

PRESCHOOL PARENT HANDBOOK 2021-22

The JCC East Bay creates healthy communities inspired by Jewish values, culture, and tradition.

Welcome to the JCC East Bay preschool. We are so pleased you have decided to join our community! Our preschool is a child-centered, play-based, and developmentally appropriate program, with a rich curriculum that draws on aspects of Jewish culture and holidays.

We believe that it is important to focus on the whole child, integrating a variety of activities into our daily schedule. The goals of our program include cooperative interaction and play, and self-expression, both individually and as part of a group. We encourage each child's curiosity, exploration, and imagination.

A joyful introduction to Jewish life, culture, and holidays is part of each child's experience at the JCC East Bay Preschool. Children become familiar with songs, customs, and stories to expand their knowledge of holidays and Jewish values. Every Friday each classroom shares the joy of Shabbat. We connect and utilize Jewish philosophy and traditions to teach the social-emotional skills which are the foundation of lifelong learning.

You will find that our school is a warm, nurturing, and engaging place for you and your child to enjoy your first school experience. Our dedicated and professional staff warmly welcomes your family to our program!

L'Shalom,

Ruth Petersen Shorer
Director of Early Childhood Education
510-848-0237 ext. 122

OUR STAFF

Our staff are dedicated and caring professionals. Staff members are knowledgeable about child development and experienced in working with young children. Their sensitivity and nurturing qualities enable each child to feel secure and cherished. The teachers, understanding the appropriate expectations at various ages, implement a curriculum which enables each child to maximize their potential socially, emotionally, and physically. Classes, workshops, conferences, and staff meetings provide teachers with ongoing opportunities for professional growth.

Every summer, we spend a week training and setting up the preschool in preparation for the new school year. We focus on emotional recovery, transitions, ways to build trust, and health and safety. We support the teachers in parent communication, family support, and overall partnership. We engage in work around our preschool values and ways that we will uphold them. Teachers work on developmentally appropriate language and conversations to discuss safe practices, germs, social distancing, and other topics surrounding COVID times.

JCC East Bay Phone Number: 510-848-0237	Extension
Gefen and Zayit Classroom (2s turning 3) Ayala Avitzour – ayala.avitzour@jcceastbay.org Tatlin Johnson – tatlin.johnson@jcceastbay.org Meredith Pollack – Meredith.pollack@jcceastbay.org Sylvia Rodriguez – sylvia.rodriguez@jcceastbay.org Myrtle Smith – myrtles@jcceastbay.org Rivi Dollinger – rivi.dollinger@jcceastbay.org	137
Alon Classroom (3s turning 4) Simone Hannum – simone.hannum@jcceastbay.org Nur Katz – nurk@jcceastbay.org Clara Petit – clara.petit@jcceastbay.org	120
Rimon Classroom (4s turning 5) Alejandra Acevedo – alejandra.acevedo@jcceastbay.org Lauryn Kerutis – lauryn.kerutis@jcceastbay.org Teny Yimer – teny.yimer@jcceastbay.org	123
Ruth Petersen Shorer – Director of Early Childhood Education ruths@jcceastbay.org	122
Nicki Acland-Whear – Assistant Director of Early Childhood Education nicole.whear@jcceastbay.org	155

PROGRAM PHILOSOPHY

The JCC East Bay Preschool is designed to develop the social, emotional, physical, and intellectual well-being of each child. The individual child's self-concept and feeling of self-worth are enhanced by accepting each child at their own developmental level. Our focus is on creating a safe and nurturing environment, which offers opportunities for exploration and discovery. We encourage children to express themselves creatively through art, music, dance, and language. The emphasis is on developing

curiosity, imagination, independence, self-esteem, caring for others, and the ability to play both cooperatively and independently.

CURRICULUM

We provide a variety of activities and materials appropriate for your child's age and developmental level, enriched with Jewish values. The JCC East Bay Preschool curriculum is designed with the understanding that preschoolers learn best in an environment that stimulates self-expression and self-discovery. Using methods and materials that encourage the development of the whole child, teachers create opportunities for individual achievement. The curriculum helps children be enthusiastic learners who become independent, self-confident and inquisitive.

We foster a non-competitive and gender neutral atmosphere to enable each child to become self-directed. Your child's teacher will provide more information on curriculum during parent orientation and through weekly emails.

ACTIVITIES AND SKILLS

Our curriculum and environment are planned to promote specific skills. Here is a partial list of activities and the skills that the activities strengthen.

Table Games:

Puzzles, Legos, hammer, nails, tinker toys

Develops small muscle coordination, hand-eye coordination and visual perception, problem solving skills

Art:

Easel painting, crayons, wood-gluing, collage, finger-printing

Encourages experimentation with colors and textures, small muscle coordination, hand-eye coordination, imagination, and creativity. Patterning promotes literacy and math skills. Repetition encourages mastery and persistence. Promotes symbolic learning, a pre-reading skill.

Block Play:

Develops large muscle coordination and encourages fantasy play, spatial relations, and number concepts. Promotes symbolic learning, a pre-reading skill.

