

B”H



2012-2013
Family Handbook

ADMINISTRATION

- Rabbi Yitzchok Newman/ Dean
- Dr. Megan Carlson/Principal, General Studies
- Chanie Perelmutter/Director of Preschool

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Welcome to our Early Childhood Center!

A quality early childhood program is instrumental in laying the foundation for future academic success. You will find our environment to be warm and secure, designed to allow each child to maximize his/her potential for growth and development. We encourage you to read this handbook, which introduces you to our center's curriculum and philosophy. You will discover why we enjoy an exemplary reputation as leaders in education.

Welcome to the extended family of the Hebrew Academy!

ABOUT OUR SCHOOL

The Hebrew Academy was established in 1969 as a special day school that provides a full curriculum of academic and Judaic studies for students ranging from nursery through high school.

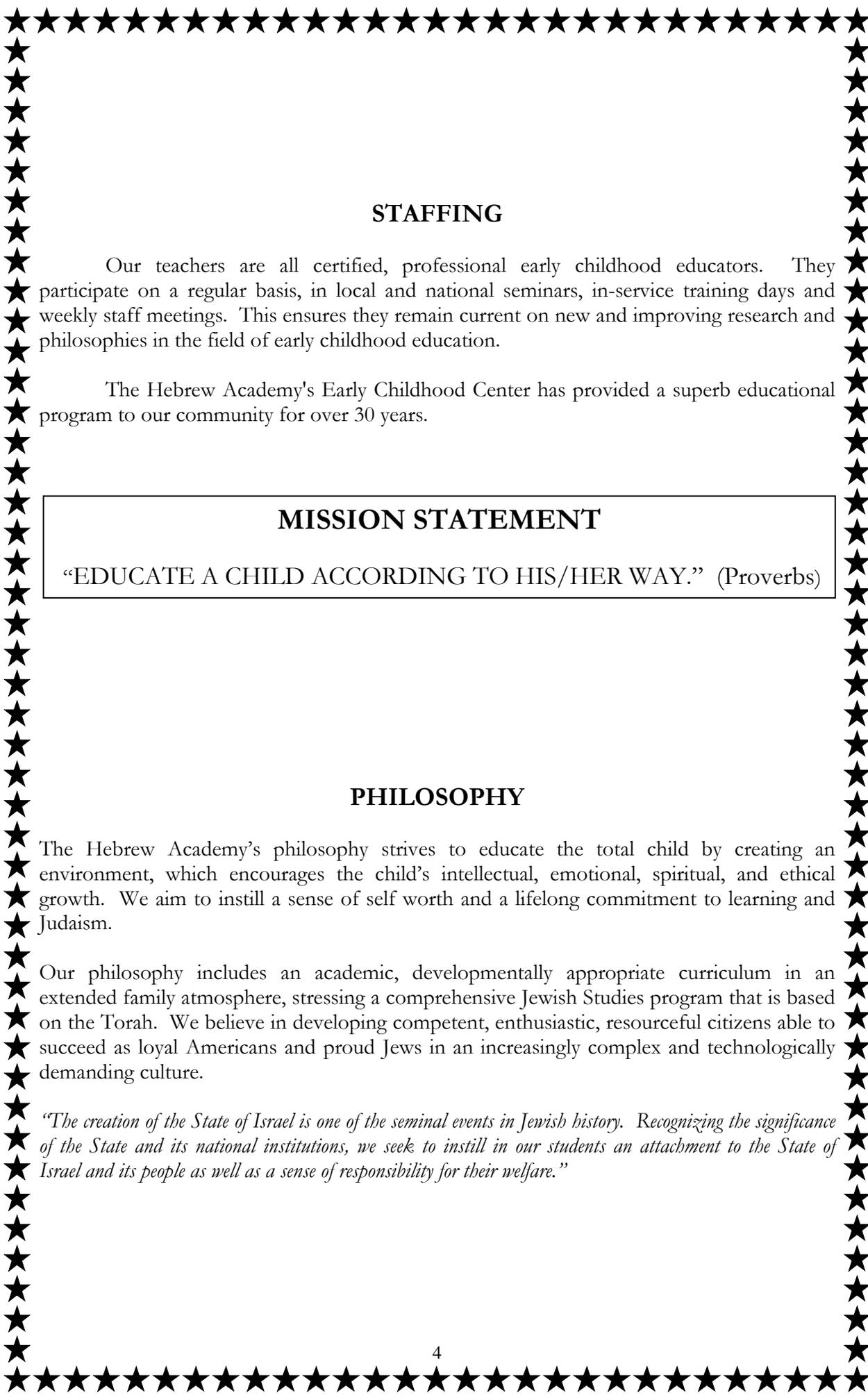
Our educational methods encourage students to become independent, responsible, resourceful and creative learners. The role and function of the staff is to maximize the possibilities for successful learning by providing a responsive environment, with personal guidance and support. This learning opportunity provides for the development of a love of learning, self-respect and positive self-esteem.

