no refunds for absences and vacations. Dismissal or withdrawal from the school require case by case evaluation by the director.

Admission and Tuition

Admission Policy

Jewish Beginnings Lubavitch Preschool, Inc. admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs. The admission of students is, however, limited to members of the Jewish faith.

Billing

Tuition payments can be made annually, twice a school year, or in ten monthly installments. Tuition is paid in advance of services rendered. Payments can be made by check or credit card. Monthly payments will be collected by credit card as an automatic withdrawal from your checking account.

Monthly payments will be based on a 10-month school year and remain approximately the same amount each month, beginning in August. Permanent changes to a child's schedule may affect the monthly fee amount. Fees are determined utilizing our enrollment agreement and consists of tuition, childcare and meals, as applicable. For more information about current tuition fees or methods of payment, please call our office and ask to speak to Devorah.

Scholarships

Jewish Beginnings Lubavitch Preschool is committed to providing a Jewish education for all students. It is our policy not to exclude anyone for financial reasons. Scholarships are evaluated and granted on an individual basis, based primarily on financial need. To receive a scholarship, terms must be agreed upon in writing. Scholarships will apply so long as the account is not overdue or outstanding. If the terms of this agreement are not adhered to, the full tuition amount will apply.

Scholarship forms are available from the front desk and your application is kept confidential. Scholarships are applied for annually.

Meals

Breakfast and afternoon snack are served daily and covered by tuition fees. **Jewish Beginnings** offers a hot lunch program at a per day cost of \$3.00. The lunch fee is included in the tuition for those in the Infant/Toddler Rooms. This fee can be reduced or free for qualifying families. You must fill out the application for free or reduced lunch prior to the new school year.

Special Charges

We try to keep additional costs to a minimum, however, there may be additional charges for special programs. Your child's teacher will send home information regarding special programs in advance of scheduled events. In order to participate in any extracurricular activities (e.g. field trips, special events, additional days etc.) each family must have a credit card on file. Payment may be provided prior to participation.

Volunteer Hours

In accordance with the annual enrollment agreement, parents are expected to volunteer a minimum of 10 hours for **Jewish Beginnings Lubavitch Preschool**.

Fundraising

All parents are required to attend the school major fundraising event. Parents are strongly urged to participate in all the fundraising efforts.

Daily Routines

Lunch and Snacks

Our hot lunch program (a CACFP affiliated program*) provides delicious, nourishing, kosher meals for a reasonable fee. If you prefer to have your child bring a lunch from home please follow these guidelines:

No meat or meat products are allowed.

All food must be PARVE or dairy.

Packaged items should have the symbols: ,  or 

A drink needs to be included.

CACFP mandates that we do not mix breakfast, snacks or lunches served by the school and items sent from home. If your child has allergies or a medical condition that warrants substitutions, a doctor's note is required. If you send a lunch from home and do not participate in our lunch program, you do not need a note. Many kosher snack items, cookies, etc. are carried at Pick and Save and Sendiks. *Please do not send junk food! We try to promote healthy eating, per state requirements.*

Please include the following in lunches, per state day care licensing:

Fruit and vegetable; or two fruits or two vegetables

Protein; cheese, fish, tofu, eggs

Carbohydrates; grain products, cereal, crackers

Healthy drink; water, juice, milk

Breakfast and snacks are provided for all children. Do not bring food from home. In case of extreme allergies, please talk to the Director.

During the weeks that we only offer childcare, we will provide breakfast and an afternoon snack with milk but do not provide lunch. Please send with your child a dairy/parve lunch that does not require refrigeration or heating. Pack items in a mini-cooler or with an ice pack for items that need to remain cold. Send items in a thermos if you want

them to remain warm. **Exception: Infant and toddler meal program continues as usual during this time.**

** The CACFP is operated in accordance with USDA policy, which does not permit discrimination because of race, color, national origin, sex, age, or disability. If you believe your child has been treated unfairly in receiving food services for any of these reasons, write immediately to USDA, Director, Office of Civil Rights, Room 326-@, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5954 (voice and TDD).*

Meal Schedules

Breakfast is served between 9:00 - 9:30 AM.

Lunch is served at 11:30AM.

Snack is served at 2:30PM.

