

Gan Menachem Preschool Family Handbook

THE LORI SCHOTTENSTEIN CHABAD CENTER

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Introduction to Our Preschool

Gan Menachem Preschool is an Early Childhood Education Program that blends hands-on Judaic and secular learning, fulfilling Ohio's Early Learning Content Standards, which are dedicated to meeting each child's cognitive, physical, and emotional developmental needs. Each day children will be given a variety of opportunities to enjoy creative play, art, music, math, and science, in a fun, active, hands-on environment. In addition to laying the foundation for these beginning life skills, Gan Menachem encourages the development of each child's Jewish identity through the use of Hebrew language, infusing daily routines with Judaic traditions and culture, songs and games. Teachers will guide and promote active learning, problem solving, discovery and model Jewish values of kindness and sensitivity for their peers, family, and community.

Mission Statement

Gan Menachem Preschool is an early childhood education program committed to creating a safe, warm, nurturing environment, where all children can grow intellectually, socially, emotionally, physically and spiritually, through hands-on learning based on the principles of the Reggio Emilia approach, and Jewish values.

Goals

To provide opportunities for children to learn by doing: gradually moving from hands-on to more abstract concepts.

To promote intellectual growth and language development.

To promote emotional growth through expression of feelings, self-esteem and confidence.

To form a positive Jewish identity through exploration of culture, values, music, tradition, celebrations, and Hebrew language.

To promote social growth through problem solving, cooperation and pro-social behavior.

To foster imagination through dramatic play and self-expression.

To promote motor development through regular opportunities for play and activity.

To foster independence through involvement in a social group outside of the family.

To nourish each child's heart and mind, helping them to become a well-rounded and responsible community member.

To encourage active parent participation in school life, and to build a bridge between home and school learning.

Philosophy

Every child deserves a stimulating environment conducive to learning, so that during the first five years of life, when children are at their optimal developmental potential, they experience rich hands-on learning activities that are child originated and teacher framed. We believe in providing an environment where age appropriate curriculum, ODE preschool academic readiness skills, and a solid Jewish religious foundation can be nurtured, explored and grown with love and careful consideration.

Values

The culture of Gan Menachem Preschool operates in reflection of the following Jewish values and principles:

Chaverut-Friendship- embracing and caring about all people.

Tzedekah-Justice and righteousness.

Tikkun Olam-Caring for the world and our environment, locally and globally.

Torah study and prayer.

Ruach-Spirit, to find joy in all parts of our lives.

Klal Yisrael-Community and inclusiveness.

Hachnasat Orchim-Welcoming guests, being a gracious host to old and new friends, and visitors to our school community

Curriculum

The time from birth to the age of five years old is critical to a child's cognitive development. During this time neural connections are established at twice the rate of development than as an adult. It is also widely known that young children are hands-on learners, who absorb knowledge best through actual experience. To capitalize on this, the preschool curriculum is built on the work of child cognitive theorists such as Jean Piaget and Lev Vygotsky, who advocated that children learn much through play, building their own base of knowledge, and is inspired by the Reggio Emilia approach of early childhood education. Through inquiry and projects, in collaboration with teachers and peers, children explore the world around them and acquire new knowledge, in a natural, inviting, environment that stimulates their innate curiosity. Rooted in the interests of the children, an emergent curriculum is developed and guided by teachers to aid children's explorations, and is dovetailed with developmentally appropriate activities specifically designed to augment child originated inquiry. Through this blend of student inquiry/investigation, and teacher scaffolding, opportunities for intellectual, social, emotional, physical and spiritual growth are presented, while meeting the needs of the Ohio Learning Content Standards. The curriculum is infused with Judaics at

a natural flow, following the holidays and seasonal celebrations throughout the year, with cognitive, social, emotional and language development building being infused into all activities.

Daily Schedule

Our preschool program operates Monday through Friday from 7:30-6:00 throughout the school year, September through May, accepting children ages 30 months to 5 year olds. The program has two classrooms, an early preschool experience, for children 30 months to 36 months and a pre-kindergarten experience, for 4-5 year olds. A half day or full day preschool option is available for both age groups.