We recognize our actions serve as a powerful model for our children. Therefore, we stress that our staff provide the necessary support and positive attitudes to create that special warm and nurturing environment to maximize the potential of our children.

STATEMENT OF NON-DISCRIMINATION

The Hebrew Academy admits students of any race, color, national and ethnic origin in all the rights, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, scholarship programs, and athletic and other school administered programs.

In adherence to the Americans with Disabilities Act (ADA), our program does not discriminate based on a child's disability, and we strive to offer reasonable accommodations to enable children with disabilities to become fully included in the program.



STAFFING

Our teachers are all certified, professional early childhood educators. They participate on a regular basis, in local and national seminars, in-service training days and weekly staff meetings. This ensures they remain current on new and improving research and philosophies in the field of early childhood education.

The Hebrew Academy's Early Childhood Center has provided a superb educational program to our community for over 30 years.

MISSION STATEMENT

“EDUCATE A CHILD ACCORDING TO HIS/HER WAY.” (Proverbs)

PHILOSOPHY

The Hebrew Academy’s philosophy strives to educate the total child by creating an environment, which encourages the child’s intellectual, emotional, spiritual, and ethical growth. We aim to instill a sense of self worth and a lifelong commitment to learning and Judaism.

Our philosophy includes an academic, developmentally appropriate curriculum in an extended family atmosphere, stressing a comprehensive Jewish Studies program that is based on the Torah. We believe in developing competent, enthusiastic, resourceful citizens able to succeed as loyal Americans and proud Jews in an increasingly complex and technologically demanding culture.

“The creation of the State of Israel is one of the seminal events in Jewish history. Recognizing the significance of the State and its national institutions, we seek to instill in our students an attachment to the State of Israel and its people as well as a sense of responsibility for their welfare.”

HERITAGE AND CULTURE

Our fully integrated program weaves Jewish and American customs with a unique developmental Judaic Curriculum. It includes hands-on teaching of a living Judaism. The children are introduced to their first Hebrew language words through song, dance and story. These words are used daily in the classroom. Using role playing, pictures, stories and experiences, our children internalize special feelings and knowledge of the land of Israel. Through the old Biblical stories and the new geography and culture, the children receive a special love and knowledge of the different faces of Judaism. Their cultural awareness creates a strong feeling of community.

Entry Dates

As of September 1, 2014 the public and private schools in Long Beach and Orange County will no longer be accepting students who are not 5 by September 1 into their traditional Kindergarten program. To accommodate this new cutoff we have reorganized our preschool program as:

- Pre-k 2012 – students must be 4 by November 1, 2012
- Nursery – students must be 4 by November 1, 2012
- Transition – students must be 3 by October 1, 2012
- Toddlers – students must be 2 by September 1, 2012

FORMS AND RECORDS

Before a student is admitted to the Academy, parents must fill out an application form, state and medical forms. **Parents or guardians are required to sign an agreement indicating the fees and payment schedule. The fees are based on a yearly fee equally divided over ten months.** Several forms have been included in your registration packet; some of which are required by the Department of Social Services, Licensing Division. The school is subject to citations if these forms are not completed for every enrolled child in the school.

If information changes during the year such as phone numbers or emergency contacts, it is imperative the school be notified.

