

**B”H**



# **2018-2019**

# **Family Handbook**

August 6, 2018

## **MISSION STATEMENT**

“EDUCATE A CHILD ACCORDING TO THEIR WAY.” (Proverbs)

## **ADMINISTRATION**

Rabbi Yitzchok Newman/ Head of School

Dr. Bryn Harari/Principal

Chanie Perelmutter/Director of Preschool

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## **Welcome to the Karp 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 hold 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 development for a love of learning, self-respect, independence, and positive self-esteem.

We recognize our actions serve as a powerful model. Therefore, we stress positive attitudes creating 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, or ethnic origin in administration of its educational policies, scholarship programs, 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.

## OPEN DOOR POLICY

*Parents are always welcome to visit the Preschool. We have an open door policy for all parents of children currently enrolled in our program.* Parents must check in with the office upon arrival. When visiting classes, parents are requested to refrain from engaging students or teachers in conversation. In addition, brothers, sisters and children below the age of 11 are not permitted to visit classes.

There are opportunities for parents and grandparents to participate at the school providing additional enrichment activities as the need or “teachable moment” occurs. Career exploration and discussions about community helpers are often enriched with the presence of parents, grandparents, or friends of the school who contribute generously to the classroom enrichment.

## STAFFING

Our teachers are all certified, professional early childhood educators. They participate in local and national seminars, in-service training, 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. **All students signed in are under the supervision of an adult at all times.**

## 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 a balance of play and academics and developmentally appropriate curriculum in an extended family atmosphere. Our program also stresses 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.

## WHY CHOOSE THE HEBREW ACADEMY PRESCHOOL?

***Our atmosphere*** is open and inviting, allowing children to express themselves and thrive.

***Our teachers*** are professional and warm, allowing for maximum communication between parents and staff to encourage and promote the best school experience for your child.

***Our program*** is designed to help children discover the world around them and what effect they have on it. They are encouraged to explore and learn by doing. They are taught to share and care about their heritage and family. This becomes an integral part of their lives and helps build self-esteem.

***Our format*** is open-structured, allowing the children to make choices and solve problems.

***Our activities*** give expression to social, emotional, cultural, cognitive, and physical development. Basic skills are developed for the continuation of the educational success.

## AN ACADEMIC DEVELOPMENTAL CURRICULUM

The Early Childhood Program of the Hebrew Academy is based on a philosophy which encourages the development of each child according to that child's developmental readiness. In practice, this means all children participate in exploratory activities which use all the child's senses: touching, seeing, hearing, smelling, and actively moving about the classroom in order to experience all the sensory opportunities available at the moment.

The classroom environment supports these developmentally appropriate activities. Centers that encourage role-playing, active learning, quiet time, reading, music and movement along with many other activities that allow each child to stretch the neural networks of the brain. This is a crucial time when children are capable of learning and growing at rapid rates. Children are exposed to pre-reading activities on a daily basis through our literacy program. The presence of visually supportive materials encourages early literacy. Exposures to the written word are daily experiences for early childhood students of The Hebrew Academy.

Outdoor activities are also supportive of a developmental program. Gardening, woodworking, riding tricycles, water play, digging in the sand, and exploring art provide opportunities for both creative and physical activity. The children enjoy daily exercise in our beautiful, modern playground. They delight in climbing, swinging and balancing. This encourages large and small muscle development.

## **COMPUTERS – SWIMMING - COOKING - SCIENCE - ART - LITERACY – MATH – SHABBAT - ALEPH-BET - DRAMATIC PLAY - GARDENING**

Does this sound like an exciting program? We think so and our students do, too! We designed our curriculum to bring those smiling faces back each day with eagerness and high spirits. Both our general and Judaic themes integrate language, science, music, math, and art activities. Using all five senses and all the domains of development, the children explore and experience their world in a fun -- and sometimes messy way.

In our warm, nurturing environment, the children experience a positive, active, fun-filled day. Families choose our center because of our modern well-equipped campus, as well as the intimate and supportive atmosphere which surrounds their child each day.

### **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 Biblical stories and contemporary geography and culture, the children receive a special love and knowledge of the different facets of Judais & Israel. 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 no longer accept 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 2018 – students must be 4 by September 1, 2018**

### **FORMS AND RECORDS**

Before a student is admitted to the Hebrew Academy, parents must fill out an application including state and medical forms. **Parents or guardians are required to sign an agreement indicating the fees and payment schedule. The fees are based on an annual 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.