Dramatic Play Corner:

Encourages self-expression through role-playing and socialization. Storytelling and invention are developed. Promotes symbolic learning, a pre-reading skill

Music and Dance:

Improves general rhythm and body movements. Develops the awareness of left and right, which helps prepare for reading, encourages group participation, expression, and listening skills. Rhythm and patterning.

Science:

Cooking, blowing bubbles, holding animals, what happens if, visual explorations, feeding goldfish, sizes, shapes, colors, hot and cold, up and down.

Stimulates questions and investigations, presents the concepts of growth and change. Develops knowledge of foods and encourages socialization.

Language Development:

Dictating stories, explaining stories from drawings, reading books, making books

Encourages effective communication and creative expression. Positive reinforcement of child's own thoughts and imagination.

Outdoor Play:

Tricycles, jungle gym, balance beam, neighborhood walks, nature exploration, gardening

Develops large muscle coordination and body awareness, leads to a more positive self-image and understanding of peer relationships. Develops awareness of the natural world, appreciation of nature, understanding of resources. Builds connection with the earth and the world and its gifts.

SEPARATION

Starting school or entering a new class is an exciting experience for a young child, but can also be a difficult one. Whatever the personality of the child, however eager they may seem to be for the new situation, there will be a moment when the child suddenly realizes that you, the parent, are not going to be there. The apprehension that accompanies this realization is a normal reaction. It is very important to establish a positive routine.

It can be helpful to make a small, simple book that starts with waking up in the morning, eating and dressing, and going to school. It should include the goodbye ritual (hug, high five, etc.) and have the child go with the teacher to their class. It can have the child playing at school, and then, very important, the guardian picking up at the end of the school day at the same spot as drop off. You can "read" the book a few times, including the night before school, and if possible in the morning.

It is normal for a young child to feel apprehension and to be reluctant to allow the parent to leave, but it is important to allow the teacher to do the comforting. Even if you feel sad, resist using such parting words as *I am going to miss you*. In this way, your child will be reassured that you feel all right about separating, which will help them to make the transition as well. Feel free to call the director or administrator later in the day, to find out how your child is doing. Children are not the only ones deserving reassurance!

We will support each child's transition back to school through caring interactions, attentive listening, and a social-emotional curriculum that focuses on self-expression and positive interactions with peers and adults. Our ratios are strong, which will provide more opportunity for intimate connection, understanding of each child's process, and the ability to provide support and activities that promote trust and security for each child. We will help your child to verbalize their feelings, to use other means (art, dance, running, etc.) and move into positive, fun activities with peers or individually, as needed.

POSITIVE GUIDANCE APPROACH AND ADDITIONAL SUPPORT

Young children are in the process of learning what acceptable behavior is. Conflict resolution involves helping children to talk about and find solutions to their disagreements, with the assistance of an adult when needed. Many of the behaviors that children exhibit are common for the age or developmental stage of the child.

The teacher/staff role is “guiding” children towards appropriate behavior – the response is to assist the child instead of being punitive. Redirection, positive acknowledgment and problem solving are methods used in the classroom. Time-out is **NOT** used at the JCC East Bay. If the child is hurting materials, themselves, or others, there may be a need for the child to leave the group, sit with a teacher, or do an activity to help calm them down. This is a method used instead of giving a time-out.

All children are given the opportunity to express their feelings and emotions, and know that it is OK to be angry, sad, or frustrated. Our goal is to teach them ways in which to express these emotions and needs pro-socially. We work to instill empathy in all of the children using a guiding process, a three step check in, and modeling the appropriate response.

We acknowledge the feelings of the child who is hurt or upset and we use the language, “Are you OK? Do you need anything?” and “I will try not to do that/ be more careful.” We strive to teach the children that their actions have an impact on the environment around them, and we use positive guidance to help them understand their own feelings and emotions.

In the event that a child enrolled in the preschool is continuously disruptive to the program and the well-being of other children, the Director and/or teachers will meet with their parents to discuss strategies and a plan of action for home and school to diminish the problem. It is important that we work as a team to provide a consistent plan for home and school. The continuity will support the child with a clear and uniform message from all caregivers.

If the strategies agreed upon for home and school do not appear to be working, the Director or teachers will propose consulting with a child development expert outside of the JCC team. Once agreed upon, the consultant will be contacted to observe and give suggestions on how to move forward. The results of this evaluation may require the child to have a 1:1 shadow to support positive behavior. The family would be responsible for covering the cost of the shadow. The team of parents, staff and the consultant will meet to discuss all options to help best support the child. If the parents choose not to move forward with an observation and assessment, we will support the family in finding a program that will best serve their child, which may result in withdrawal from the program.

CODE OF CONDUCT

To ensure positive relationships with parents and members of staff that benefits each child’s learning, development, and sense of security, as well as to ensure mutual respect between staff and parents is maintained at all times, the JCC East Bay Preschool has adapted these policies and standards of conduct.

The JCC East Bay Preschool requires that parents of enrolled children behave in a manner consistent with decency, courtesy, and respect at all times. Achieving an ideal environment is not only the responsibility of employees and Board members at the JCC, but it is also the responsibility of each parent or adult who enters the school.

