

TEMPLE BETH TIKVAH PRESCHOOL



PARENT HANDBOOK

196 Durham Rd Madison, CT 06443

203 - 245 - 8039

nsdirector@tbtshoreline.org

Contents

Contents.....	1
Welcome.....	2
Our Begining.....	2
Mission Statement.....	2
Our Philosophy.....	2
Arrival & Dismissal.....	3
Legal Custody.....	4
Changes of information.....	4
Child Abuse/Neglect.....	4
Communication.....	4
Smoking.....	4
Toys from Home.....	5
Tuition, Registration, Deposits.....	5
Dress Code.....	5
Carpools.....	5
Security.....	5
Late Pick Up.....	6
Telephone Calls.....	6
Health Policy.....	6
Birth Certificate.....	6
Sick Child Policy.....	6
Snack, Lunch.....	7
Birthdays, Holidays.....	7
Discipline.....	8
Complaint Procedure.....	9
Emergency Plans.....	10
Signature Page.....	12
A word about Food in the Temple.....	13
Overview of Jewish Holidays.....	14

Welcome

We would like to welcome you to Temple Beth Tikvah Preschool (TBT Preschool). We look forward to working closely with you. Please feel free to address the Director with any comments or concerns at any time. We are pleased that you have chosen, or are interested in, our program for your child.

Our Beginning

Temple Beth Tikvah Preschool opened its doors to Madison and the surrounding communities in September of 1978. TBT Preschool has always been committed to creating a strong connection with the community, educating children through play, and exposing children to the traditions of Jewish culture. We have been honoring that commitment for over 40 years.

TBT Preschool is a life force for the community. We provide quality play-based Preschool education and enrichment opportunities for children. We are guided by Jewish values while still being inclusive of all denominations. We have a long-standing relationship with families and the community, demonstrating our commitment to enriching the lives of children and families.

Mission Statement

We are a vibrant inclusive community guided by values that improve the world and enrich the lives of children and their families.

Our Philosophy

Temple Beth Tikvah Preschool has been introducing Preschool families of all faiths to school life since 1978. Temple Beth Tikvah Preschool provides a stimulating program that promotes the child's social, emotional, physical, and intellectual growth.

At Temple Beth Tikvah Preschool, the students gain knowledge and experience by active participation. The curriculum is planned carefully and thoughtfully so that developmentally appropriate content and materials encourage children to use their senses in the exploration of the world around them.

Temple Beth Tikvah Preschool provides a safe and healthy environment for Preschool children to explore, learn, and grow. Our qualified and experienced staff understands child development and is talented, nurturing, and dedicated. The role of the teacher is to guide, to encourage, to model behavior, and to strive to help children grow in all areas of development.

A component in the curriculum at Temple Beth Tikvah Preschool is the development of spiritual and moral values as well as the celebrations of the Jewish Holidays. The children celebrate each holiday with stories, food, music, and art. The Judaic component also includes celebrating Shabbat each week, and a children's Seder in the Spring with the Rabbi and Cantor.

Arrival & Dismissal

Be sure to notice the parent's bulletin board in the hallway.

- Children must be brought to school through the Preschool entrance by an adult each day and will only be released to an adult.
- TBT Preschool is open from 8:00am-5:30pm. Our Preschool day begins at 9:00 and ends at 12:30. Our extended day ends at 3:00. Please be respectful of your children's teachers' schedules and arrive on time for drop off and pickup. Late pick up may result in an additional charge.
- Our Before and After School program is open from 8:00-9am and 3-5:30pm. Please do your best to drop off and pick up at the times you registered for.
- Please walk your child to his/her classroom. Children arriving after 9:15am will walk to his/her classroom with a teacher.
- Please inform our staff of any pertinent information when you drop off your child (ex: medicine given, woke up early, last feeding, etc.)
- Dismissal is from our main entrance. No child will be dismissed without an adult accompanying him/her.
- Please remember your child needs to be signed in at the beginning of each day and signed out at the end of each day. This is a CONNECTICUT STATE requirement for the safety and well-being of your child.
- Children are not allowed to go home with anyone other than a parent, guardian, or designated person on the release form.
- If there is an emergency and you need to have your child picked up by someone not on the form, please call the office and discuss the situation with the director or head teacher. If there is no alternative, please ask your new designated driver to have formal identification on him/her (i.e. a driver's license).
- A photo ID, (driver's license) is required prior to any child being allowed to leave TBT Preschool with anyone that we are unfamiliar with. No child will be dismissed to someone without the appropriate identification.
- You are required to notify us by 9:00 am, or earlier if possible, if your child will not be coming for the day or will be arriving late. If your child needs to be picked up early for a doctor's appointment, etc. please let us know in the morning or call ahead so that we may have your child ready.

