

Hebrew Academy Preschool

Infant Center Program Guide



August 14, 2024

Welcome to The Hebrew Academy Preschool Infant/Toddler Center! The infant/toddler years are a wonderful part of any child's life, filled with challenges and amazing developmental achievements. Our staff is committed to providing your child with a safe, stimulating, and developmentally appropriate environment where they can learn and grow. We look forward to sharing the daily joys of your child's growth with you. You are an integral part of your child's education here at the Hebrew Academy and at home.

Infant Center Calendar - August 2024 to June 2025

Wed., August 14	Last day of Kiddy Camp
Thur. Aug. 15-Tue. Aug. 27	ALL SCHOOL CLOSED
Tue., August 27,	Preschool Orientation 10:00 AM - 12 PM
Wed., August 28	First day of School
Mon., Sept. 2	All school closed - Labor Day
Thurs. & Friday, Oct. 3 & 4	All School closed - Rosh Hashanah
Wed. Oct 9	Picture Day
Thur. Nov. 21	Picture retake day
Wed. Nov. 27	Preschool Performance & Feast - School closes at 2:00PM - Infant Center closes at 4:00PM
Thur. & Fri., Nov. 28 & 29	All school closed - Thanksgiving
Tue. Dec 10	All school closes at 3:30 - NO DAYCARE PD
Mon., Dec. 23 - Wed., Jan. 1	All school closed - Winter break
Thur. Jan. 2	School Resumes
Mon., Jan. 20	All school closed for Students - PD for Staff
Mon., Feb. 17	All school closed - Presidents Day
Fri., March 14	Purim Celebration - 9:30 - 12:30 - Daycare
Fri., April 11	All School closed
Mon. April 14,	All School closed
Mon., April 21	All School closed
Monday, May 26	All school closed - Memorial Day
Wed., June 18	Last day of school - All School closes at 11:30 - No Daycare
Thur. & Fri., June 19 & 20	Regular classes for Infant Center No Daycare
Monday, June 23	Kiddy Camp begins
Thur., July 3	No daycare - All School ends at 4:00PM
Fri., July 4	All School Closed
Wed., August 13	Last day of Kiddy Camp / School
August 14- August 26	All School Closed
Wed., August 27, 2025	First day of school

How to Reach Us

- Chanie Perelmuter, Director: 714-863-0757
- Janette Chavoya, Teacher: jchavoya@hacps.org
- Mahogany Casellas, Teacher: mcasellas@hacps.org

For urgent needs during program hours, please call **714-863-0757**. For non-urgent needs, please contact one of the Infant Teachers via email. Expect a response within 24 hours or less.

Components of the Infant/Toddler Program

- Age Group: 3 months to 24 months old
- Capacity: Maximum of 12 infants and 12 toddlers at a time
- Staff Ratio: One adult to four children
- Safety: The Infant Room staff follows stringent state safety guidelines to ensure a safe, secure, and positive environment for your child.
- After your child's second birthday, your daycare fee will automatically adjust to the rate for 2-year-olds. This new rate does not include charges for both daycare days and before and after care. Please note that this fee adjustment does not mean your child will be changing classrooms; we strive to keep children with their friends whenever possible.

The Daily Schedule

The daily schedule provides a framework for planning and organizing routines and play activities. Routines may differ based on the age of your child. Infants follow their own biological needs, while toddlers adapt to a more structured schedule as they grow.

Typical Day

- Meals:
 - Breakfast: 9:00 AM - 9:30 AM
 - Lunch: 11:30 AM - 12:00 AM
 - Snack: 2:00 PM - 2:30 PM
- Naps:
 - Older infants: 9:00 AM - 11:00 AM and 1:00 PM - 3:00 PM

Infants

Young infants are fed according to their schedule. As they grow and start eating solid foods, their eating times will adjust towards the group schedule. Specific formula or food for medical conditions requires a doctor's note. Parents may bring breast milk.

Dropping Off and Picking Up

Please drop off and pick up your child around the same time each day to help them adjust to group care. The preschool is open from 7:30 AM to 5:00 PM (4:00 PM on Fridays). *Students need to be picked up before 5:00 so staff may leave at 5:00!*

Sign In/Sign Out

- Sign In: Find your child's name, sign your full name (no initials), and time.
- Sign Out: Find your child's name, sign your full name, and time in the second box.

Arrival and Departure

Inform the staff if you will bring your child earlier or later than usual to ensure proper staffing. Ensure your child arrives in a clean diaper and has eaten. Notify the staff if someone other than yourself will pick up your child. This person must be on the child's approved list and bring a photo ID. (In order for us to legally stop a non-custodial parent from taking a child, a copy of the court order must be on file.)

Late Pick Up

A \$2 per minute per child late fee applies after 5:00 PM. It is understood that conditions beyond one's control exist. You must notify the school ASAP & make arrangements for your child to be picked up. If we cannot reach you or your emergency contacts by 45 minutes after the program end time, the Huntington Beach Police will be notified. Continued late pick-up may result in the termination of your registration.