We all have the right feel safe in our school community. The JCC East Bay Preschool sets clear standards of behavior that apply to all individuals involved in our community, including parents, guardians, volunteers, teachers, and other related individuals. These standards apply whether they are on JCC property or sponsored events and activities:

- All members of the community are to be treated with respect and dignity regardless of race, ethnicity, sex, gender, gender identity, disability, or religion.
- All adult members have the responsibility to act as models of good behavior. Foul language (swearing, name calling, shouting) is not appropriate. Individuals engaging in such behavior will be asked to leave the premises immediately.
- Inappropriate behavior and harassment of any kind towards a student, parent, or teacher will result in immediate intervention up to and including family's expulsion from the school and/or police intervention. This type of behavior includes but is not limited to harassment or intimidation by written note, email, words, gestures and/or body language.
- No weapons are allowed on the JCC's property or at JCC functions. The consequences for failure to comply will include, but is not limited to the family's expulsion from the school.
- The privacy and confidentiality of our parents, guardians, teachers, volunteers, and students are important to us. All concerns and comments should be addressed with the teachers. Should this discussion not address your concerns, the next step is to review the situation with the Director.
- Gossip and public criticism are unacceptable. There should be no discussion of concerns with other parents in the JCC's hallways, parking lot, or via electronic mediums such as Facebook, Twitter, personal blog sites, or other forms of electronic information sharing.
- Any pictures taken at the JCC, during JCC events, or of people at the JCC are for the private use of the family only. These pictures cannot be posted in online albums such as Facebook, Instagram, other social media, or personal websites.
- Parents and staff members are expected to dress appropriately when working in the classroom.
- When parents are volunteering, visiting classes or assisting with meal service or field trips, they are expected to:
 - Treat children with respect, compassion and empathy
 - Understand how to support children's rights
 - Support an environment that promotes health and safety
 - Model cooperation and concerned communication
 - Promote children's self-esteem through positive guidance
 - Respect children's choices and self-expression
 - Lead child activities only in coordination with teaching staff. Parents are expected to respect children's rights by not expressing physical affection or disciplining children other than their own. Please remember that it is the teacher's role to manage the

classroom. If you are volunteering, check with the teacher for guidance and protocol.

With these policies in place, we hope to provide your child and family with a comfortable and safe environment as we help set the stage for a life full of learning.

COMMUNICATION

The JCC East Bay Preschool team is committed to building relationships with every parent. We spend hours working with your children and feel it is extremely important to share our observations of your child's experience. Teachers will regularly share insights and recommendations through online communication platforms as well as offer parent teacher conferences twice a year. If for some reason there is a problem related to your child's classroom, please email/message your classroom teacher, and they may ask to schedule a meeting. If you feel that you would like to speak with the Director, Ruth Petersen Shorer, please email her at ruths@jcceastbay.org. We cannot stress enough that in order to best meet the needs of your child and family, your participation and collaboration is of utmost importance.

Please let us know if something new and extraordinary is happening at home so that we can work more effectively together.

If you are contacting your teacher through email, please use their professional email address. All JCC staff have email addresses.

TOILETING SKILLS

We feel strongly about reducing the pressure that sometimes accompanies toilet training, when a parent wishes to enroll a child in a program with that as a requirement. Toilet learning takes teamwork between parents, children, and the childcare provider. Success depends on patience, understanding adults, and a child who is physically, intellectually, and emotionally ready. We believe in following the lead of the child, and working closely with the families to determine these signs. Changing facilities are available for children in diapers and toilet training. Children who are not toilet trained should bring a supply of diapers, wipes, and lots of extra clothes, including socks and shoes. All of these things should be labeled with the child's name and should remain at the school. As your child begins to show interest in toilet training, the teachers are available to offer you and your child, encouragement and guidance.

CLASSROOM ENVIRONMENTS

We currently have 3 classrooms, with a maximum of 20 children per group. Our 2s room will be split by age at times throughout each day.

While all JCC employees are fully vaccinated, the teachers practice social distancing from each other in the classroom. Children will be asked to give each other space. Meals and naps will be arranged with distance between children. Classroom activities are designed so there is space between the children. We have reconfigured the classroom environment to encourage smaller groups, using materials that can be easily sanitized and rotating them daily, and talking with the children about germs and health in a developmentally appropriate way. We use both the preschool play yard and garden areas for

outdoor play, and sometimes take neighborhood walks. We offer indoor/outdoor options often. All areas are frequently sanitized throughout the day, and deep cleaned each night. Teachers and staff will wear masks throughout the day.

As a preschool staff, we focus on how to change the environment to keep everyone healthy, while continuing to keep our ECE beliefs, philosophy, and best practices alive. We want to support the children's transition back to group play in an intimate and mindful environment. The children will be able to reconnect as they explore, create, and learn.

We teach how to care for ourselves, for each other, and for the world. We hope to instill confidence and competence in each child's abilities, through constructivist learning. We aim to teach respect for differences, to celebrate diversity, and to create an environment that is inclusive for all families. We will celebrate Jewish culture and traditions while also honoring the many cultures in our community. While we will focus on keeping everyone healthy (teachers, children, parents), we will not waiver in our kind and loving interactions with the children.

