



Where children are our world

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Parent Handbook **2022-2023**

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Dear Parents,

Welcome to the TBTST family! Please allow me to introduce myself: I'm Ronit Goldstein, the Director of the ECC program here at Temple Beth Torah Sha'aray Tzedek. I attained my Bachelor of Arts degree in Education for the Hearing Impaired and a Teacher's Certificate in Teaching Specialized Education in Secondary Schools from Tel-Aviv University. I continued my educational path to receive Master of Arts in Educational Leadership from Concordia University. Over the years I worked with children at all ages from Pre-School all the way to High School. I worked in the field of early childhood education for more than a decade as a VPK teacher. I also taught different age groups at our Religious School and served as the Religious School Director for several years. Being able to make a difference in a child's life is the most rewarding feeling.

This upcoming year will bring new ideas and exciting adventures. Our creative, center-based curriculum will introduce academic concepts through daily social interactions, fine and gross motor activities, emotional growth, and language development. Reading readiness and math concepts are incorporated into our curriculum from a young age.

We have an extraordinary staff here at TBTST. Our dedicated teachers have been with us for many years. We are one big family who pride ourselves in providing our students with a nurturing, loving "home away from home" school environment.

Parental involvement throughout the school year is greatly encouraged! There are numerous ways for you to become involved. Please stop by to introduce yourself. My door is always open to questions or discussions and I am delighted to help in any way I can.

I am looking forward to a fun productive school year.

B'Shalom,

Ronit Goldstein
ECC Director

Mission Statement

TBTST Early Childhood mission is to provide a safe, loving, nurturing environment for students to grow socially, emotionally and academically. TBTST offers an age appropriate, center-based curriculum that meets students' individual needs to explore, encouraged by educators to actively participate in their own learning process. TBTST administration and educators strive to provide families with guidance, support, and opportunities to take part in their child's education.

ECC Philosophy

TBTST Early Childhood Center's philosophy is based on the developmental needs of the individual child. To a young child, this means providing a door of opportunities for sensor-motor exploration, for verbal and nonverbal socialization, and for learning, all in a loving and nurturing environment. Early Childhood Education means the development of a child's independence, confidence, and pride while using creative expression and fun experimentation. TBTST Early Childhood's curriculum is center based and fosters a world of understanding and learning. The class atmosphere allows for a balance of activities and empowers the child to self-explore and make choices. TBTST educators provide a warm environment for children to express desires and interests. Moments of readiness are viewed as a door of opportunities to enrich the learning environment based on individual and group needs. The curriculum includes language arts, math, science, social studies, and readiness activities. Children also enjoy art, music, cooking, the study of Jewish Holidays, Bible stories, Hebrew Language, and indoor & outdoor play. TBTST Early Childhood is an academically based private school which prides itself in providing a home away from home environment to its students and their families. TBTST Early Childhood Center strives to establish close communication with families and provides parents with opportunities to be actively involved in their child's educational experience.

Non-Discrimination Policy

TBTST does not discriminate based on race, religion, cultural heritage, political beliefs, marital status, national origin or sexual preference.

Absentee Policy

Being that Temple Beth Torah Sha'aray Tzedek is a private Early Childhood Center, which is paid for by you we do not have an absentee limitation. However, please be aware that every time your child misses' school, he/she is missing valuable learning time and days **cannot** be made up.

If you have enrolled your child in the state funded Voluntary Pre-K program, your child's absences **are limited to 20 days** (per school year) per 540 hours of the VPK program. If you exceed **20** absences, you will be asked to withdraw from the state funded program and begin paying regular Pre-School fees.

Late Drop Off and Late Pick Up Policy:

TBTST Early Childhood Center provides students with an academic based learning environment. Daily routine is structured to ease students into their day and provides them with an adjustment period in the morning. Schedule consistency allows students to establish sense of comfort and security. Students are expected to arrive by their class scheduled time and start the day with their peers.