Absence

Inform the staff of any vacation dates or illnesses. Report any contagious illnesses as required by law.

Calendar

Little Gan is closed on all major legal and Jewish Holidays. No make-up days for legal holidays. Makeup days for Jewish Holidays can be arranged during the week of the holiday. Absences do not qualify for makeup days.

Security

The Hebrew Academy has a key card security system. Anyone dropping off or picking up must have a key card.

Visitors

Parents are always welcome to visit the Infant Room. If a family member or friend will be visiting, provide written permission and inform the staff.

Feeding and Supplies

- **Bottle Feeding:** Use plastic bottles, prepare bottles at home, bring **labeled** with the child's name and date.
- **Breast Milk:** Store in labeled bottles in the refrigerator. Ready-to-feed plastic bottles are required.
- **Juice:** Only water and milk are served.
- **Bottle Warming:** Bottles are warmed using a cup of warm water or a bottle warmer.
- **Solids:** **Introduce new foods at home first.** Label all food containers with the child's name and date.

Diapering and Supplies

- **Disposable Diapers:** Bring a pack of appropriate size diapers and refill wipes.
- **Diaper Rash Ointment:** Bring a labeled tube or container.
- **Clothing:** Bring three sets of labeled clothing and outdoor attire such as a hat, sunglasses, and sunscreen.
- While the staff strives to keep your child clean throughout the day, it is important to understand that exploring and getting messy are vital parts of a child's development. Hands-on activities play a crucial role in learning at all stages of life. Therefore, we recommend sending your child in clothing that can withstand some wear and tear.

Preparing Your Infant for Group Care

- Socialize Your Baby: Expose your baby to various people.
- Sleep: Let your baby learn to sleep around daily activities.
- Bottle Feeding: Acclimate your child to drinking from a bottle if breastfeeding.

Infant Room Curriculum

Our curriculum provides activities fitting each child's developmental level in cognitive and language development, social development and group playing, large motor, and small motor development.

Developmental Areas:

- Social Development and Group Playing: Focus on nonverbal interaction and fun.
- Gross Motor: Activities using large muscles, balance, and coordination.
- Fine Motor: Strengthening small muscles of the hand and foot.
- Cognitive and Language Development: Name recognition, understanding concepts, and sensory activities.
- Baby Sign Language: Basic signs to communicate needs.

Medication in the Infant Room

Complete a Prescription Medication Authorization/Administration form for any medication. We follow strict guidelines for prescription and non-prescription medications.

Prescription and Non-Prescription Medications

To ensure the safety and health of all children, the following guidelines must be followed for administering medications in the Infant Room:

- Original Container: **All medications must be in their original container with a legible label from the pharmacy. This includes OTC medications.**
- Label Information: The label must include:
 - Child's name
 - Date (covers the period when medication is to be given)
 - Name of medication
 - Dosage
 - Instructions for use (consistent with parent's request)
 - Doctor's/nurse practitioner's name
 - Pharmacy name and telephone number
 - Note: This label serves as the physician's/nurse practitioner's order.
- Samples: Medication samples must be accompanied by a doctor's written prescription.
- Individual Use: Medications are to be given only to the child indicated on the container. Twins and siblings cannot share medications.
- Doses at Home: Parents/guardians are required to administer as many doses as possible at home.
- Children who require nebulizer treatments are, by law, only allowed to have two treatments per day in the child care setting.

By adhering to these guidelines, we ensure the safe and proper administration of medications for your child. If you have any questions or concerns about medication administration, please contact the Infant Room staff.

Administering First Aid and Emergency Procedures

- Minor Injuries: First aid administered, and a family member is informed.
- Major Injuries: Family member contacted immediately.
- Emergencies: 911 called, followed by contacting a family member.

Toddler Development

- Exploration and Language: Developing independence and expressive language.
- Tantrums and Biting: Understanding the reasons and responses to biting.

Assessments and Parent/Teacher Conferences

Regular assessments determine each child's developmental growth. Conferences are scheduled as needed.

Publicity

Participants' images and names may be used in publicity. Contact the Director if you do not want your child's image used.

Presence of Pets

No pets are allowed in the Infant Room due to allergies and health concerns.

For any further questions or clarifications, feel free to reach out to the staff. We are here to support you and your child every step of the way.



Little Gan Infant Center

**PLEASE SIGN AND RETURN TO THE HEBREW ACADEMY
PRESCHOOL OFFICE BEFORE YOUR CHILD BEGINS SCHOOL**

I have read the Hebrew Academy Parent Handbook and understand that I must abide by the guidelines and expectations of the Hebrew Academy Preschool to ensure my child's continued enrollment in the program.

Name of Student: _____

Parent or Guardian _____

Parent or Guardian _____

Date: _____