SAMPLE SCHEDULES

Kitat Gefen & Zayit

9:00: Inside Free Play/Activity Time
9:45: Clean Up Time
9:50: Circle Time
10:00: Potty/Diapers
10:15: Snack
10:30: Outside Play/Inside Play
11:30: Return Inside –Quiet Reading
11:45 Potty/Diapers
12:00: Lunch
12:45: Goodbye Circle
1:00: Transition to Nap Room

Kitat Alon

9:00: Drop off and transition to the classroom
9:15: Free play plus teacher-led project/activity
10:25: Circle time
10:45: Transition (potty/diapers) and snack
11:15: Play outdoors
12:20: Yard clean up
12:30: Feed the fish
12:35: Transition (potty/diapers) and lunch
1:00: Nap or quiet play in the classroom
2:30: Snack
2:45: Wake up nappers and snack
3:00: Clean up and "Shalom Chaverim"

Kitat Rimon

- 9:00: Inside play
- 10:00: Wash hands and snack
- 10:15: Big yard play
- 11:15: Circle time/project time
- 11:45: Lunch
- 12:15: Inside play/projects
- 1:00: Short circle time, books, or song
- 1:15: Inside play and activity or nap time for those resting
- 2:15: Snack
- 2:30: Outside time in yard or garden
- 3:30: Closing circle

Extended Care

- 3:30: Outside play in yard or garden
- 4:30: Snack and potty/diapers
- 5:00: Inside activity, stories, art
- 5:30: Pick up

CUBBIES AND ITEMS FROM HOME

Your child will have a special place for their belongings. We encourage families to bring in pictures for their child's cubby so they can see their loved ones and know that the cubby is their own special area. This cubby will hold extra clothes, lunch/snack boxes, and jackets. You may bring a backpack with your child's lunch/snack box and water bottle. We also ask that each child has 2 extra sets of clothes and a pair shoes in a plastic bag in their cubby. Children will be encouraged to bring one stuffie/luvie from home, which should be washed before arrival and will not be shared with other children. Please do not send other toys from home at this time. Please remember to label all items with your child's name. We encourage independence, allowing the children to get their own items from their cubbies, as well as put things away. **Please do not send your child to school with candy, gum, balloons, money, war toys, play guns, or other toys of destruction.**

NAPS

Children will nap with others from their own group only. They will take naps on cots provided by the JCC, in nap sacks provided by the families. Please bring a nap sack and bag clearly labeled the with your child's first and last name. Nap sacks will be sealed in plastic bags and stored separately.

Recommended nap sacks are provided below. It is ok for a child who is used to sleeping with a special toy or doll to bring it for their nap time. It will stay in their nap bag during the rest of the day. If children need pacifiers, parents will be asked to send 5 per week, so there is one per day that can be used and sent home for sterilization after each use. Nap time is from 1:00-2:45pm. If your child wakes up earlier, they will join the children from their group who are awake. Each child is covered and softly spoken to for comfort and reassurance according to individual needs and moods.

Please take all nap sacks and pillows home once a week on Friday, wash them, and bring them back to school on Monday. You will also be asked to take home nap sacks and pillows if there is an extremely contagious ailment or lice in the preschool.

Recommended Nap Sacks:

[Urban Infant Toddler Nap Sack](#)

[Wildkin Nap Sack](#)

[Everyday Kids Nap Sack](#)

MEALS

Families should provide two snacks and lunch for the day. We will not be offering food at this time and food will not be shared among the children. Children will be spread out among tables around the classroom to provide social distancing as much as possible during meals. Teachers and children will wash hands before and after eating, and tables and chairs will be disinfected before and after meals. Teachers will wear gloves when helping children with their food.

All food from home should come to school in a hard-sided lunch box or disposable paper or plastic bag. Snacks should be labeled and put into the lunch box. We will not be able to heat up any food, or refrigerate any food at this time.

We are a Kosher-style facility, and we ask you not to send any pork or shellfish. We also ask that you do not mix meat and dairy. Ideally, food should be vegetarian. We are also a nut-free environment unless otherwise noted during the school year. We want to encourage children's autonomy by asking that you pack food that the children can unpack themselves, easily eat, and put away. Of course, the teachers will be there to help if needed. Any uneaten food will be repacked and sent back home.

Food suggestions: cheese and crackers, sandwiches (cheese, avocado, sun or soy butter), pasta with butter or sauce, veggies and crackers with hummus, fruit, yogurt, rice and beans, cheese quesadillas, any leftover dinner that the children will eat without reheating.

CLOTHING

Think of your child's comfort and provide simple clothing that is free of complicated fastening. Think of the messy art materials and other activities, and provide clothing that is washable. Think of our play yard, and provide clothing that is sturdy. Think of the changeable weather and dress your child with layers. Provide sweaters and jackets even on the sunny days. Shoes that fasten (buckle or tie) and rubber-soled shoes are preferred for school as they provide more secure motor control for your child. Please bring two extra sets of clothing, including underpants, undershirts, pants, shirts, and socks to be left at school for children to change into when needed. Wet or soiled clothing will be sent home each day. Please do not send your children to school in costumes or jewelry (this policy will be explained more by your classroom teachers). Please put labels on all outer-garments, including hats and boots.