**CAR POOLS / PARKING
SIGN IN / SIGN OUT**

All parents must park their cars in the lot or on Willow Lane and walk to the preschool to drop off and pick up their children. Parking is not allowed in the handicap spaces or in areas striped with yellow lines.

The sign in and out sheet is in your child's classroom.

SIGN IN: Find your child's name. Sign your full name **-no initials please** (state law) - and time. Place a "B" for Bus if your child will be taking the bus home. Place an "M" if we will be administering medicine that day.

SIGN OUT: Find your child's name. Sign your full name and time in the second box. A new sheet will be present every day.

Siblings younger than fourth grade cannot sign out students unless their parent or guardian is on campus and in sight of the preschool.

DRESS STANDARDS

Children in an early childhood school setting need the freedom to move about the classroom unencumbered by bulky or overly fussy clothing. When they are dressed appropriately, children feel free to immerse themselves in the many sensory activities available.

To decide if your child is appropriately dressed, ask yourself the question, "Will I be upset if paint, food coloring, dirt, or spaghetti sauce gets on this outfit?" If the answer is "Yes", please change your child's clothes. We want to make your life and the life of your child simple when it comes to clothing and laundry.

There should be an extra set of clothing, (including socks, underwear and a blouse/shirt and pants/skirt) in your child's cubby at all times. In this way, we can be certain if your child's clothing is inadvertently wet or dirty, we can help your child return to the comfort of a clean set of clothing. Because many of our activities are held out of doors, it is important to keep a sweater or light jacket in school as well. **Please label all clothing, including sweaters and jackets.**

An important step in developing your child's independence is helping him or her to be able, with a minimal amount of assistance, to take off and put on their own clothing. Many toilet accidents can be prevented when children can unbuckle or unbutton pants without a struggle. Pull-on clothes and tennis shoes with Velcro are great! Please do not send your child to school with **flip flops**.

CHANGE OF CLOTHING:

The following items are required and should be sent to school in a large zip-locked bag identified with your child's name:

- 2 pair of **SOCKS**
- 2 pair of **UNDERWEAR**
- 1 **SHIRT/BLOUSE**
- 1 **PANTS/SKIRT/JUMPER**

When any of these items are sent home soiled or wet, please replace them the next day.

REST TIME

In a **PILLOW CASE**, labeled with your child's name (we are trying to minimize the presence of plastic bags in our classroom), please send:

1 fitted standard sized CRIB SHEET

1 SMALL BLANKET

Please ----NO PILLOWS

Rest time items will be sent home every Friday. Please return them clean on Monday.

EARTHQUAKE KIT

In a large labeled zip-locked bag, place the following:

1 small package or individually wrapped **HANDI-WIPES**

1 **FLASHLIGHT**

1 package of **BATTERIES** (not in flashlight)

1 **PERSONAL ITEM** (Teddy, toy, etc. **SMALL!**)

1 **3 X 5 CARD** with name, emergency contact number, and address

IN AN EMERGENCY

In an emergency situation, it is difficult to make calls to the areas of concern. We understand that usually outgoing calls can be made to other areas. Arrangements have been made with an out-of-state school for our parents to call for information concerning children. The number is: Torah Day School **713-777-2000**. These above procedures are planned with hope that they will never be necessary to implement, but we would like to believe that we are prepared for all possible circumstances.

WHEN YOUR CHILD IS ILL

It is urgent every parent cooperate fully with our health policies! Our regulations are designed to protect the well-being of all the children and to guard, as much as possible, against avoidable absences for health reasons.

When symptoms of possible illness arise, or other indications that your child is not well enough for group activity, arrangements **MUST BE MADE** for his/her care at home. **PLEASE**, do not bring a "border-line" ill child to school hoping he/she will pass. A proper place for a sick child is at home, so he/she will not infect other children. The school has no provisions for the care of children who become ill at school. Proper care at the beginning of an illness can often shorten the duration and prevent infection of other children.

If your child becomes ill at school, you will be called at home or work and you or your emergency contact will be expected to pick up your child as soon as possible.

Exposure to communicable disease and any infectious illness of other family members should be promptly reported to the school office, so we may alert our families to watch for early symptoms. By the same token, we will notify families when their child has been exposed or has exposed the school to an infectious disease (such as chicken pox, measles, etc.)