Infants are fed on their own individual feeding schedules.

In our K4 programs, children may serve themselves buffet style in the morning between 8:30AM. and 9:30AM.

Naptime

Infants nap on their own individual schedules.

Naptime generally begins about 12:30 p.m.

4 and 5 year-olds may nap but if they chose not to, they have a 30 minute period of quiet time choices

Playground/Gyms

We go outside, weather permitting year round. We also have a number of indoor spaces.

Clothing

Please follow these guidelines for dressing your child: Your child will be actively involved in play of all sorts, since this is how they learn. This means casual, comfortable, washable clothes and sturdy, rubber-soled shoes. Flip-flops are not safe and should not be worn. Dirt,



pebbles and small sticks can get inside sandals. Also be sure your child's clothing can be easily managed during toileting. A young child's self-esteem is enhanced when they can be independent. The children are expected to play outside every day; winter, spring, summer and fall! Please send appropriate, comfortable outdoor clothing for sudden changes in temperature. We go outdoors when the temperature is 15 degrees and above.

Many art activities are incorporated into our program. Although the children use smocks, it is still possible for some paint to get on their clothing. We use washable tempera paints, but on occasion clothing may stain. Please dress children in clothing that can get dirty.

Please label all clothing with your child's name. Keep a complete change of clothing in your child's cubby at all times.

If your child is in the process of being toilet trained or is prone to accidents, please send a number of clothing changes, including extra underwear and pants. Replace these items as they are used. It is hard for everyone when an accident occurs and there is no change of clothing available! If your child is sent home in Jewish Beginnings extra clothes please launder and return them.

Backpacks

Your child will be provided with a labeled backpack on his/her first day at Jewish Beginnings. Please send him/her to school with the backpack each day. Please help your child to care for their backpack as we do not provide replacements. Please empty the cubbies regularly and review your child's projects with him/her. Your interest and praise help to reinforce their learning experience.

Tzedakah

Our program stresses the importance of Tzedakah (charity). The children have the opportunity to put a coin in the charity box each morning. This experience in giving helps develop awareness and a commitment to share with others who are less fortunate. Please send a penny with your child each morning. We will provide pennies for children who have forgotten them.



Mitzvah Notes

To enhance the partnership between home and school, we encourage each family to write Mitzvah Notes. A Mitzvah Note is a narrative recognizing the child's positive behavior and actions that have occurred at home. Sample Mitzvah Notes:

"Max helped watch Jake when Mommy was making dinner",

"Sarah got dressed all by herself"

Please send in daily Mitzvah Notes for your child - he/she will beam with pride when their note is read to the class and think of you fondly. It is a wonderful way to connect children with home during their day.

Emergency Procedures

Jewish Beginnings Preschool is a secure facility . All staff members and parents are issued a key card, used to gain entrance to the building. Parents are provided a letter with further details about their key card. Security guards require that any visitors to the building sign in and out of the Visitor Log Book.

Jewish Beginnings has an evacuation plan in place for all emergency situations. Fire drills are held once per month and tornado drills are held twice a year. Lock-down drills and campus evacuation drills are also conducted. All staff is oriented on how to respond to emergencies and is certified in CPR and Pediatric First Aid.

Medical Information

In accordance with HSS 55.34, in Rules for Day Care Centers for Children, following is the Health Policy for the Jewish Beginnings Infant Toddler Center.

The state requires us to have complete and current medical forms for each child. Please keep this information current.

Objective: To maintain, protect, and improve the health of all children.

Purpose: To reduce the risk of spread of disease and childhood illness to children.

I. Observation

- A. Staff will observe each child upon arrival for symptoms of illness.
- B. Any evidence of bruises, contusions, lacerations, or burns will be observed by a staff member, documented in the child's record, and reported immediately to the director.
- C. Food allergies, dietary concerns and other allergies will be posted in the classroom and kitchen area. Staff members will be aware of the allergies of every child in their care.

II. Isolation and Fever

An isolation area will be provided for the care of children who become ill, within their classroom. Children with fever over 100 (or 101 rectal) degrees will be sent home. In case of teething, fever of 101 degrees will be allowed. When illness is diagnosed, child must remain out of center for **24 hours after cessation** of fever.