ATTENDANCE

All JCC East Bay Preschool programs are governed by requirements established by the State of California. Rules of compliance dictate practices, which assure the health and safety of children in our

school. It is required by licensing that you sign your child in whenever they arrive at school, and that your child is signed out when picked up at the end of the day.

We will be sending each family an email invitation to join Remini, our communication platform. Remini is an app and website that can be used for everything from sharing photos, videos, lessons, and activities, to taking attendance. Instructions are found in your welcome email.

Please note: If someone other than the regularly scheduled and authorized person on your Identification and Emergency Information Form is going to pick up a child, we must have notification of this in writing. Email is fine, but texting is not. The pick-up person will be asked for identification before we release your child to them. Only those individuals previously authorized will be allowed to pick up your child. Any family member, or other authorized person picking up your child, is responsible to make sure the child is transported in an appropriate car seat. Our policy is that no one under the age of 18 can pick-up, drop-off, sign-in, or sign-out a preschool child.

If your child is going to be absent for any reason, please contact the preschool office and/or your child's classroom teachers and let them know why your child will be absent, and when you expect them to return.

If you will be late or need to pick up early, please call the classroom or a preschool administrator. **Late fees are as follows:** 2-10 minutes: \$4 per minute, over 10 minutes: \$4 per minute plus \$36.

Drop-offs

Drop off time is 9:00am. Please be on time. You will enter the JCC through the main entrance and proceed to your child's classroom. Parents/caregivers/students should continue to wear masks at all times while inside the JCC. Parents/caregivers will scan their barcodes before leaving to ensure all children are checked in. Teachers and children will wash hands immediately upon entering the classroom.

Pick-ups

Pick up times are 3:30pm (5:30pm for extended care). Please be on time. Parents/caregivers/students should continue to wear a mask at all times at the JCC. Adults over 18 years must be on the pick-up list, or the school must have written permission from the parent/guardian to pick up any child. New adults must have a valid ID for verification.

COVID-RELATED HEALTH AND SAFETY

If a child has any of the following symptoms, they should not come to the JCC:

Fever, chills, repeated shaking/shivering, cough, sore throat, shortness of breath, difficulty breathing, feeling unusually weak/fatigued, loss of taste or smell, diarrhea, nausea/vomiting.

They should get a test within 3-5 days of the onset of symptoms. Once a negative test result has been received, they can come back to the JCC after they are symptom free for 24 hours. Please send the negative test result upon receiving.

If a child experiences a mild runny nose, but is experiencing no other symptoms, they should not come to the JCC. If the runny nose improves, and no other symptoms are present, the child may return to the JCC 48 hours after the runny nose improves.

If someone in your household has had an exposure to a confirmed positive Covid case, and they are not fully vaccinated, please do not send your child to the JCC. Both the person exposed as well as the child (we would recommend everyone in the household) should get tested 3-5 days after the potential exposure. Once the child receives a negative test, they will be able to return to the JCC.

If someone in your household has an exposure to a confirmed positive Covid case, and they are fully vaccinated, the person in your household who has been exposed does not need to get a test unless they start feeling any of the above symptoms. The child can continue attending the preschool unless the person starts to feel any of the above symptoms. If they do feel symptoms, then the child and the person exposed (we would recommend everyone in the household) should get tested. The child cannot return to the JCC until receiving a negative test result. See chart below for additional scenarios.

Scenario	Immediate Actions
A child or staff member either exhibits COVID-19 symptoms, answers “yes” to a health screening question, or child has a temperature of 100 or above	Child/staff sent home Child/staff instructed to be tested Group stays open
A family member or someone in close contact with a child or JCC staff member tests positive for COVID-19	Inform an administrator, child/staff sent home Child/staff instructed to be tested Child/staff instructed to quarantine, even if they test negative, for a full 14 days after (1) date of last exposure to COVID-19 contact or (2) COVID-19 positive household member completes their isolation If a child/staff test positive, see scenario 3 Group stays open

Scenario	Immediate Actions
A child or staff member tests positive for COVID-19	Inform an administrator, child/staff sent home Contact Public Health Department Child/staff member instructed to isolate for 14 days after symptoms onset OR 7 days after resolution of symptoms, whichever is longer (if never symptomatic, isolate for 14 days after positive test) Close contacts identified and instructed to test and quarantine for 14 days Identify proximity to other groups and consult staff Stable group closed for 14 days
A child or staff member tests negative for COVID-19 after any of the above scenarios.	Child/staff may return to the JCC 72 hours after resolution of fever and improved symptoms Must continue isolation if in contact with a positive COVID 19 family member Group stays open

MASKING

All staff and students will be required to wear masks at all times both indoors and outdoors through **at least** the High Holidays/Sept 17 (other than when children are napping or eating), at which time we will evaluate when outdoor mask usage may be withdrawn. When dropping off and/or picking up, all parents and caregivers must wear masks.

COVID-RELATED POLICIES

Please take your child’s temperature each morning prior to leaving for school. If the child’s temperature is 100 or above, the child will not be admitted to preschool. If a child has a temp of 100 at any point during the day, or displays other symptoms, we will isolate, call home, and ask that the child be picked up immediately. **Please have someone available to pick up your child within one hour.** Children must be symptom-free for 24 hours without medication before returning to school. If your child has allergies, asthma, or another illness which may cause symptoms, please provide a doctor’s note stating the symptoms are not related to COVID-19 or other contagious diseases.