Verification of Legal Custody

If there is an issue as to who has legal custody of a child, we must have, on file, a copy of the court order recognizing the parent who has legal custody. Otherwise, we have no choice except to release the child to his/her parent.

Change of Information

Families frequently have changes-new homes, new jobs, and new telephone numbers. Please keep us informed of any changes. Accurate information is critical for efficient, professional handling of emergencies. Please let us know of any changes in writing as soon as possible.

Child Abuse/Neglect

The State of Connecticut mandates that all child care providers must report suspected child abuse/or neglect to the proper authorities.

This Center requires its staff to immediately report every such situation.

Communication

Communication is very important to us! We believe that a partnership between parents/guardians and our school is necessary for maximum school success. A key to that partnership is communication to create an environment where everyone feels welcomed, respected and valued.

Please be mindful of the following when communicating with staff and families while at TBT Preschool

*Communicate in a calm, respectful manor

*Work cooperatively for mutual understanding and the benefit of your child.

*Recognize that some conversations are private and will need to take place away from the children

We welcome questions, feedback, or discussions of any kind that affect a positive outcome for your child. We ask that families refrain from negative post or comments towards TBT Preschool on social media. Negative post of comments may result in dismissal from our program.

Parent support of our school sends a positive message to your child regarding education, and is essential to the continued success of our school. Abusive or highly oppositional behavior by a parent towards children, staff or other enrolled families may be cause for termination.

Teacher will post a **“what we did today”** outside each classroom daily.

We provide a monthly **newsletter** that will explain some of the activities we are doing, events that will be happening, birthdays, and any other pertinent, fun or helpful information that may be of interest to you. The newsletter will be distributed via email and be hung on our parent boards.

Smoking

TBT Preschool is a completely smoke free environment. No smoking is allowed at any time on these premises.

Toys from Home

Toys are not to be brought from home except on specified days. We will not be responsible for lost or broken toys. Books are always encouraged.

Tuition, Registration, and Deposits

1. A non-refundable \$75.00 registration fee and a non-refundable \$150.00 deposit is required with all of the enrollment forms. The deposit is applied to the full tuition.
2. Tuition payments are made in accordance with the agreed upon fee schedule.
3. Understand that withdrawal from the school during the school year requires at least one month's advance notice.
 - A. Agree to continue tuition payments for attendance through the date which is one month after our receipt of your withdrawal notice.

Dress Code

Dress to play!!! We are hands on with much of our daily activities. Children should be dressed in clothing that allows them ease of movement. Your child's clothing should be comfortable for them to use independently in the bathroom. Proper footwear for the playground should be worn.

We ask that one complete change of clothing, marked with your child's name, be sent to school so that we have it on hand in case of "emergencies". Emergencies range from wet pants to spilled juice, to water fountain overflow, to over eagerness at the water table. Please allow us to help your child spend a comfortable time with us. The clothes should be in a Ziploc type bag and clearly marked with his/her name. Clothing should be changed with the seasons.

Carpools

Carpools offer a special social experience to children. A note describing carpool arrangements must be given to the school director to be kept in the child's file. All children involved in a carpool must have a note **each time** alternate plans are made.

Security at Temple Beth Tikvah Preschool

The safety and well-being of each child is our foremost concern. Please be advised that we take the following procedures as our standard safety precautions.