All remaining children will be transitioned into one classroom after half-day student dismissal concludes, and will remain in one group for rest time and full day dismissal. All enrolled children will remain in their assigned classroom for the entire year; age group transitions will only take place at the beginning of each school year (for example, if your child is 30 months old and is in the early preschool classroom and turns 3 in March, they will remain in the early preschool classroom through May).

Gan Menachem Preschool will provide time for outdoor play each day that there is suitable weather. Unless it is below 20 degrees Fahrenheit, raining, hailing, or thunder storming, or the outdoor playground is inaccessible due to snow, children will have morning and afternoon outside play. Please make sure your child is dressed in appropriate, comfortable clothing and footwear for the season and weather each day. If outdoor play is limited due to weather or safety, children will be provided space for indoor large muscle play during the morning and afternoon scheduled times.

Your preschooler's daily schedule will be similar to the following:

Preschool:

8:30	Arrival, Playing in Classroom Centers, Project Work
9:15	Cleanup
9:30	Class Meeting
9:35	Snack
10:05	Circle Time
10:25	Music/Movement/Group Activity
11:00	Outdoor Explorations
12:00	Lunch
12:30	Bathroom/Story/Time/Show & Tell
1:00	Prepare for Rest Time/Dismissal for Half Day
1:00	Garden/Parsha/Enrichment (Full Day)
2:45	Wake Up/Bathroom
3:00	Snack
3:30	Elective Classes
4:30	Free Play in Centers/Class Projects/Outside play
6:00	Dismissal

Child Guidance and Management

Gan Menachem takes a positive approach to discipline. We believe that when children are shown positive modeling by adults, treated with respect and taught values; undesirable behaviors are not an issue. Each day we will place great emphasis and consideration on fostering an environment that is caring and welcoming to each child. It is important to remember that as children navigate and explore their world some behaviors, although undesirable, are developmentally appropriate and help children learn limits and social rules. We encourage children to verbalize, rather than hit or bite while feeling frustrated, overwhelmed or excited. We try to anticipate problems and actively work to provide learning opportunity in a social environment and model caring behaviors. Gan Menachem does not believe in punishing children, instead, positive modeling, redirection and choices are taught. All staff members will only use guidance and management measures which are developmentally appropriate for each child's age, relevant to the circumstances and consistent, and will always explain and talk through such situations with each child. We want each child to experience school in a positive, safe manner and should the occasion arise, where a child is behaving in a manner that threatens the safety of others or themselves, they will be dealt with in a discreet, compassionate, non-shaming way. Such a child might be removed from the activity for an appropriate amount of time (i.e., having a three minute time out, where a teacher can talk to the child and help redirect to more positive actions), in order for the child to calm down and redirect, or if necessary, seeking advice from other pediatric professionals and having discussions with the family, should the behaviors continue. If a behavior is unmanageable and dangerous to others, you will be asked to leave the program and be permanently dis-enrolled from the preschool program. We will be supportive in helping the family find a more suitable preschool program for their child's behavioral needs. All the regulations of the Ohio Advanced Code regarding Child Guidance and Management (Rule 5101:2-12-22) will apply to all employees of the Center.

Communication

Parents are responsible for checking their child's folder daily for any pertinent information and upcoming events, as well as the classroom bulletin board. Parents are always welcome to call or email the preschool with questions or concerns. Quarterly conferences will be offered for any family wishing to have a formal meeting with the preschool teacher, and administrator.

Security, Supervision & Safety

Your child's safety is of utmost importance and there will always be a staff member responsible for their safety and supervision.

No child will ever be left unsupervised. Staff will supervise the children at all times, including naptime. If a child becomes ill, they may be moved to an area of the room not being used, but will always be within sight and hearing of a staff member.

Parents are required to sign their children in and out each day, upon arrival and departure. The classroom can be a busy place. Children may not be dropped at the entrance of the building, or be sent inside alone. Please escort your child to their classroom and make sure your teacher knows you have arrived. Give any messages, medications, pickup instructions, etc. are directly to the teacher. At pickup, please make sure you inform your child's teacher that you are leaving, and sign them out. Children are not permitted to be passed over the playground fence at pickup or drop off. Parents are responsible for the supervision of their child until they depart from drop off, and when they arrive for pickup. These procedures insure that your child is accounted for and supervised at all times.