### **CELL PHONE POLICY**

Cell phones are a wonderful invention! They can also be a great distraction. We are asking that your telephone calls be made outside the Preschool facilities so that your full attention is with your child. ***Please turn off or mute and put away your phone before entering the preschool gates.***

### **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 in yellow.

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, 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 outside, it is important to keep a sweater or light jacket in school as well. **Please label all clothing, including sweaters and jackets with their names.**

An important step in developing your child's independence is helping them 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** or **crocs**.

### **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 **SOCKS**
- 2 pair **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 **PILLOWCASE**, 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 (Labeled with their name), 1 SMALL BLANKET (Labeled with their name), Please ----NO PILLOWS**

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

### **EARTHQUAKE KIT**

In a large **clearly 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

### **FIRE & EARTHQUAKE DRILLS**

Drills are routinely conducted according to school regulations and procedures for evacuation and safety. In September, the teachers instruct the students in this procedure and practice drills are scheduled throughout the year. Our goal is to clear the building at any given time in two minutes or less.

## **SECURITY LOCK-DOWN DRILLS**

In this climate of terrorist threats and security concerns, the school has implemented a plan for security lock-down. Teachers are trained in this procedure and practice drills are scheduled throughout the year.

## **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 that 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 their care at home. PLEASE, do not bring a "borderline" ill child to school hoping they will pass. A proper place for a sick child is at home, so they will not infect other children or their teachers. 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.

## **Routine Exclusion Criteria Applicable to All Signs and Symptoms**

- Unable to participate.
- Care would compromise staff's ability to care for other children.

## **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. To prepay for lunch, please contact the main office. Parents may choose to pay for the lunches in the classroom, but note that it would be the same day cost of \$5.00 per lunch. If you will be purchasing lunch on the day of, please inform a preschool staff that your child intends to receive hot lunch and provide them with the necessary payment.

## LUNCHESES 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 shellfish or meat products (beef or poultry) be sent to school with your child.**

Children will be provided two snacks each day, one in the mid-morning, provided by the preschool, and another in the afternoon, taken from the leftovers from their lunch. If your child will be in daycare after school, please send an extra snack.

## IDEAS FOR LUNCHES

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

**If your child is in the Toddler class, please cut all food into small and manageable pieces to help reduce choking hazards.**

## SHARE DAYS

Share days are set by your child's individual teacher. Please check with the teacher 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 sat nicely in his carseat...."

"Last night, Jacob said Shema so nicely..."

## 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. (The exemption is if a teacher is present, they can take off their shoes in the sandbox). Toys should be returned to its proper place after use. **Slide:** Please see that children climb with empty hands, use the ladder only to

ascend 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 (unless it is a tandem design), ride on the bike trail only, One rider per bike while on bike trail only. No pushing others! **Bars:** Children should use the bars in the appropriate manner. Sitting on top is unsafe. Crossing hand-over-hand is fine. One child at a time on the ladder standing clear of the area directly underneath the bars. **Drinking Fountain:** Available for hydrating 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. There will be a \$15.00 fee for children who are not potty trained. If your child has long hair, please braid or rubber band it back on swimming days. **LABEL ALL ITEMS WITH THEIR NAME.**

## 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. At the time of the party, the parents are responsible for set-up, organizing, clean up, and anything else that may take the teacher away from caring for the other students. **GOODY BAGS AT BIRTHDAY PARTIES SHOULD NOT CONTAIN ANY FOOD ITEMS.**

All refreshments must be Kosher Parve and approved by the Director. 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 / ASSESSMENT EVALUATION**

We will be using a developmental screening for the entire Preschool in September. The parent-completed **Ages & Stages Questionnaires®**, *Third Edition* (ASQ-3™) is the most accurate, family-friendly way to screen children for developmental stages between one month and 5½ years. As parents, you know a lot about your children. We are excited to present this assessment that will help us pull the necessary information about our children together to better address all our classroom students' developmental needs.

The **Ages & Stages Questionnaires®, Social-Emotional** (ASQ:SE) are meant to be used in conjunction with a general developmental tool (like ASQ-3) that assesses cognitive, communicative, and motor development. ASQ:SE helps to identify the need for further social and emotional behavioral assessment in children. The ASQ:SE addresses seven behavioral areas: self-regulation, compliance, communication, adaptive functioning, autonomy, affect, and interaction with people. The ASQ:SE will be used on an as needed basis throughout the year.

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 later in the year (April/May) for parents and teachers to review the child's progress. 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.

## **TZEDAKAH**

Tzedaka ("charity" or "righteousness") is a basic concept of Judaism. Our school attempts to develop a commitment among our students to share with others less fortunate than themselves by donating a few pennies a day to charity. Parents are asked to provide young children with one coin daily. If your child does not bring a coin the teacher will provide one.

## PARENT SUPPORT

The partnership between home and school begins with enrollment and continues throughout a student's educational program.