If a member of your house is presumed positive for having COVID-19, or has come in contact with someone who is presumed positive for having COVID-19, and is not fully vaccinated, your child must stay home for 10 days. If members of the household are concerned that they have symptoms of COVID-19, but have not been presumed positive yet, contact us and keep your child home. We will be in communication with the health department for specific guidance.

If we experience an exposure or presumed exposure, we will notify the health department and take their guidance for closure, whether it be that classroom or the school. Closure will be for a minimum of 24 hours to allow for deep cleaning. We are unable to issue any tuition refunds for school closures. The school administration will notify parents and faculty of any closures as soon as possible to allow for families to make alternate arrangements.

If there is a suspected case or exposure of COVID-19 onsite, the JCC has a comprehensive isolation policy. At that time, the JCC will determine the scope of a facility deep clean and/or temporary shut-down to allow for a cooling-off period. If there is a confirmed case of COVID-19 at the JCC, leadership staff will follow the guidance from the Health Department that includes protocols for closing, investigating, cleaning, and reopening.

We will provide communications about updated policies, and will provide notice to the community if there is exposure to any contagious disease. We will keep complete confidentiality related to any person presumed or confirmed with any illness.

SICK POLICY

Your child's health is a matter of major importance to all of us. Young children are very susceptible to colds, viruses, and other contagious diseases. Your child may be ill much more when they start school, simply because they are being exposed to many more people. Your child may be sent home if any symptoms of illness appear during the day. If we feel your child is not well enough to participate in the classroom they may be sent home. This is done at the **discretion of the teachers and as the last resort** in order to keep a safe and healthy environment for all of the children.

If your child becomes ill at preschool, we will notify you at once and expect you or your designated emergency contact to pick up your child as quickly as possible. The preschool will provide a place for your child to rest until they are picked up. If you suspect your child has been exposed to any contagious disease (e.g. chicken pox, lice, or measles), please inform the staff at once so that we may watch for symptoms and warn other parents, especially pregnant women, for whom these diseases pose a special risk. Medical alerts for contagious diseases will be posted as quickly as possible in your child's classroom and families will be notified of potential exposure. We will not disclose the name of the child.

RETURNING TO SCHOOL

The following conditions must be met before your child can return to preschool after illness:

- Child must be free of fever, without the aid of medication, for 24 hours.
- Child must be free of diarrhea (frequent, two or more in one day, watery, or greenish bowel movements) for 24 hours.
- Child must be free of vomiting for 24 hours and must have consumed and kept down two full meals.
- Child with copious green, yellow, or clear nasal discharge, or a cough with mucus, must be certified by a physician to be non-contagious. If your child has allergies, please include it in their medical history and have a doctor's note.

- Following illnesses requiring antibiotics such as ear infections, the child may return 24 hours after antibiotic treatment has begun with doctor's clearance.
- For a child to attend school with a rash, or any continued itchiness, a physician must identify the condition as non-contagious.
- Following the onset of a contagious rash (e.g., impetigo, chicken pox, staph, etc.), the child may return when scabs are completely dry, with no moist areas or oozing for 72 hours. In the case of chicken pox, lesions will typically scab over and dry around six to seven days after initial outbreak. Note: Chickenpox is spread by droplets from the mouth or throat, or by direct contact with moist lesions or contaminated clothing. Dry scabs are not infectious. Doctor's clearance must accompany a child's return to school.
- Following conjunctivitis (redness or eye with puffy eyelid or yellow-green discharge), the child may return 72 hours after treatment.
- Following pinworms, the child may return after treatment is completed, and they are no longer scratching. It is important that the home environment be sanitized thoroughly and other family members be checked. Nap sacks are sent home to be washed.
- Following lice, the child may return after lice treatment is completed, all nits are removed, and there is no evidence of nits. We check all of the children in the morning and periodically over the next few weeks when a child has had a case of lice. Nap mats are sent home to be washed.

Any unlisted illnesses should be discussed with the directors to decide when your child can return to school. In the case of suspected or confirmed contagious disease, rash or continuing symptoms, a **doctor's authorization is required** before your child is permitted to return to school.

ALLERGIES and MEDICATIONS

Please alert the director and the staff to any dietary or environmental allergies that affect your child. We also need to know when a child is receiving allergy medication. We will keep a list in every classroom of children's allergies for easy access.

Please alert the director and your child's teacher when your child is receiving medication (from cough syrup to antibiotics, including homeopathic and natural remedies) at home.

If your child is to receive any medication at school, you must complete a Consent for Administration of Medications form. This form is available from any Preschool staff member. Absolutely no medication will be administered to any child until this form is completed. Staff members will not administer any over the counter type of medications to children, including Tylenol and Benadryl, unless written instructions are given by your child's physician.