III. Child Procedure

- A. Children with a sore throat, inflammation of the eyes, fever, lice, rash, vomiting, diarrhea or other illnesses/conditions will be isolated.
- B. Isolated children will be provided with a crib/mat/cot, sheet and blanket and will be within the sight or hearing of a staff member. Isolation will be used until the child can be picked up from the center.
- C. The child's parent, or a designated representative, will be contacted as soon as possible after the illness is discovered. Arrangements will be made for the exclusion of the child from contact with the other children.

IV. Communicable Disease

- A. When a child is suspected of having a communicable disease or condition such as, but not limited to, chicken pox, German measles, infectious hepatitis, measles, mumps, poliomyelitis, lice, ringworm of the scalp, scarlet fever, whooping cough, diphtheria



- or meningitis, the Brown Deer Health Department will be notified.
- B. When diagnosis of a communicable disease is made, the exposed children will be watched for symptoms of the disease, and the parents will be notified.
 - C. A child may be readmitted upon receipt of a statement from a physician.
 - D. A child may be readmitted without a statement from a physician after having a communicable disease only if the child has been absent for a period of time equal to the longest usual incubation period of the disease as specified by the department.
 - E. Notification of suspected or confirmed communicable disease will be made by posting a note in the classroom and in a letter home. Anonymity of ill child will be kept.
 - F. When a diagnosis of hepatitis is received, the entire center will be alerted and the center will take all necessary precautions. Staff and families will be educated about symptoms and precautions, such as hand washing, will be re-emphasized. The Health Department will be notified immediately and the center will comply with regulations set forth by the Health Department. Parents will be encouraged to consult their pediatricians for additional information.
 - G. If the center is informed that a child is HIV positive, universal precautions would be continued. No additional action will be taken. This information will be kept confidential.
 - H. Two or more episodes of diarrhea within a day will necessitate a child being considered ill and the process for an ill child will be put into effect. The child may not return to the Center minimally for 24 hours or 24 hours after cessation of symptoms. One or more episodes of vomiting will necessitate the ill child process. Parents or emergency contacts will be called and the child will be picked up from the Center.
 - J. A rash of unidentified source will necessitate the ill child process.



V. Medication

- A. No prescriptive medication or non-prescriptive medication such as, but not limited to, aspirin, Tylenol, diaper rash products, cough medicine, or nose drops, may be given to a child except under the following conditions: A signed, dated, written authorization of the parent is on file.

Prescription medication must be in the original container and labeled with the child's name, name of drug, dosage, and directions for administering, date, and physician's name. "As needed" is not acceptable.

Non-prescriptive medication is labeled with the child's name and the request, signed by the parent, including dosage and directions for administering. "As needed" is not acceptable. The only exception is diaper creams.

A written report including type of medicine given, dosage, time, date, and the name of the person administering the medication will be kept in the child's record and the center's Medical Log Book.

- B. Medication will be kept under lock and key or otherwise inaccessible to children. (We keep ours in the office. Medications should be given to the teachers and forms should be completed in the classrooms.)
- C. Medication requiring refrigeration will be kept in a designated, separate, covered container clearly labeled, "Medication."

- D. Medication Distribution:

All medications except topical medication will be given to the children by the head teacher and noted on the medication form. They will record the administration of medication in the Medical Log Book.

In the rare event of missed dosages, errors in distribution, or other questions regarding medication administration, teachers will contact parents immediately to be advised how best to treat the child. In the event that parents are inaccessible, the pediatrician listed on the child's Emergency Card will be contacted for consultation.

The event and steps taken in response to the occurrence will be recorded in the Medical Log Book. To the extent possible, we



recommend that parents time dosages so that medications can be given at home by parents, rather than by center staff.

VI. Personal Cleanliness

- A. Children's hands will be washed before and after eating, after diapering and toileting, and before and after playing with sand or water, or outdoor play.
- B. Persons working with the children will wash their hands with soap and water before handling food/drink as well as before and after diapering and toileting, after assisting a child with blowing their nose, before and after administering first aid, etc.
- C. Wet or soiled clothing will be changed promptly from an available supply of clean clothing provided by the parents.