TBTST understands that a late pick up may occur on a rare occasion. However, please understand that we open at 7:00 am sharp and close at 6:00 pm sharp. If your child is not picked up by 6pm, **a late fee will be charged to your account.**

The late fee is \$2 per minute (per child). The fee is used to pay the staff who remain with your child. If you know you are going to be late, call us at 954-722-9537. If we want to keep good teachers, we must respect their time as well. It is important that parents take our hours into consideration when enrolling in our program.

We do understand that things come up and traffic can be challenging even at the best of times. We tend to worry about your safety just as much as your child does. Please be considerate. If we have not heard from you by 6:00 pm and we cannot reach you by phone, your emergency numbers will be called and one of those contacts will be asked to come and get your child. If neither you nor your emergency contact can be reached, we will keep your child for one hour. Please recognize that our teachers have obligations and interests that require their leaving work as scheduled. After that time, the police will be contacted to see if there has been an accident and/or to drive by your home to see if there is a problem. If no problems are found, then *Child Protective Services* will be called.

Weather Emergencies

In the event of severe weather – the following procedures will be followed...

1. If a hurricane “WATCH” goes into effect stay close to news/weather updates.
2. If a hurricane “WARNING” goes into effect the school will be closed and will remain closed until weather conditions improve. **If the “WARNING” is issued during a time that your child is IN SCHOOL... you MUST pick-up your child IMMEDIATELY!**
3. We will follow the guidelines used by Broward County Schools. Therefore, if the public schools close, we will also close, and remain closed until public schools re-open.

Lock Down

Lock Down is implemented when the threat of violence or gunfire is identified. During LOCKDOWN, students and staff are to remain in designated lockdown locations at all times. This response is considered appropriate for, but not limited to, the following types of emergencies: Gunfire, Threat of extreme violence outside the classroom, imminent danger in the surrounding community.

Lockdown requires closing and locking doors immediately after which NO ONE is allowed to enter or exit. In the event of a lock down the following procedures will be followed...

1. **Code Red:** Teachers will be notified immediately and will follow procedures to gather students into their designated lockdown location. Parents will be notified through Bright Wheel and an email. Classroom doors and school’s doors will be locked, and **NO ONE will be allowed to enter the building. PARENTS WILL NOT BE ABLE TO PICK THEIR CHILD UP!** Parents are encouraged to follow media notification.
2. **Code Yellow:** Teachers will be notified by administration. Parents will be notified through Bright Wheel and email. Students will be able to walk freely in the classroom environment; however, classroom doors and school’s doors will remain locked. **NO ONE will be allowed to enter the building. PARENTS WILL NOT BE ABLE TO PICK THEIR CHILD UP!**
3. **Code Green:** All clear! Teachers and students will be able to resume activities. Teachers will be notified by administration. Parents will be notified through Bright Wheel and email. Parents will be encouraged to pick their child up.

To ensure your child’s safety, NO pictures of children will be taken during code red and code yellow.

Termination of Enrollment

If it becomes apparent that our program is not suitable for a child, the following will occur, prior to termination of enrollment:

- Meeting with parents, teacher and director to discuss situation.
- Plan of action developed including, but not limited to: discussing several behavior modifications to be tried both at home and in the classroom to attempt consistency...seeking professional advice in ways to help student...suggesting testing through private or public school means... develop timetable to institute changes, assess change and set another meeting date, which is mutually agreed upon
- Meet with parents, teacher and director to assess changes and perhaps develop an additional/alternative plan (repeat #2 above)
- If it becomes apparent that change is not forthcoming, and it becomes necessary for enrollment to be terminated, the TBTST staff will assist in attempting to find an alternative program to better suit the needs of the student.
- A date of termination of enrollment will be decided upon and termination will take place.
- Children who continually pose a danger to themselves or other children through their aggressive behavior (including punching, hitting, biting, tackling, etc) are at risk for having their enrollment terminated and may have to be removed from the school in a more immediate timeframe, prior to the steps outlined above reaching completion.