Please provide an inhaler, EpiPen, or any medication your child uses on a regular basis, to be kept at school in your child's classroom. Medications are kept out of reach of the children in a class lock box. Sunscreen is considered a medication. Please apply sunscreen to your child in the morning as staff will only apply sunscreen to your child in the afternoon if permitted by a signed consent form. No medications are to be kept in a child's cubby or lunch box. The teachers will keep a log of when they

have administered any medication, including sunscreen. **Please bring any medications in their original container and pick them up from the teacher at the end of the day.**

EMERGENCY TREATMENT

If a child is seriously injured at preschool, staff will take the following steps:

- In the case of a life threatening emergency, staff will immediately call 911 and notify the parent or additional emergency contact if the parent cannot be reached.
- In the case of non-life threatening injury, staff will make an immediate attempt to contact a parent. If we can't reach you, we will call the child's physician. If necessary, we will call 911.
- In the case of a minor injury staff will provide first aid. Should minor injuries or health conditions necessitate the child to be taken home, parents and other persons listed on the child's Emergency Form will be called. It is to your child's benefit that you keep the school up to date on phone numbers, emergency numbers, and other pertinent information.

BITING

Biting is a normal stage of development, and frequently occurs in children just on the verge of fluent language. When it happens, it can be scary and frustrating for everyone involved. It simply means that a child is going through that particular stage in his or her development. As with all stages that children go through, biting usually diminishes over time. At the same time, for safety and health concerns, **we take biting seriously**. In situations where a child is routinely biting, our staff works with families to develop a school action plan to reduce biting incidents and help the child work through this stage of development. When biting happens, our response is to care for and help the child who was bitten, and then to help the biter learn other behaviors. Our focus is not on punishment of the biting, but on the effective techniques to address the reasons for biting.

Occurrence Reports will be written for the child who was bitten and the child who was the biter. These reports will be given to the parents and kept in their files. Teachers will call the families of the biter and the bitten child to notify them and will work with them to keep them informed. We will make every effort to modify the behavior quickly. ***We do not share the names of the children who bite.***

EMERGENCY DRILLS AND PROCEDURES

We have regularly scheduled emergency drills with the children in the event that there is a fire, earthquake, or other emergency. Evacuation plans are posted in your child's room in case of any kind of emergency. Should there be an emergency, the JCC East Bay does have a three day supply of food, water, and emergency equipment for each child and teacher on site. Children's earthquake kits are replenished every year to keep the kits up to date. **Please provide an extra change of clothes, shoes, a family photo and a small stuffed animal inside a plastic bag labeled with your child's name for our earthquake supply.** You may pick up an earthquake kit at the end of the school year.

JEWISH HOLIDAYS

While we recognize that some of our families may celebrate many different holidays, at the JCC we celebrate only Jewish festivals and holidays as they occur during the school year. A developmentally appropriate introduction to the history of the holidays and their traditional rituals will be explored. **Please refer to the [Preschool Calendar](#) for school closures and early dismissals.**

Shabbat — Shabbat commemorates the day of rest on the seventh day. Although Shabbat lasts from sundown Friday to sundown Saturday, we celebrate Shabbat during the core program on Friday. The classes light the Shabbat candles and recite the blessings for the candles, juice, and bread. We drink juice and eat challah (the traditional Shabbat bread), and we sing and dance to Shabbat songs.

Rosh Hashanah —The Jewish New Year begins with Rosh Hashanah, which falls on the first day of *Tishrei* in the Jewish calendar. It begins a 10-day period of reflection and prayer which ends on Yom Kippur. Rosh Hashanah marks the anniversary of the birthday of the world. The children enjoy apples and honey, which are symbolic of hope for a sweet year.

Yom Kippur — The Day of Atonement. Yom Kippur is the holiest day in the Jewish calendar. It is spent in prayer, meditation, and fasting in order to start the new year with a clean slate. At this time, we talk about forgiveness and discuss the nice things we can do for others during the year.

Sukkot — The Feast of Tabernacles. Sukkot recalls the journey of the Jews from Egypt to the Promised Land when they lived in a tent (or booth) called a sukkah. The harvest season is symbolized by the *lulav* (palm branch), *etrog* (citron), the myrtle, and willow. During this week, we decorate our Sukkah with fruit and greenery, and enjoy snacks in the sukkah.

Shemini Atzeret —This holiday occurs on the seventh day of Sukkot and is considered a holiday in itself. It is a solemn day with special prayers for rain (*geshem*). This is the beginning of the season which determines the fertility of land in the year to come.

Simchat Torah — Rejoicing in the Torah. Simchat Torah is the eighth day of Sukkot and emphasizes the continuity of Jewish learning. Throughout the year, passages of the Torah are read aloud in the synagogue. On Simchat Torah, the reading is completed.

Chanukah — The Festival of Lights. Chanukah celebrates when brave Judah Maccabee and his small band of followers rededicated the temple after its destruction. For eight days each year, the menorah, or eight-branched candelabra, is lit to remember our history. We eat potato latkes (pancakes), play with dreidels (tops), make menorahs, and light the Chanukah candles.

Tu Bishvat — Arbor Day. On Tu Bishvat we celebrate the New Year of the trees and our own belief in the future of the world. The Jewish calendar, with all its holidays, is tied to the cycle of growing things. Trees are a symbol of life and a symbol of importance to the Jewish people. The children will plant seeds and snack on fruits and nuts. We will emphasize the importance of trees, repair of the world (*tikkun olam*), recycling, and reuse.