Anyone picking your child up, other than yourself, must have written permission in the form of a signed dated note prior to the pick up, be at least sixteen years of age, as well as have a photo ID.

Children will be released to parents or guardians according to court ordered written custody agreements, if present and in effect.

Parents must ensure that all emergency contact information is completed and up to date for their child's file.

The preschool staff has immediate access to a working telephone at all times.

All visitors' must sign the appropriate log and show ID, remaining with staff at all times, when in child-centered areas.

The administrator facilitates monthly fire drills and annual building and site inspections, and records will be kept and available to view upon request.

Exit plans are posted in each classroom in the case of fire emergencies or weather alerts, designating staff responsibilities and diagramming the evacuation routes.

No sprays or aerosols are ever used in the presence of the children.

The local public children services will be notified immediately, if a staff member suspects that a child has been abused or neglected.

Gan Menachem has established the following plans in the event of emergencies:

If there is a threat of violence, the building will be locked down and the children will be secured in the Chabad Center Social Hall.

In the event of a tornado the children will be secured in a safe corner of the social hall.

If it is necessary to evacuate the children due to a gas leak, bomb threat, or similar emergency, the children will be relocated, by way of walking, to the following emergency location site: 4884 Hampstead Court New Albany 43054. This is Rabbi and Esther Kaltmann's home located near the Chabad Center parking lot. If emergency services determines the children need to be evacuated further from the building, the secondary site will be the New Albany Branch Library at 200 Market St. New Albany, OH 43054. In the event of a tornado alert the children and staff will gather in a designated corner of the social hall as approved by the local Fire Inspector. If there is a fire, the evacuation route is posted in each classroom, and the social hall. Teachers will escort the children in an orderly fashion to our fire evacuation site at the parking lot on the east side of the building. Parents will be notified by phone in the event of an evacuation, and the location where the children and teachers can be located.

Emergency Closure

In the event of inclement weather, or other federal, state, country, or town emergencies, an emergency site closure may be in effect. Please check local radio and television stations for updated conditions and closings. Gan Menachem understands that working parents are inconvenienced by site closure and will endeavor to keep preschool services available. The decision to close is always made in the interest of the children's safety and overall community safety and with respect to full compliance to local authorities.

In the event of a general emergency, such as no power or no water, the staff will assess the situation and determine if it is necessary to send the children home, in which case all parents will be contacted. Staff will remain until all children have been picked up.

First Aid

If a child is injured, first aid will be administered, following the posted medical and dental emergency plans. In the event of a serious injury requiring emergency medical treatment, professional consultation, or emergency transportation, the emergency squad will be called in, and the injury will be documented using state appropriate incident forms. Parents will be notified immediately in the case of an emergency, severe injury, or if the child remains unusually anxious and upset. In the case of a minor scratch or tumble, a note will be provided at the end of the day, detailing the event. The staff member supervising that child will document all events of injury or illness. Such events will be immediately documented in the form of a completed incident report if the child: requires first aid treatment, a bump or blow to the head has occurred, emergency transportation is needed, or an unusual or unexpected event jeopardizing the safety of the children or staff has taken place. Appropriate procedures for notification of ODFJS licensing office will take place. The parent, or authorized person picking up their child at the end of the day will be given the report to read and sign. A copy of the report will be made available to them.

Communicable Disease Policy

The preschool administrator and staff will be aware of signs and symptoms of common illnesses and proper hand washing and disinfection procedures. These policies will be reviewed with each new employee and discussed periodically at staff meetings. No staff member shall attend the preschool if they show signs of communicable diseases. Parents of children who have been exposed to a disease will be notified of exposure. The preschool will send home notes of exposure and dates. The parents of any child suspected of having a communicable disease will be contacted and asked to pick the child up as soon as possible. If your child exhibits any of these symptoms they will be isolated, but within the sight of the teacher, (provided with a cot and blanket) and sent home:

Diarrhea (more than one episode)

Severe coughing, turning red or blue in the face, or whooping sound

Difficult or rapid breathing

Yellowish skin or eyes, obvious discharge

Redness of the eyes or eyelid, thick and purulent

Matted eyelashes, burning, watery or itchy eyes, or eye pain

Temperature of 100 degrees F, or over

Infected skin patches, dark urine, gray or white stool

Stiff neck

Lice, scabies or other parasites

Unusual spots or rashes

Sore throat, difficulty swallowing

Elevated temperature

Vomiting

A sick child must be free of all symptoms for 24 hours before returning to preschool. The Ohio Department of Health "Child Day Care Center Communicable Disease Chart" is located in each classroom.