If your child has an episode of vomiting, you will be required to take him home as soon as possible. If your child is sent home with a temperature of 99 degrees or higher, your child can not return to school the next day with out a note from a physician. Also, if your child has 2 episodes of diarrhea you will be required to take him home as soon as possible.

These are signs of illness. We, like most schools, are not equipped to handle these kinds of problems.

In the unusual event your child is seen to be infected with lice, you will need to take him/her home and treat both your child and the environment accordingly. Your child must be checked and determined to be free of lice and their eggs by the Director of the Preschool.

MEDICINE

There are occasions when it is necessary for your child to receive medication during the school day. To assist us in monitoring your child's need for medication, please place an "M" in the special column on the sign-in sheet. This indicator prompts the addition of your child's name to our daily log. We monitor and initial this sheet each time your child receives medication.

DO NOT PUT MEDICINE IN YOUR CHILD'S LUNCH BOX OR DRINK. This can be very dangerous if another child should take your child's medication. Place medication in a plastic bag and give it personally to a staff member upon arrival at school. Let the staff member know if the medication needs to be refrigerated.

All medications must have a prescription label on the bottle or box. Even if you wish to keep some of the medication at home, state regulations require that we have an original label with the doctor's prescription clearly available to us.

If you have given the child medication in the morning before school, please let us know the time, so we may be accurate in our scheduling of the medication. **NO OVER-THE-COUNTER medication will be administered by staff unless specific instructions are given by a physician. This is a state law.**

LUNCH

Nutritious meals are an important part of a child's success at school. You may send a lunch or the child may buy a lunch prepared in the school kitchen.

The Hebrew Academy provides a hot lunch for \$4.50 in advance or \$5.00 on that day. The lunch order form is located on the school website. Please bring the form to the front office to prepay for lunch. Parents may choose to pay for the lunches in the classroom but note that would be only the same day cost of \$5.00 per lunch.

LUNCHES FROM HOME

If you choose to send a lunch from home, please send a nutritious lunch including a drink. Nutritious lunches should not contain candy or soda. Please refrain from breakable/glass objects even for drinks. Please clearly write your child's name on his/her lunch bag or box. Include eating utensils, if needed.

We will try to send home uneaten food, when practical. Remember to consider the eating limitations of small children when preparing portions of food. Most children eat only half of a sandwich, piece of fruit, drink, or treat.

We ask that no shell fish or meat products (beef or poultry) be sent to school with your child.

Children will be provided two snacks each day, one in the midmorning, another in the afternoon. If your child will be in day care after school, please send an extra snack.

IDEAS FOR LUNCHES

	Cheese, cut into cubes and crackers	
	Vegetables and dip in a container	
Hard-boiled egg		Celery with peanut butter
Sandwiches		Olives
Tuna in a container		Thermos of Soup
Fruit whole or cut up		Raisins
Bagel and cream cheese		Salad in a container
Pasta Salad		Yogurt
Pickles		

SHARE DAYS

Share days are set by your child's individual teacher. Please check and see which day your child may bring something to share. We ask that you encourage your child to bring something relating to the curriculum whenever possible. Mark them clearly. Please....no toy guns, knives, or any other toy weapons. These toys are not in keeping with the values we teach the children.

MITZVAH NOTES

During the school year we will be learning about different mitzvot (good deeds). When children do a mitzvah it is very important that they are shown appropriate recognition. This will reinforce the positive feeling of doing a mitzvah and encourage them to do more and more mitzvot. Having a mitzvah note read in class encourages the children and also creates a bridge between school and home.

Please send mitzvah notes to school as often as possible. A long letter is not necessary. A short note is fine. Examples of some mitzvah notes:

"Today Leah shared nicely with her...."
 "Last night Rachel slept in her own bed...."
 "Today Sam made a blessing before eating...."

