



Milton & Betty Katz JCC

EARLY CHILDHOOD

Education Center



2020 - 2021 Welcome Packet

501 N. Jerome Avenue | Margate, NJ 08402
609.822.1167 Ext. 130 | jccatlantic.org



COVID-19 Procedures

The Milton and Betty Katz JCC Early Childhood Program will continue to monitor the latest health guidelines, NJ State mandated policies, CDC and local health department recommendations to make adjustments to our programming policies and procedures. Safety will always be our number one priority for our children, staff and families.

These procedural guidelines will be provided for, and agreed to, by all families and staff prior to the start of school. We will continue to review safety protocols and procedures on a regular basis.

We will continue to follow the recommendations to keep group sizes small and there will be no mixing of one class with another. Class sizes will be limited to 10 children, guided by Governor's Executive Order updates and CDC guidelines and we will update class sizes and staff accordingly.

Daily Health Check and Temperature Screening Upon Arrival

We will be taking daily temperatures of all children and staff upon arrival using a no-touch forehead thermometer. Temperature results will be logged daily and sent to NJ Department of Children and Families. Any child or staff who has a temperature of 100.4 or higher will not be able to attend school that day.

If you answer yes to any of the following questions, you must stay home from school.

- Have you, your child or anyone in your home been in close contact with a person who has COVID-19 (defined by the CDC as being within 6 feet of someone for 10 minutes or more)?
- Do you, your child (or anyone in your home who hasn't been in quarantine) have a fever, cough, shortness of breath, difficulty breathing, sore throat, loss of smell or taste, chills, muscle pain, headache, a rash, diarrhea, vomiting or lethargy?
- Have you administered medication for fever to your child (or yourself) in the past 24 hours?
- Have you travelled to a state that you would have to quarantine if you entered the state of New Jersey?

Any child or staff member who displays visible symptoms of illness will not be accepted to school that day. Any child or staff with a headache, rash, diarrhea, vomiting or lethargy or showing signs of respiratory issues: coughing, tugging in the chest, wheezing or shortness of breath will be sent home.

Parent Drop-Off and Pick-Up Procedures

Adults dropping off/picking up children must wear masks.

Parents will be not permitted to enter the building.

We have carefully considered young children and separation and have developed a plan for supporting their transition into school.

Physical Distancing Strategies

Class sizes will be smaller to facilitate physical distancing and alterations will be made to large whole group circle times. Currently our class sizes are 10 children per class, excluding infants which is 8 per class. Classes will not become mixed with other classes for group activities.

The leadership team will restrict visits to rooms and observe by standing at the door unless necessary to go in so they are not working with multiple groups of children.

Playground times will be staggered as to not mix classes and allow for proper cleaning to occur. Some areas may be off-limits depending on the cleaning process needed.

One way traffic flow will be implemented in all buildings and schedules will be adjusted so that classes will not be mixed with other classes.

Wearing Masks at School

CDC recommends that when feasible, staff members and older children should wear face coverings within the facility. Face coverings will NOT be put on children under age two (danger of suffocation).

The Katz JCC early childhood staff will wear masks in common areas and when indoors and within 6 feet of another person to protect themselves and others. Face coverings will not be required outdoors.

Face coverings are most essential when physical distancing is difficult. Since face coverings are a challenge for young children, it may be discouraged if it causes a child to touch their face frequently.

Illness at School and Updated Sick Policy

As a direct response to the COVID-19 pandemic, we are modifying our normal sick policies to take special consideration in an effort to reduce the risk of possible infection. We cannot emphasize enough the need for our parents to keep children home when they are sick. We will require the following protocol to be adhered to by staff and families. The following policies supersede any information in our Katz JCC Parent Handbook concerning illness:

- Any sick children and staff are required to stay home; this includes children and staff when having a temperature of 100.4 F or higher, or who are displaying symptoms including coughing, sneezing, shortness of breath, difficulty breathing, sore throat, loss of smell or taste, chills, muscle pain, headache, a rash, diarrhea, vomiting or lethargy.
- Children or staff with immediate family presenting with the above listed symptoms are required to stay home.
- Any person who is confirmed to have COVID-19 within the last 14 days of being at Katz JCC ECD must notify us immediately.
- Persons with known close contact to a person who is confirmed to have COVID-19 may return following a 14 day self-quarantine period from the last date of exposure.

If a child or staff shows signs of illness at school

If a child or staff displays symptoms of illness while at school including, but not limited to fever, coughing, sore throat, runny nose, diarrhea, vomiting, lethargy, and rash s/he will be isolated in our supervised, designated area.