1. Doors of the temple are kept locked and can only be opened from the inside.
3. The Preschool parking lot and door is equipped with a camera allowing us to identify who is on our grounds.
5. The Madison police routinely patrol the synagogue parking areas.

Late Pickup

If a parent or designated carpool has not come to pick up a child, the school will call the phone numbers provided on the emergency form. If the school is unable to contact parents, they will call the other emergency numbers on the sheet with the purpose of having the designated person come to pick up the child and take him/her home. If the school is still unable to contact someone after 30 minutes, the school will contact the police to make sure that nothing is wrong.

The school will not release a child to a designated adult who is incapacitated due to substance abuse.

Telephone Calls

Except in the case of emergencies, calls made to teachers during school hours will be returned by the teachers after dismissal. The director will be available to take calls during operating hours. The Preschool number is 203-245-8039. Messages left on the answering machine will be checked throughout the day. In emergencies, messages can be left with the temple secretary at 203-245-7028. If you must call a teacher at home, please arrange with the teacher for a convenient time.

Health Policy

A recent examination by a physician is necessary **before** the child's first day of Preschool. All standard vaccinations recommended by the center for Disease Control are required and must be noted on the medical form. These forms must be on file before the start of school or the school will be in violation of state regulations, and your child will not be able to attend class until we have the proper forms.

NOTE: No child will be admitted to school without this important paperwork as required by the State of Connecticut.

Diaper policy

All children enrolled in the 3's and 4's program must be completely potty trained to attend TBT Preschool.

Birth Certificate

All children enrolled in TBT Preschool need to have a birth certificate on file.

Sick Child Policy

During the school year, children may develop many common illnesses. If your child feels ill before school, please keep him/her at home for the day.

1. If your child has diarrhea or is vomiting, please keep him/her home until 24 hours after last incident.
2. If an illness requires an antibiotic, the child cannot return to school until on medication for 24 hours. (i.e., conjunctivitis, strep throat).

Sick Child Policy Continued

3. If your child has had a fever, he/she must have had a return to a normal temperature for 24 hours before returning to school.
4. If your child has head lice he/she must be nit free before returning to school.

Snack

Morning snack is provided daily. Afternoon snack will also be provided for extended day.

Special Snack

Families are encouraged to donate snacks throughout the year. There will be sign-up sheets posted on the parent board for you to sign up to donate a snack during the school year.

Please check with teachers if you have a question about what is okay to bring. "Special" means something your child enjoys eating and would like to share with his/her classmates.

Snack menus are posted on the Parent information board, one week in advance.

Lunch

Parents provide their child's lunch and lunch box. Be sure to label your child's lunch and provide an ice pack for items that may be perishable.

Any food allergies should be brought to the attention of the director and/or the teacher.

All Meals and Snacks must be Kosher Style

Please read [a word about bringing food into the Temple](#) for more information

Pizza for Lunch

On the first Wednesday of every month pizza is delivered to the Preschool. We provide a special dessert that day. The cost is \$3.00; **parents must provide a beverage, and 2 different food group snack options.**

Birthdays

The celebration of birthdays is encouraged. A special snack may be sent to the school and parents are welcome to participate in the festivities. We would appreciate a day's notice of a birthday.

Holidays

Because we are a Jewish Preschool, we celebrate many of the Jewish holidays with stories, traditional foods, and song. We do not celebrate Christmas, Easter, or Halloween.

Please refer to our yearly calendar for School closing dates

Discipline

The purpose of discipline is to help the child develop self-control and move toward appropriate social behavior. Examples of developmentally appropriate methods used for resolving conflict are:

1. Positive Guidance:

When disputes arise among children or between child and staff, the staff will encourage a “talking out” process where the goal is to acknowledge feelings and find solutions using the children ideas wherever possible.

2. Setting Clear Limits

Staff will encourage and model positive behaviors, positive reinforcement, the use of peer support and clearly defined rules.

3. Redirection

A child who may be aggressive or who is disruptive or destructive of other children’s work may be asked to make an activity chose in another area.