A child, who exhibits minor cold symptoms and is not feeling well enough to participate in regular activities, will be observed within the group and monitored for worsening conditions.

Medication Administration

Medication will not be administered to children unless a medication sheet is signed and dated by both the parent and pediatrician, and the medication is in original, properly labeled packaging with dosage instructions, per state requirements.

In order to accommodate any food supplements and modified diets, Gan Menachem also requires a signed and dated letter from the parent and pediatrician stating directions for proper management, care and administration of any vitamins, food supplements and modified diets.

Photography

Photos of children and families enrolled in preschool while engaged in activities will be taken throughout the year, and used for bulletin board displays, art projects, family gifts, and to illustrate preschool marketing materials. Parent consent of photography is implied unless parents provide a written, dated and signed withdrawal

of consent attached to their enrollment paperwork.

Yearly Schedule

Gan Menachem Preschool is opened Monday through Friday from 8:00-6:00 daily from September through May. Due to shortened daylight hours, school will be closing early on Fridays following the change to Standard Time. Dismissal times will depend on Shabbat start times. Parents will be notified in advance of the Friday dismissal schedule. Gan Menachem Preschool will be closed in observance of the following holidays:

Rosh Hashanah
Yom Kippur
Sukkot
Shemini Atzeret
Simchat Torah
Thanksgiving Day
New Year's Day
Passover
Shavuot
Memorial Day

Food

Gan Menachem will provide a morning snack daily to all preschoolers consisting of crackers, fruit, yogurt or vegetable, and juice or milk. If your child has specific allergy or dietary needs, adjustments will be made. Parents will be responsible for sending in a packed lunch daily for your child, including a drink. It is important that you prepare lunches that follow nutritional guidelines and meet one third of the child's recommended daily dietary allowance. As required by law, our preschool has supplemental food from all four basic food groups to offer any child who brings a lunch that does not meet the guidelines.

Tuition & Payment Policies

Tuition is scheduled for 9 equal payments each month, September through May, due by the first of each month. Tuition will not be prorated for absences, including due to illness, vacation and holidays. Tuition will not be prorated for site closure due to federal, state, town or country order and for reasons related to weather and/or natural disaster. If your family relocates or your child is in need of specialized services due to medical need and we are unable to provide, a refund of unused payment may be provided at the discretion of the preschool administrator. There is a non-refundable \$150 registration fee. Tuition is payable by cash or check.

If you are unable to pick your child up at the appropriate dismissal time and are more than 15 minutes late, a fee will be due upon arrival. If you arrive at 1:15 you will be charged a \$10 overtime fee. Anytime beyond 15 minutes, will be charged \$1 per minute late, (for example if you arrive at 1:20, you will owe a \$15 overtime fee.)

Infant/Toddler Room

Full-Day Hours: 7:30-6:00

3-4 Year Olds Preschool Classroom

Full-Day Hours: 7:30-6

Half-Day Hours 8:30-1

Parental Involvement

Parents are welcome and encouraged to observe at the preschool any time. Please notify us of your planned visit time and arrival. Parents are also permitted access to all parts of the center during the preadmission interview. We welcome parent volunteers and believe it is beneficial for children to see their family actively involved in their life. We encourage and invite parents to volunteer regularly in the classroom, attend field trips and special gatherings.

Gan Menachem Preschool invites families to introduce children to their new teachers at our annual open house near the beginning of each school year. Gan Menachem Preschool also hosts social events throughout the year to foster relationships between staff and families, such as Doughnuts with Dad and Muffins with Mom.

We feel that open communication between staff and parents is of utmost importance. Conferences will be held periodically throughout the school year, parents are encouraged to meet with center staff at this time and discuss their child's needs, development and accomplishments. Parents are welcome to schedule an informal conference with the teacher and administrator anytime during the year by phone or in person, to address concerns, needs or progress. If a concern should arise, we encourage you to speak first with your child's teacher, and additionally with the administrator if further action is needed. Please feel free to contact the staff with any questions or concerns.