PLAYGROUND RULES

Toys that are usually kept inside the classrooms should not be taken outside. Children who are eating should be sitting at the table. Shoes and socks must be worn at all times on the playground. Toys should be returned to its proper place after use. **Slide:** Please see that children climb with their hands empty, use the ladder only to ascent the slide, and slide down feet first. **Sand:** The sandbox should only be used when a teacher is nearby. **Bikes:** Children should ride sitting on the bike seat only, ride one person at a time on the bike, ride on the bike trail only, and refrain from pushing other children while riding on the back of the bike or pushing with their hands on the bike step. **Bars:** Children should use the bars in the appropriate manner, sitting on top is unsafe, crossing hand-over-hand is fine, and have only one child at a time on the ladder, and stand clear of the area directly underneath the bars. **Drinking Fountain:** Make sure that the children use the drinking fountain for drinks only.

SWIMMING

The Hebrew Academy's Junior Olympic swimming pool, with a special kiddy pool provides a unique opportunity for cool, refreshing recreation and exercise. . A licensed lifeguard is in attendance at all times when children are swimming. Please send: SWIM SUIT, SUN SCREEN, TOWEL OR ROBE, SWIM-SHOES, and A BRUSH OR COMB. If your child has long hair, please braid or rubber band it back on swimming days. **LABEL ALL ITEMS.**

BIRTHDAY CELEBRATIONS

Simple classroom birthday celebrations may be arranged in cooperation with the Hebrew teachers for students in Preschool. The ECE Director **MUST** be notified in advance of any party to be held in school.

In all cases, it is the parent who must initiate the arrangements with the teacher of the class. The teacher will be happy to recommend arrangements for the party. **GOODY BAGS AT BIRTHDAY PARTIES SHOULD NOT CONTAIN ANY FOOD ITEMS.**

All refreshments must be Kosher Parve and approved by the Academy. Baked goods can be acquired through the Hebrew Academy kitchen or from approved kosher bakeries.

Invitations for birthday parties held outside of school may not be distributed in school. Please use the school roster and mail the invitations. This gives parents the choice to decide if they want their child to know about the party.

Also, in consideration of your child's fellow classmates who may keep Shabbat and Kosher, we request that all class-related private parties should not be held on Shabbat or at any non-Kosher establishments. This is done to further harmony and cooperation among students.

PUPIL EVALUATION

Parents are kept informed of their child's progress by informal notes, memos, and letters. A formal assessment is done in December. Parent-teacher conferences are scheduled at this time to review the evaluation of each child's progress to date. We will have another conference in March for parents and teachers to review the child's progress. Another assessment is done in June. Parents and teachers meet to review the assessment when necessary.

Whenever the need arises, teachers and administrators may request a meeting with parents to discuss their child's progress in school. Parents, in turn, should feel free to request a meeting when they have a particular matter to discuss with the teacher or with the Director.

Parents can expect a return call from a teacher within twenty-four hours after their initial call. Please do not expect teachers to leave the classroom and come to the phone during school hours.

HEBREW ACADEMY PRESCHOOL CALENDAR
2012 – 2013 SCHOOL YEAR

AUGUST

Mon. 27 Preschool Parents Orientation 10:00 AM
Tues. 28 First day of school

SEPTEMBER

Mon. 3 Labor Day (NO SCHOOL)
Tues. 11 Breakfast with Chanie – 8:15 AM
Mon. 17 Rosh Hashanah – (NO SCHOOL)
Tues. 18 Rosh Hashanah – (NO SCHOOL)
Wed. 19 9:00 AM start
Mon. 24 Picture Day
Tues. 25 Erev Yom Kippur – (NO SCHOOL)
Wed. 26 Yom Kippur – (NO SCHOOL)

OCTOBER

Mon. 1 Sukkot (NO SCHOOL)
Tues. 2 Sukkot (NO SCHOOL)
Wed. – Fri. 3-5 9:00 start
Fri. 5 Preschool Holiday Performance 9:15 AM
Mon. 8 Shmini Atzeret (NO SCHOOL)
Tues. 9 Simchat Torah (NO SCHOOL)
Wed. 10 9:00 AM start
Sun. 21 Preschool Play date – 11:00 – 1:00
Tues. 30 Make-up picture day