If a child continues to use inappropriate behavior, the teacher shall request a conference with the child’s parent(s). A plan for working together to correct behavior will be agreed upon. If necessary, the Social Service Consultant will be called. If a parent(s) does not cooperate with the childcare staff, the child may be suspended or terminated from the program with the approval of the director.

Staff shall not be abusive, neglectful, or use corporal, humiliating or frightening punishment under any circumstances. No child will be physically restrained unless it is necessary to protect the safety or health of the child or others, using least restrictive methods, as appropriate.

Staff will continuously supervise children during disciplinary actions

Complaint Procedure

This procedure is for Child Care programs which are licensed under the authority of Connecticut General Statutes 19a79-1a through 19a-79-13.

Most problems within a day care center are non-life threatening and can be resolved by:

1. Discussing the problem with the classroom teacher.
2. Discussing the problem with the program director.
3. If the problem is not resolved you may contact the Connecticut Office of Early Childhood- Division of Licensing.

In case of emergency, notify the Connecticut Office of Early Childhood as soon as the emergency is under control.

In cases of abuse/neglect or life-threatening situations contact the Department of Children and Families at 1-800-842-2288 and the Connecticut Office of Early Childhood- Division of Licensing at:

450 Columbus Boulevard
Suite 302 Hartford, CT 06103
1-800-282-6063 OR 1-860-500-4450

THE SAME PROCESS WORKS FOR COMPLIMENTS AS WELL!

Emergency Plans

Medical:

1. In case of a medical emergency:
 - a. A qualified staff member will attend to first aid as needed.
 - b. A staff member will notify the family of the child.
 - c. Attempts will be made to consult with the child's physician/dentist. If neither is available, the program's Health consultants will be contacted.

2. For extreme emergencies, 911 will be called:
 - a. An ambulance will take the child and a staff member to the nearest hospital.
 - b. A staff member will notify the family or alternate pick-up person to meet the child at the emergency room.

3. In the event a child becomes ill while at the Center:
 - a. Parents will be notified, and the child will be moved to a designated area where the child will be made comfortable.
 - b. A staff person will remain with the child at all times.

Fire:

1. In the event of a fire:
 - a. Evacuation from the building will be through the closest fire exits
 - b. Immediately, the group will walk to the designated area for each room (posted in each classroom) safely away from the building and line up to take a name to face attendance.
 - c. Should it not be possible to return to the building, staff will walk the children to Saint Andrews.
 - d. Parents will be notified.

Weather:

Temple Beth Tikvah Preschool follows the Madison Public School system. Please be cognizant of impending storms and tune into the following television stations for announcements for Temple Beth Tikvah Preschool:

Television

WFSB Channel 3

WTNH Channel 8

Parents will be notified via Email, and TV stations (WTNH 8 and WFSB 3) to pick up their children due to early closing.

In the event of other serious weather emergencies, such as tornadoes or hurricanes, staff and children will remain indoors away from windows and doors.

EVACUATION:

In the event that the facility must evacuate, the children will walk to Saint Andrews

Parents will also be notified to pick up their children.

We retain the right to enforce these policies at will. Lack of enforcement of a certain policy at any time does not indicate that the particular policy is no longer in effect.

To the extent that policies and procedures stated in the handbook conflict with COVID-19 policies, we will be following Covid-19 Policies.

Parent Handbook Acknowledgement

- 1. Acknowledge that we (I) have received, the parent handbook and acknowledge that it is our (my) responsibility to read the handbook and ask the director for clarification if needed. We (I) agree to the policies and procedures as stated in the Parent Handbook, and to any modifications for compliance with licensing requirements of the Office of Early Childhood.**
- 2. Acknowledged that we (I) understand that Temple Beth Tikvah Preschool, providing 30 days' notice to me, may change the contents of this handbook at any time.**

Discipline Policy Acknowledgement

The discipline policy of Temple Beth Tikvah Preschool has been discussed with me.

Please sign, date, & return to the office with Enrollment forms.