Termination may occur if:

Child: is at risk of causing serious injury to another child or self
exhibits uncontrollable behaviors including tantrums/outbursts
engages in ongoing physical/verbal abuse to children and/or staff
engages in excessive biting
is unable to successfully navigate the parameters and expectations of the program.

Termination may occur if:

Parent: threatens physical injury or seeks to intimidate the staff
verbally abuses the staff
behaves in a manner deemed inappropriate by the director
fails to pay or is habitually late with payments
fails to complete all forms required by the school
is habitually late in picking up their child

Child's name Parent's/Guardian Signature Date

In-School “Field Trip”

As a parent of _____, I give permission to escort my child out of the preschool and into and through the corridors of Temple Beth Torah Sha’aray Tzedek to the Library and Social Hall. I also give permission for my child to attend programs, shows, and other in-school “field-trips”, and do hereby release TBTST Early Childhood Center and its employees from any and all liability of any kind or nature from injury to my child.

Biting Rule

I understand that for health and safety reasons, biting in school will not be tolerated. If your child bites other children on a continuous basis we will provide a shadow at your expense until the biting discontinues or you will have to withdraw your child from Temple Beth Torah Sha’aray Tzedek Early Childhood Center. If you are asked to withdraw your child, you will not be reimbursed of any pre-paid fees.

I have read this form and agree to abide by this rule.

Child’s name Parent’s/Guardian Signature Date

TBTST Pre-School Child Guidance Policy

Childcare facilities must ensure that age-appropriate constructive disciplinary practices are used for children in care.

- Children shall not be subjected to discipline, which is severe, humiliating or frightening.
- Discipline shall not be associated with food, rest, or toileting.
- Spanking or any form of physical punishment is prohibited.

The above data is from HRS Child Care Division. Our philosophy does not consider a child good or bad. There is acceptable or unacceptable behavior. We NEVER use physical or verbal abuse responses, which demean a child. Explanation of acceptable behavior is given. When necessary, the child is temporarily removed from the situation and may return when he or she feels they can cope with the situation in an acceptable manner. We stress the importance of respecting the person and property of all our peers and can enjoy our class to the fullest when we do not hurt anyone physically, emotionally or by taking away other’s property.

I have read the laws concerning disciplinary measures and understand that Temple Beth Torah Sha’aray Tzedek ECC adheres to these rules.

Child’s name Parent’s/Guardian Signature Date

Health and Safety

Masks Policy

Our school is temporarily back to mask mandatory for students, parents, and school employees. The restriction is in doors only. Masks should not be worn for any outdoors activities. At the event that masks will be optional again, we encourage all families and employees to be respectful to another person's decision to wear – or not wear- a face mask. The decision is yours to make about whether – or not -to wear a mask.

if a parent chose for his child to wear a mask, they are required to provide extra masks to stay in the room. We will not be able to provide masks to children.

Each mask must be labeled with the child's name on it.

Covid and Sick Child Policy:

If your child becomes ill in our Summer Day Camp Program, you will be called, and arrangements must be made to pick up your child immediately. If we send your child home with a fever, he/she may not return to the program until they have been without a fever, without medication, for 24 hours.

Any one of the following symptoms require children to stay home and inform us as soon as possible.

- A fever of 100.4 or above
- Cough
- Shortness of breath
- Stomach cramping/Vomiting
- Diarrhea
- Nausea
- Fatigue
- A family member living within your home who has any one of the above symptoms.

If a child presents with any combination of the symptoms consistent with COVID-19 (fever of 100.4F or above, cough, shortness of breath, stomach cramping/vomiting, diarrhea, vomiting, nausea, fatigue), the child must self-isolate at home and take a PCR test. Child can return to school:

- The child has had no fever or cold like symptoms for at least **24 hours** (that is one full day of no fever without the use of medicine that reduces fevers **with a Covid PCR test that is negative.**
- Other symptoms have greatly improved (for example, cough, shortness of breath, fatigue, etc.)
- At least 6 days have passed since symptoms first appeared
- Children with pre-existing health conditions that could make them more vulnerable to COVID-19 will need verification from a doctor to return.