NOVEMBER

Tues. 6 Full Day Faculty Inservice (NO SCHOOL)
Mon. 12 Veteran’s Day (NO SCHOOL)
Sun. 18 Hebrew Academy Auction
Fri. 18 Preschool Thanksgiving performance and Feast
Wed. 21 Day Before Thanksgiving (2:00 p.m. DISMISSAL)
Thurs. 22 - Fri. 23 Thanksgiving Break (NO SCHOOL)

DECEMBER

Mon. – Fri. 3-7 Book Fair Open
Thurs. 6 Kindergarten preview day
Tues. 11 Preschool-5th Grade Parent/Teacher Conference Day
(NO SCHOOL: PRESCHOOL-5TH GRADE)
Thurs. 13 Chanukah Party – after school
Sun. 16 Preschool Chanukah Performance
Mon. 24 – Tues. Jan. 2 Winter Break (NO SCHOOL)

JANUARY

Wed. 3 School Resumes
Tues. 15 12:00 PM Dismissal –Teacher in-service
Mon. 21 Martin Luther King Jr. Day (NO SCHOOL)

FEBRUARY

Sun. 10 Preschool Performance & Fundraiser
Feb. 15 Deadline for Early Re-enrollment registration
Mon. 18 Presidents Day (NO SCHOOL)
Sun. 24 Purim party in Preschool
Mon. 25 9:00 start

MARCH

Sun. 3	Hebrew Academy Visionary Dinner
Wed. 13	Parent-Teacher Conference - 2:00 PM dismissal
Sun. 17	Music and Art Fair
Mon. 25 - April 3	No School Pesach Break

APRIL

Thurs. 4	School Resumes
Tues. 16	Israel Day
Tues. 30	Faculty In-service 12:00 dismissal

MAY

Mon. 6	Golf Tournament Fundraiser
Thurs. 9	Preschool Mother's Day Tea
Tues. 14	Erev Shavuout – 2:00 dismissal
Wed. 15 – Thurs. 16	Shavuout (NO SCHOOL)
Fri. 17	9:00 start
Mon. 27	Memorial Day (NO SCHOOL)
Fri. 31	School Shabbaton in Big Bear

JUNE

Sun. 2	Preschool end of year Performance /Father's Day
Mon. 10	Preschool Parent Meeting
Thur. 13	Last Day of School for Preschool – 5 th Grade:11:30 AM DISMISSAL (No Lunch Served – No Day care)
Fri. 18	Last Day for Teachers
Mon. 24	Silver Gan Israel Day Camp Begins

Note: School is in session 8:05 a.m. - 3:30 p.m.
Half day is 8:05 a.m. – 12:30 p.m.

SEPTEMBER THROUGH PASSOVER FRIDAY DISMISSALS ARE AT 2:00 PM.

3:30 FRIDAY DISMISSALS BEGIN APRIL 6 AND CONTINUE THROUGH JUNE

UNLESS OTHERWISE NOTED – DAYCARE TILL 6:00 PM ON ALL SHORT DAYS

(This calendar is subject to change; however we will notify you of any changes in advance.)

MAKE-UP DAYS

There are no make up days except for **9/17, 9/18, 9/25, 9/26, 10/1, 10/2, 10/8, 10/9**. (Make up days are to be made up that week.) Children enrolled part time in the Hebrew Academy Preschool have the option of adding days as needed. Approval from the director is necessary and there is a \$25.00 per ½ day fee and a \$50.00 full day fee.

BEFORE AND AFTER DAYCARE

The starting time for daycare in the morning is subject to change depending on the needs of the school families. Please call the office to confirm morning times of daycare.

Families who do not pick up before 6:00 P.M. will be charged \$1.00 per minute after 6:00 P.M.

STUDENTS WITH SPECIAL NEEDS/SPECIAL TRACKING

It is the goal of the Hebrew Academy to meet both the academic and social needs of all of its students. On occasion, a student with an academic or behavioral challenge may be enrolled. On such occasions, administration and teachers will make every effort to plan an appropriate program that provides the necessary support.