Child's Name _____

Parent/Guardian 1's Signature

Date

Parent/Guardian 2's Signature

Date

A WORD ABOUT FOOD BEING BROUGHT INTO THE TEMPLE

It is a rule of the Board of Directors that all food brought into the temple for any temple function must be Kosher style.

Snack and lunch brought into the school fall into this category.

For lunch children should bring a NON-MEAT lunch. They may bring fish, dairy, peanut butter, pizza, soup, etc. as long as it does NOT CONTAIN MEAT. If there is any question about a food, please ask the director before you send it for lunch.

They can bring yogurt, any dairy product (cheeses are fine), soups not containing meat, pasta, peanut butter, cream cheese, jelly. If you have any questions, please ask the director BEFORE you send in your child's lunch.

All fruits and vegetables are allowed, and these are actually wonderful and healthful snacks and lunches to send in.

***** One final note: During Passover, please make sure that your child does not bring in any non-Passover food to school, for him/herself or to share; non-Passover foods consist of any food made with flour, peas, or leavening agent.**

Thank you.

Dear Parents:

The information below is an explanation of the Jewish holidays that are celebrated during the course of the Preschool year. Please see school calendar for holiday closings.

BRIEF OVERVIEW OF THE JEWISH HOLIDAYS

SHABBAT

The weekly celebration of the Divinely ordained Day of Rest. Celebrated through both home and synagogue observance. In the Preschool, it is a time of coming together for the children – a focal point of their week, where special blessings are said over lighting candles (by adults only), over the juice we drink, and a special bread called "challah" that we eat. It is a time for discussion about the past week's events and special news children would like to share with their friends.

ROSH HASHANAH

The celebration of the Jewish New Year is observed for two days at Temple Beth Tikvah. It is the spiritual anniversary of the world's creation. It affirms a sense of communal rebirth and the affirmation of life. (The Preschool will be closed in observance of Rosh Hashanah.)

YOM KIPPUR

The Day of Atonement is the most solemn day in the Jewish calendar. It is a time of personal introspection within the supportive atmosphere of the synagogue setting. (The Preschool will be closed in observance of Yom Kippur.)

SUKKOT

The name means "booths" and refers to the impermanent dwellings the Israelites built in their wanderings from Egypt to Israel. Sukkot is part of a group of holidays known as "the Shalosh Regalim", the Three Pilgrimage Festivals. The other two are Passover and Shavuot. The Pilgrimage Festivals celebrate the three yearly harvests: Sukkot–the fall harvest, Passover–the spring harvest, Shavuot–the summer harvest. Sukkot is observed eight days with the first and last days being set aside for special communal worship. The Preschool's focus and celebration of these holidays will be around the harvest themes. (The Preschool will be closed in observance of Sukkot.)

SIMCHAT TORAH

The name means "the Joy of the Torah". It refers to the yearly celebration of the completing of the annual Torah reading and the beginning of the reading cycle anew. (The Preschool will be closed in observance of Simchat Torah.)

CHANUKAH

The celebration of the Maccabean Revolt over the Assyrians and the rededication of the Jerusalem Temple. Chanukah is primarily a home observance with the nightly lighting of the Chanukah Menorah known as a Chanukkiah. Chanukah lasts for eight days.

PURIM

The joyous celebration of the victory of Esther and Mordecai over Haman as related in the biblical Book of Esther. The Book of Esther which is read in scroll (megillah) form is the central focus of this night of communal frivolity. (The Preschool children participate in many projects such as mask and grogger (noise maker) which culminates in a Purim parade and party. The children also help make special cookies called hamantaschen.)

PASSOVER

The celebration of the deliverance of the Israelites from the servitude of Egypt is the occasion to recall the ongoing struggle of human liberation. Passover is observed for eight days beginning two nights of Seder (communal meals in which the story of the Exodus is retold and concluding with the last day set aside for special communal worship). The Preschool celebrates Passover with a model Seder for all classes. The children participate in the preparation of making traditional foods for the Seder, as well as special artwork for decorations. (The Preschool will be closed in observance of Passover).

SHAVUOT

The celebration of the Giving of Torah at Mt. Sinai is a time for communal study and worship.