Any child or family member who has any Covid-19 symptoms listed above including cold, fever, sneezing, coughing, vomiting, diarrhea, rash will require a PCR Covid test prior to returning back to school. Children cannot come to school if any family member living in the household or has been exposed to.

Any sibling of a sibling who is showing any Covid 19 symptoms must remain at home for 5 days until the PCR Covid test results are negative. Other members of the family will be asked to also take a PCR Covid test if deemed necessary by the Directors.

Please note, doctor's notes will not be accepted in place of PCR covid tests.

Individuals who previously had Covid-19 or are fully vaccinated are not exempt from any of these rules.

In addition, please remember we still adhere to our sick policy of 24 hours symptom free for any child who is covid negative but has any symptoms including colds, fever, flu, respiratory illnesses, strep throat, stomach viruses etc.

An exposure within the school

In case of an exposure within the school, parents will be notified by a phone call/email/Brightwheel notification that there was a positive case in the classroom. Parents will be asked to monitor their child for symptoms and children will be able to remain in camp if they show no symptoms.

Child's name	Parent's/Guardian Signature	Date
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Medication

Our preference would be to have you arrange your child's medication before or after school. However, if it is necessary for us to give a child medication while he/she is at school, you **MUST** fill out a Medication Authorization form. The forms are kept in both the Pre-School office and the Early Bird/Extended Day room. The initial dose must be administered at home and we can administer subsequent dosages after the medication form is filled out.

DO NOT SEND MEDICATION IN YOUR CHILD'S LUNCH BOX OR CUP!

ALL PRESCRIPTION MEDICATION MUST BE IN ITS ORIGINAL CONTAINER WITH THE CHILD'S NAME AND EXACT DOSE INDICATED ON THE LABEL.

DCF (Department of Children & Family Services) rule states that we can only administer over-the-counter medication given to us in an **UNOPENED CONTAINER**. Please read labels on the over-the-counter medicine carefully. We cannot administer medication that does not list the appropriate dosage for your child's age unless we have written authorization from your child's doctor. Remember to send a "measured spoon".

IF TYLENOL OR SIMILAR PAIN RELIEF PRODUCTS ARE NEEDED,

YOUR CHILD NEEDS TO BE AT HOME. THEREFORE, WE WILL NOT ADMINISTER PAIN RELIEF PRODUCTS.

Medical Notes

Every child is required to have a physical examination, and all current immunizations. DCF forms #680 and #3040 must be completed by your child's physician and be on file in our office ON OR BEFORE THE FIRST DAY OF SCHOOL.

TO HELP PREVENT THE SPREAD OF DISEASE, CHILDREN WHO SHOW SIGNS OF ILLNESS SHOULD BE KEPT HOME! Teachers will call parents to pick-up their child if they feel your child's condition can best be treated at home.

The following position on communicable disease will be **strictly enforced...**

Any child who is suspected of having a communicable disease (or infectious disease), or who develops a fever or other signs or symptoms, which include but are not limited to any of the following... **DIARRHEA, RASH, PINK EYE, SKIN INFECTION, HEAD LICE, ABDOMINAL PAIN, VOMITING OR GREEN MUCUS COMING OUT OF NOSE...** shall be placed in the Pre-School sick room. Parents will be notified for immediate dismissal. Such children shall not return to the facility until the signs and symptoms of a communicable disease are no longer present for 72 hours. A **WRITTEN STATEMENT** from a physician attesting to the fact that the child has been appropriately treated for the disease must be provided to the Pre-School.

A CHILD WHO STAYS HOME, OR IS SENT HOME, MUST BE SYMPTON FREE FOR 72 HOURS BEFORE HE/SHE RETURNS TO SCHOOL.