Administrative Guide

1. Whenever possible, teachers will receive advanced notice of special student enrollment.
2. A team meeting will be convened to assist teacher with program needs and classroom modifications, including goal setting and expectancies.
3. Regular meetings may be held with parents of special needs students and classroom teachers to ensure regular progress

PARENTAL REQUESTS OF TEACHERS RELATED TO DIVORCE PROCEEDINGS

Recognizing the complexities of divorce proceedings, teachers are asked to refrain from taking sides, especially as it relates to questions of parental custody. As a result, any requests for Hebrew Academy employees to write a letter supporting one parent or another will be denied by school administration. Teacher time is limited and must be focused on the education of all Hebrew Academy children.

In a situation of divorce, the school requires all legal documents pertinent to dealings with a child(ren) be on file and updated regularly in order to follow any arrangements with the child(ren). If documents are not on file the school will treat either parent as custodial parent.

In a situation where there is a shared arrangement with divorced parents, both parents will be required to agree in writing for either one to volunteer in the classroom of their child.

CHILD ABUSE AND NEGLECT

All Hebrew Academy Preschool staff members are required by law to report suspected incidents of child abuse and neglect. Abuse and neglect allegations are reported to the Department of Social Services 714-703-2800. If a parent suspects child abuse or neglect by a staff member please notify the director immediately. Parents may also contact the Department of Social Services.

If a teacher is suspected of child abuse, we will contact Child Protective Services and an investigation will begin. Until the investigation is complete and proper disciplinary steps have been taken and documented, the suspected teacher will not be allowed to interact with the children at any time.

COMMUNICATIONS

A successful partnership between home and school can only be built on clear and frequent communication. Teachers in the Early Childhood Education program strive to maintain both frequent and clear communications. Weekly newsletters and special event flyers will keep you informed about activities in which you may want to participate. Teacher Newsletters will be emailed to parents on a weekly basis. The Director's newsletter with general information about upcoming events will be emailed to parents on the first day of the month. **Please be sure that the email address that you have provided the school is the one that you check regularly.**

Questions about your child's program or progress should be directed to the child's teacher. If further clarification or information is desired, the Director of the Preschool is available to you. Teachers are committed to responding within 24 hours to any telephone call. Please remember that teachers may not be called from a classroom to answer the telephone, but they all have private voice mail.

CONCERNS

We realize that no one is perfect and we are not an exception. We aim to be as professional as possible, and welcome any constructive comments.

If you have a concern about the preschool or the level of care your child is receiving, we want to know. We need to get both positive and negative feedback in order to learn and continually improve our service. If we do not hear what is wrong, we cannot ensure a problem will be solved or stop it from recurring. Parents should be reassured any concern made would never adversely affect the care provided to a child.

We ask that any concerns should be mentioned to the Director of the Preschool.

BEHAVIOR GUIDANCE

We aim to help children become happy reasonable cooperative participants in the program through positive and non-threatening behavior guidance techniques.

Our staff actively encourages children to have a positive attitude toward each other and empathy for other's feelings, but expectations are always developmentally realistic. Our staff encourages children to accept differences, appreciate the capabilities and limitations of children with special or additional needs and actively support them.

Some examples of guidance strategies for inappropriate behavior include:

1. Redirection and diversion to other activities.
2. Positive role modeling by staff.
3. Encouragement and positive feedback for appropriate behavior.
4. Ignore or give minimal attention to inappropriate attention seeking behavior (except when it involves hurting another child).
5. Give more attention to a child who has been hurt than the child doing the hurting.
6. Give children choices within agreed limits, with agreed consequences if limits are exceeded.
7. Provide a "table for one" with an activity to allow a child to calm down by him/herself.
8. Children are spoken to firmly but calmly with the focus being on the inappropriate action rather than on the child.
9. Children are taught to communicate their feelings verbally. (e.g., "I don't like it when you hurt my...") rather than lash out physically.

TERMINATION OF ENROLLMENT DUE TO DISCIPLINARY DIFFICULTIES:

The Hebrew Academy reserves the right to terminate enrollment whenever it is determined a child's behavior is out of control to the extent of endangering the safety and well being of a child or staff member.

Special needs children: We refer children with special needs to the appropriate community service agencies.

Acceptance into the Hebrew Academy preschool program does not guarantee acceptance to the Hebrew Academy kindergarten.

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

I have received a copy of 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

Date Signed

Parent or Guardian

Date Signed