Purim — The Feast of Lots. Purim is the jolliest of all holidays, commemorating how Queen Esther and her uncle, Mordecai, saved the Jews of Persia from a plot by the king's minister, Haman. On this day, we eat *hamantaschen* (three-cornered cookies), which the children enjoy making. The children are encouraged to come to school in costume for this happy holiday.

Passover — This holiday commemorates the experiences of slavery in Egypt, the Exodus of the Jews from Egypt, and the beginning of Jewish independence. The children will celebrate Passover with various activities related to the story and the lessons of freedom for all people. Unleavened bread, (matzah) is a symbol of this holiday. It represents the haste which we left Egypt, without even enough time to bake bread for our journey. ***Leavened bread cannot be brought on site during the holiday observance.**

Shavuot — Feast of Harvest. Shavuot, a thanksgiving and early wheat harvest feast, also commemorates the giving of the Ten Commandments on Mount Sinai. Also known as the Feast of Weeks, Shavuot is celebrated seven weeks after Passover. It is a custom to decorate the house with plants and flowers. We celebrate the first fruits and flowers of the season. The children will grind wheat, make butter, and sing songs of the holiday.

Other holidays - While we do make space for children to celebrate and experience other holidays, Halloween and Valentine's Day are not celebrated in the JCC East Bay preschool. That said, we respect the individual families and staff members who choose to mark these holidays, while we maintain our policy of not observing these two holidays (no costumes, no decorations, no candy, etc.) in our classes. Informal discussions of trick-or-treating, like discussions of Christmas, vacations to Disneyland, and other exciting events in the lives of our children, will not be stifled in any way, and any group discussion is at the discretion of the teachers.

BIRTHDAYS

Birthdays are exciting at the JCC! Each class has a different way of celebrating your child's special day, which changes from year to year depending on the needs of the child and the group. Birthday procedures are explained at orientation in your individual class meeting. Please mail birthday invitations and thank you notes to all children. We do not want anyone to feel left out. Please refrain from holding birthday parties on Shabbat, Jewish holidays, or major Preschool events.

For birthday celebrations, we invite you to bring in a special book for the teacher to read to the class. We will sing to your child and prepare a special treat for each birthday or the monthly birthday, at the discretion of each classroom. This year parents may rejoin their child's class to help celebrate your child's birthday.

PARENT PARTICIPATION

Parents are a vital part of our school and critical to your child's experience. Opportunities for parent participation include being a room parent, participating in our parent committee, helping with fundraising efforts, tending the garden, posting and organizing photos, hosting online/in person gatherings, and virtual/in person playdates. We are open to your ideas as well!

PARENT PARTICIPATION HOURS

During the school year, we require 10 hours of support from each family. These hours can be completed in a variety of opportunities for parent participation as noted above, or we're open to your ideas as well!

Please record all your hours in the **volunteer log**, which is accessible online (link will be provided). You will be able to check your totals online. We will send out a survey regarding your interests.

** All hours must be completed by the **end of July** or a fee of \$36.00 per hour in lieu of participation will be charged.*

TUITION AND FEES

Payment of your tuition bill is due on the 5th day of each month. A **\$25 late penalty fee will apply to all payments received after the 15th day of each month.** Payments may be made by automatic bank draft, credit/debit card, or prepayment check. The deposit you paid when signing your enrollment agreement will be returned to you assuming you leave in good standing and complete your 10 parent participation hours per year, when your child leaves the preschool.

FORMS REQUIRED FOR ADMISSION

The Enrollment Agreement, Physician's Report Form, Emergency Form, Child's Preadmission Health History, Consent for Medical Treatment, and Field Trip Permission Form must be in our files. A Consent for Administration of Medications form is also needed if you want preschool staff to apply sunscreen to your child. All forms except the Physician's Report Form may be completed online.

Other forms that must be read, completed, and approved by you are:

- Parents' rights
- Personal rights
- Schedule change
- Volunteer hours
- Media release
- Arrival and departure
- Health and illness policy
- Allergy form
- Field trip form
- Family and social history
- Directory information

All immunizations need to be current for your child to start school. Children will not be allowed to enter school without these forms in our files.

INFORMATION CHANGES

Please notify the director if your family has a change in address, phone number, or any other information. Please also keep us informed of any changes in emergency contact information. All changes should be submitted in writing. This information is extremely important, as we need to be able to get a hold of you, and will go down your emergency contacts if your child needs to be picked up.

HOURS OF OPERATION

The JCC East Bay Preschool is open Monday through Friday from 9:00am to 3:30pm. Extended care is available by the month until 5:30pm. We serve children between two years and five years of age. The preschool closes for two weeks for Winter Recess and one week for Spring Recess. The preschool closes for two weeks during August to give the teachers time to prepare for the upcoming year, and participate in a professional development.

WITHDRAWAL POLICY

If you wish to withdraw your child from the JCC Preschool program, please submit a letter and withdrawal form at least 30 days in advance. There is a \$25 administrative charge for processing this request. The deposit will be forfeited for any withdrawal before the end of the school year. In addition, if you withdraw from the program you are responsible for tuition for the remainder of the Enrollment Agreement year, unless and until your child's spot in the program is filled. Your child may attend the program until the end of the month following the month in which you give us notice of your withdrawal