IF WE SEND YOUR CHILD HOME WITH A FEVER, VOMITING OR DIARRHEA YOU MUST MAKE ARRANGEMENTS FOR HIM/HER TO STAY HOME FOR THREE DAYS.

Child's name Parent's/Guardian Signature Date

Food Facts

LUNCHES:

We observe a Kashrut policy at Temple Beth Torah Sha'aray Tzedek.

NO MEAT.

NO POULTRY

NO SHELLFISH

Dairy or pareve lunches are to be brought to school for children who stay past noon.

Examples of Meal Ideas that ARE allowed:

Mac & Cheese, Rice & Beans, Cheese Sandwiches, Peanut Butter and Jelly, Nutella, Pasta with tomato sauce or cheese sauces, Pasta with Butter/oil and cheeses, Veggie nuggets, Veggie Burgers, Eggs, Vegetarian or Vegan products.

Birthdays

If you wish to celebrate your child's birthday during school, you may bring in a special treat. **You may not bring in any food that has been prepared in the home.** (Please notify the teacher a few days in advance so she may arrange her schedule.) Please be sure that ANY food you send in is kosher and unopened. You can find kosher desserts at BJ's or Publix. Other kosher ideas are Entenmanns, Little Debbie's, and Krispy Kreme.

If you plan to have an at-home party, or one at a local facility, please do not ask us to distribute invitations unless you have invited all the children in the class and the party doesn't fall out on Shabbat (Friday night or Saturday day) or a Jewish Holiday. If your party does not meet these guidelines, you will be asked to mail or email your invitations.

Food Permission Form

Throughout the school year we have many festivities that your child may participate in. We have holiday and birthday celebrations as well as cooking projects in the classroom. The following list is a sample of the foods that your child may be served during our celebrations/cooking. By signing the form, you are agreeing to have your child participate in our celebrations and be served the foods we provide during these times. If your child has a food allergy, please make sure you note it on the application and notify the school office and your child's teacher. Students will not be served any of the foods provided for the celebration unless this consent form is signed and returned. TBTST is a Kosher facility and we will only serve Kosher foods and follow Kashrut dietary laws.

Thank you for your cooperation.

Fresh or canned fruit	Potatoes/French fries/tots	Marshmallows
Fresh for canned vegetables	Tuna fish	Potato Pancakes
Yogurt	Egg salad	Chocolate/Chocolate candy
Apple sauce	Mayo/Mustard/ketchup	Mashed potatoes
Cheese	Pickles	Stuffing
Deli meat	Ice cream	Corn bread
Pudding	Multigrain Bars	Cranberry sauce
Raisins/ dried fruit	Ice Pops	Beans
Pancakes/waffles/French toast	Whipped cream/Cool whip	Avocado
Pancake syrup	Juice	Ground beef
Cheese/plain crackers	Frosting	Challah (egg) Bread
Granola bars	Bagels	Chocolate syrup
Cream cheese/butter	Bread/Buns	Sprinkles
Cookies	English muffins	Caramel syrup
Cakes	Matzah	Jelly
Cupcakes	Honey	Peanut butter
Donuts	Fruit snacks	Pita
Pies	Cereal	Pita chips
Chips/Pretzels	Candy	Hummus
Cheese pizza	Eggs	Granola
Pasta and sauce	Sour cream	Tortilla chips
Hot dogs	Salsa	Sweet potato/yams
Hamburgers	Popcorn	
chicken nuggets	Cotton candy	

By signing this form, I am agreeing to allow my child to participate in school celebrations and to be served the foods provided during the celebrations/

Child's name

Parent's/Guardian Signature

Date

'We are an equal opportunity Educational Center. We do not discriminate based on sex, race, or religion.'

Acknowledgement Form

I, _____, acknowledge the receipt of Temple Beth Torah Sha'aray Tzedek Early Childhood Center Parent Manual. I have read and understand all the information within.

Child's name

Parent's/Guardian Signature

Date