VII. Accident or Injury

- A. All teaching staff are trained in CPR, AED and First Aid annually. All staff are also trained in SIDs Prevention and Shaken Baby Syndrome.
- B. Procedures for the treatment of accidents and injuries will include the following:
 - 1. Minor injuries such as scrapes, cuts, scratches, will be treated by the teachers (soap and water and bandages). In the event of a serious injury, the family physician will be notified and the parent called by classroom teacher or director immediately. If neither the physician nor parent can be reached, the emergency rescue squad will be called (dial 911) and the child will be taken to the hospital specified on the child's emergency record located in each classroom as well as the office.
 - 2. Emergency medical help is summoned by the Director, anyone in Administration or a classroom teacher.
 - 3. The Director, anyone in Administration, or a classroom teacher accompanies or transports the child after making certain that the classroom ratio is maintained.
 - 4. Records of accidents will be reviewed by the director with staff at least twice per year in order to determine that all possible preventative measures are being taken.



5. All injuries resulting from falls, accidents or incurred by any other children will be recorded in the Medical Log Book.
6. A first aid kit equipped with band-aids, bandages, tape, and ice packs will travel with the children on all field trips. School buses have phones in them and we always carry cell phones as well as children's Emergency Cards.

Illnesses

Please **do not** send your child to school if your child is sick. If your child gets sick at school, we will call you. If you are not available, we will call your emergency contact. Let us know about any changes in emergency contact information.

Lice

Children will be checked for lice at the beginning of the school year and after each school vacation. Children who have lice will not be allowed back in school until they are nit-free or have a note signed by a public health nurse.

School Supplies Checklist

Here is a checklist of the items you should provide for your child:

- * All school forms returned and current. Please notify us of any change in your address, phone number, email and/or current emergency contact information.
- * Complete change of clothing including underwear, socks, tights, shirt, and pants or skirt. Please label all items with your child's name.
- * A crib sheet and **small** blanket for naptime for children staying full days and any other cuddly item your child may need at naptime. Many preschool children like a **small** pillow). Sheets will be sent home every Friday for laundering. Please return them each Monday. (Sheets are provided by the school in the Infant and Toddler rooms.)



- * Diapers and wipes where necessary. **Be certain you have enough on hand.** Teachers will try to give you advance warning if your diaper supply is getting low. We have a limited supply of extra diapers in our closet. If your child runs out of diapers, you will be charged \$1.00 for each diaper used.
- * Dress appropriately for the weather. We play outdoors all year round. In winter, be sure to provide waterproof mittens, hat, snow pants, boots and a warm coat.
- * Your labeled school backpack to bring to and from school daily. We rely on backpacks to send home information about school programs, and to send home items your child might want to share with you. You have the option to receive all your information via email.

We are blessed with wonderful parent partnerships and look forward to celebrating a year of achievement and growth with you and your child.



School Contact Information

Please use cell phone numbers only in the event of emergencies or if you are unable to reach the school.

Main Number: 414-962-2444 **Fax Number:** 414-967-8384

Co-Director Devorkie Shmotkin

Contact Devorkie for all curricular questions, staff questions, or child related concerns.

Work Phone: 414-962-2444 x8379

Cell Phone: 414-477-7727

Email: devorkie@jewishbeginnings.org

Administrative Assistant - Amanda Wiedholz

Contact Amanda for all administrative issues and questions, volunteer hours or any other general questions you may have.

Work Phone: 414-962-2444 x8352

Email: amanda@jewishbeginnings.org

Licensing Specialist - Aya Sasson

Contact Aya for enrollment-related concerns, food program and/or Wisconsin Shares questions.

Work Phone: 414-962-2444 x8382

Email: aya@jewishbeginnings.org

Marketing Coordinator - Frieda Aaronson

Contact Frieda for marketing-related inquiries.

Phone: 414-962-2444 x8387

Email: frieda@jewishbeginnings.org

Director of Development - Marylyn Scheuer

Contact Marylyn for giving opportunities.

Work Phone: 414-962-2444 x8364

Email: marylyn@chabadwi.org

Account Manager - Nancy Libeck

Contact Nancy for assistance in billing issues and contractual questions.

Work Phone: 414-316-4651

Email: nancy@chabadwi.org