Parent Association provides many opportunities for volunteering. Monthly meetings also provide classes in parenting, social activities and forums for parents to receive information.

Ways parents can support the Hebrew Academy:

- Volunteer to be a room parent. **Room parents** are our liaison between teachers and families.
- Organize Earthquake kits
- Assist with school events
- Volunteer at the Bookfair

## HEBREW ACADEMY PRESCHOOL CALENDAR 2018 – 2019 SCHOOL YEAR

Note: School is in session 8:05 a.m. - 3:30 p.m.

Half day is 8:05 a.m. – 12:30 p.m. (Students need to be signed out **before 12:30**)

SEPTEMBER THROUGH PASSOVER - FRIDAY DISMISSAL - 2:00 PM.

POST PASSOVER THROUGH JUNE - FRIDAY DISMISSAL - 3:30 PM

DAYCARE TILL 5:45 PM ON ALL SHORT DAYS

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

### MAKE-UP DAYS

Children enrolled part time in the Hebrew Academy Preschool have the option of adding days as needed, **if there is room in the class**. Approval from the director is necessary: \$40.00 per morning ½ day fee, \$35.00 per afternoon ½ day fee and a \$60.00 full day fee.

There are no make-up days if a part-time student is absent, legal holidays, or vacation days of school. There are make-up days for the following Jewish holidays 9/10, 9/11, 9/19, 9/24, 9/25, 10/1, 10/2, 6/10. (Make-up days are to be made up that week.)

## Calendar August 2018 to June 2019

August 28	Preschool Orientation 10:00 to 11:00 AM <i>* Little Gan Orientation 5:45 PM - Dinner included</i>
August 29	First day of School
September 3	<b>All school closed - Labor Day</b>
Sept. 10 & 11	<b>All school closed - Rosh Hashanah</b>
Sept. 18	No School - Erev Yom Kippur (daycare) <i>*Regular school for Little Gan</i>
Sept. 19	<b>All school closed - Yom Kippur</b>
Sept. 24 & 25	No School Sukkot (daycare) <i>*Regular school for Little Gan</i>
October 1 & 2	No School Simchat Torah (daycare) <i>*Regular school for Little Gan</i>
October 23	Picture Day
November 12	No School Parent Conferences (daycare) <i>*Regular school for Little Gan</i>
Nov. 21	Preschool Performance & Feast - Noon - daycare until 4:00 PM - <i>*Infant Center closes at 4:00</i>
Nov. 22 & 23	<b>All school closed - Thanksgiving</b>
Dec. 10 - 9:15 AM	Preschool Chanukah Performance
Dec. 21	No School for students- daycare - Staff Development <i>*Regular school for Little Gan</i>
Dec. 24 - Jan. 1	<b>All school closed</b>
Jan. 2	School Resumes
Jan. 21	<b>All school closed - Martin Luther King Day</b>
Feb. 18	<b>All school closed - Presidents Day</b>
March 21	Purim Holiday school ends at 12:30 - daycare available <i>*Regular school for Little Gan</i>
April 18	No School - Passover - daycare available <i>*Regular school for Little Gan</i>
April 19	<b>All school closed - Passover</b>
April 22-25	No School - Passover - daycare available <i>*Regular school for Little Gan</i>
April 26	<b>All school closed - Passover</b>
May 27	<b>All school closed - Memorial Day</b>
June 10	No School - Shavuot - (daycare available) <i>*Regular school for Little Gan</i>
June 16 (Sunday)	Preschool End of year Performance 10:00-11:00 AM
June 18	Last day of school - school ends at 11:30 - (No daycare) <i>*Regular school for Little Gan</i>
June 19-21	No School - (daycare available) <i>*Regular school for Little Gan</i>

June 24	Camp Silver Gan Israel begins
July 3	<i>Little Gan closes at 4:00 PM</i>
July 4	<b><i>All school closed</i></b>
August 19 -27	<b><i>All school closed</i></b>
August 27	Preschool Orientation 10:00 - 11:00 AM <i>Little Gan Orientation 6:00 PM - Dinner Provided</i>
August 28	First day of school

### **BEFORE AND AFTER DAYCARE**

Morning hours for daycare are subject to change depending on the needs of the school families. Please call Chanie to confirm morning times of daycare.

**Families who do not pick up before 5:45 P.M. will be charged \$1.00 per minute after 5:45 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 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 progress.
4. Parents may be asked to hire a para/shadow for the special needs student.

### **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. **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 email or call. Please remember that teachers may not be called from a classroom to answer the telephone.

### **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 reoccurring. 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, and 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 or themselves).
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.



**2018 – 2019 SCHOOL YEAR**

**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