Transportation

Gan Menachem Preschool will periodically take field trips throughout the school year using contracted school buses as means of transportation for all children, staff and parent volunteers. All children will be assigned to a specific adult for all field trips. Attendance will be taken by a staff member at the following times: before leaving the preschool, once seated on the bus, upon exiting the bus, during the field trip or event, in-line to load up on the bus for the return trip to the preschool, once seated on the bus, and again upon arrival back at the preschool. Gan Menachem Preschool shall have written permission from the parent or guardian before transporting or walking children off the school premises. A written permission slip must include: the child's name, specific destination, dated signature of parent or guardian, the date and approximate time the field trip will take place and how the child will be transported.

Our License

Gan Menachem Preschool is licensed to operate legally by ODJFS. Our license, which was issued by the Ohio Department of Job and Family Services, is posted in our preschool entryway. The laws and rules governing child daycare are available in our classroom for your review, upon request.

Our licensing record is available upon request from the Department of Job and Family Services. The department's toll free number may be used to report any suspected violation. We do not discriminate in our enrollment on the basis of race, color, religion, sex or national origin, or disability in violation of ADA act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

We have a roster of name and phone numbers of parents or guardians of children attending our preschool, and it is available upon request. Parents have the option of omitting their names and numbers from this list.

We are licensed to serve a maximum of 24 children at one time, two preschool classes. Our staff to child ratio is 1:6. Our group size will never exceed 12 children.

Inclusion Statement

Gan Menachem does not discriminate against individuals or families, including on the basis of color, culture, economic status, health, nationality, physical and mental ability, race, religion, and sexual orientation. We believe a diverse enrollment enhances the preschool experience.

Admissions

We are pleased you are considering Gan Menachem Preschool to meet your early childhood education needs for your child and family. We are confident that you will be pleased with the quality of our curriculum, dedication of our staff and the high emphasis of supporting Jewish values in our preschool. Please complete and return the "Student Application Form", accompanied by a non-refundable application fee of \$150 to reserve your child's spot. In addition to the application and fee, you will also need to submit completed enrollment paperwork and medical statement prior to your child's first day of preschool.

Agreement

I have read and understand the Gan Menachem Preschool Family Handbook. My signature on the returned enrollment paperwork signifies my agreement to ensure that our family abides by and supports all the policies procedures contained herein and as outlined in the enrollment paperwork. I understand that Gan Menachem Preschool will provide a minimum 30 days posted notice of policy or tuition changes.

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Child's Name _____

Date of Birth _____ Gender _____

Home Address _____

City _____ Zip _____ Phone _____

Parent Name _____

Address (If different than child) _____

City _____ Zip _____ Phone _____

Cell _____ Work _____ Email _____

Parent Name _____

Address (If different than child) _____

City _____ Zip _____ Phone _____

Cell _____ Work _____ Email _____

Who does the child live with? Both Parents Mother Father

Half Day 8:30-1:00 (not available for infants) Full Day 7:30-6:00

Infant Preschool

If enrolling part week, please specify days _____

Parent Signature _____ Date _____

Date Received _____

Fee Paid/Not Paid

Gan Menachem 2012-2013 Calendar

Sept 4: First Day of School

Sept 17-18: Closed for Rosh Hashanah

Sept 25: Erev Yom Kippur/Early Dismissal 1:00

Sept 26: Closed for Yom Kippur

Oct 1-2: Closed for Sukkot

Oct 4: All School Dinner in the Sukkah 6:00pm

Oct 8-9: Closed for Shmini Atzeret and Simchat Torah

Nov 22-23: Thanksgiving Break

Dec. 7: Chanukah Party 12:00 Noon

December 20 – Jan 2: Winter Break

Jan. 21-24 Conferences by appointment

March 22: All School Seder 12:00

March 25- April 3: Pesach Break

April 29 Lag b'Omer Picnic

May 13: Grandparents/Special Person Shavuos Breakfast 10:00am

May 14: Erev Shavuos

May 15-16: Closed for Shavuos

May 27: Closed for Memorial Day

May 30: Graduation Bar-b-que 5:00pm

May 31: Last Day of School