Parents will be notified and required to pick up their child immediately. Emergency contacts will be called and your child should be picked up within 30 minutes. Parents should call the school at 609-822-1167, ext.130 when they arrive and the child will be brought to your car.

Returning to School after Illness

Any child or staff showing signs of respiratory issues (including coughing, tugging in the chest, wheezing or shortness of breath) or other COVID-19 symptoms including fever, abdominal pain, diarrhea, vomiting, sore throat, or lethargy may return to school based upon the following criteria:

- 48 hours after being symptom free, without fever reducing medication AND with lab/physician documentation of negative COVID-19 test results OR they must be excluded for 14 days from symptom onset AND are only allowed to return 72 hours after fever resolution without medication AND improved respiratory symptoms.

OR

- They may return to school prior to the 14 day exclusion period if a physician establishes an alternative diagnosis and they present a doctor's note that states: "I examined "Child's name " in my office on _____ and evaluated for _____. She/he does not have COVID-19 and is able to return to school without placing others at risk.

Staff member or child is suspected of/or diagnosed with COVID-19

Parents/staff must contact the preschool within 24 hours of finding out a medical diagnosis of COVID-19.

If any staff, child or anyone they have been in direct contact with has a positive COVID-19 diagnosis, the Katz JCC Early Childhood Department must be notified immediately. We will notify the New Jersey Department of Health and the Atlantic County Health Department and follow their guidance on action and closures. If this should occur, we will notify families immediately.

We will make decisions on closures and quarantining on a case by case basis with guidance from medical professionals, the New Jersey Department of Health and our local health department. Those actions may include:

- Anyone (including children and staff) who came into contact with children or staff suspected of infection of COVID-19 and awaiting test results must quarantine for 48 hours or until test results come back negative. The classroom may reopen after 48 hours or when permission is granted by regulatory agencies.
- Areas used by the child or staff member will be closed off from the rest of the building and disinfected.
- Families will be notified that a positive case has been in the school via email and parents from the affected class will be called. Confidentiality will be maintained while communicating with parents and staff about the situation.
- If an immediate family member of either a staff member or student has a positive COVID-19 diagnosis, the staff or student exposed may not return to school for 14 days AND with lab/physician documentation of negative COVID-19 test results.
- Siblings of students who are quarantining due to a positive case of COVID-19 in their class may continue to attend school as long as they remain asymptomatic. Contacts of contacts are not considered in the quarantining process.

Returning to School for Staff and Students after a confirmed positive case of COVID-19

Staff/children who test positive for COVID-19 will be excluded for 14 days from symptom onset AND only allowed to return 3 days after fever resolution without medication AND improved respiratory symptoms.

In the Event of a Closure

Closure Policy If/When There is a Positive Case

The child/staff that tested positive must have two negative test results before returning to the program and be symptom-free. Only the class/cohort that has the positive case will temporarily close and will be deep cleaned. The minimum closure will be two days from the day the child was last in the program. The date of that class reopening will be determined on a case by case basis.

We will work with the New Jersey Department of Health (DOH) to determine if (and which) children and staff members will require quarantining and/or testing. Each case will be determined on an individual basis as the circumstances vary per case. This technique avoids a program wide closure.

Refund Policy Due to Temporary Closure/Return to School

If your child's class has a temporary closure, a 50% refund will be given after four or more missed consecutive days within that month/following month. If we temporarily close for three or less consecutive days, no refunds will be issued for those days within that month/following month. You may choose to withdraw from the program for future months; however, we cannot guarantee their space. Refunds will only be issued if the JCC closes, not if a parent chooses to withdraw from the program.

Cleaning and Disinfection

The Katz JCC ECD is adding a number of protocols to keep our children and staff safe including the following:

- Classroom materials will be sanitized before each use.
- Staff and children will wash their hands upon arrival and after each activity or transition in addition to meal and bathroom time.
- Chairs, tables, doors and common areas will be wiped down frequently throughout the day.
- During nap time, children's naptime mats will be placed head to toe and spaced out 6 feet apart.
- Discontinued use of soft toys, sensory bins, and dramatic play costumes indefinitely.
- Regular deep cleaning of the entire building at night and regular cleaning throughout the day.

What is the plan for cleaning throughout the day and in the evenings?

Facilities will have expanded cleaning and disinfecting each night and additional staff present throughout the day for consistent sanitizing of door handles, tables, chairs and other high contact surfaces.

Additional janitorial personnel are assigned to disinfect common areas with a professional Electrostatic Sprayer utilizing Aero Rough and Ready RTU disinfectant cleaner throughout the preschool buildings every evening. The sprayer provides complete disinfectant coverage on all hard and soft surfaces. The disinfectant used is a US EPA registered broad-spectrum disinfectant. It is safe to use in schools.

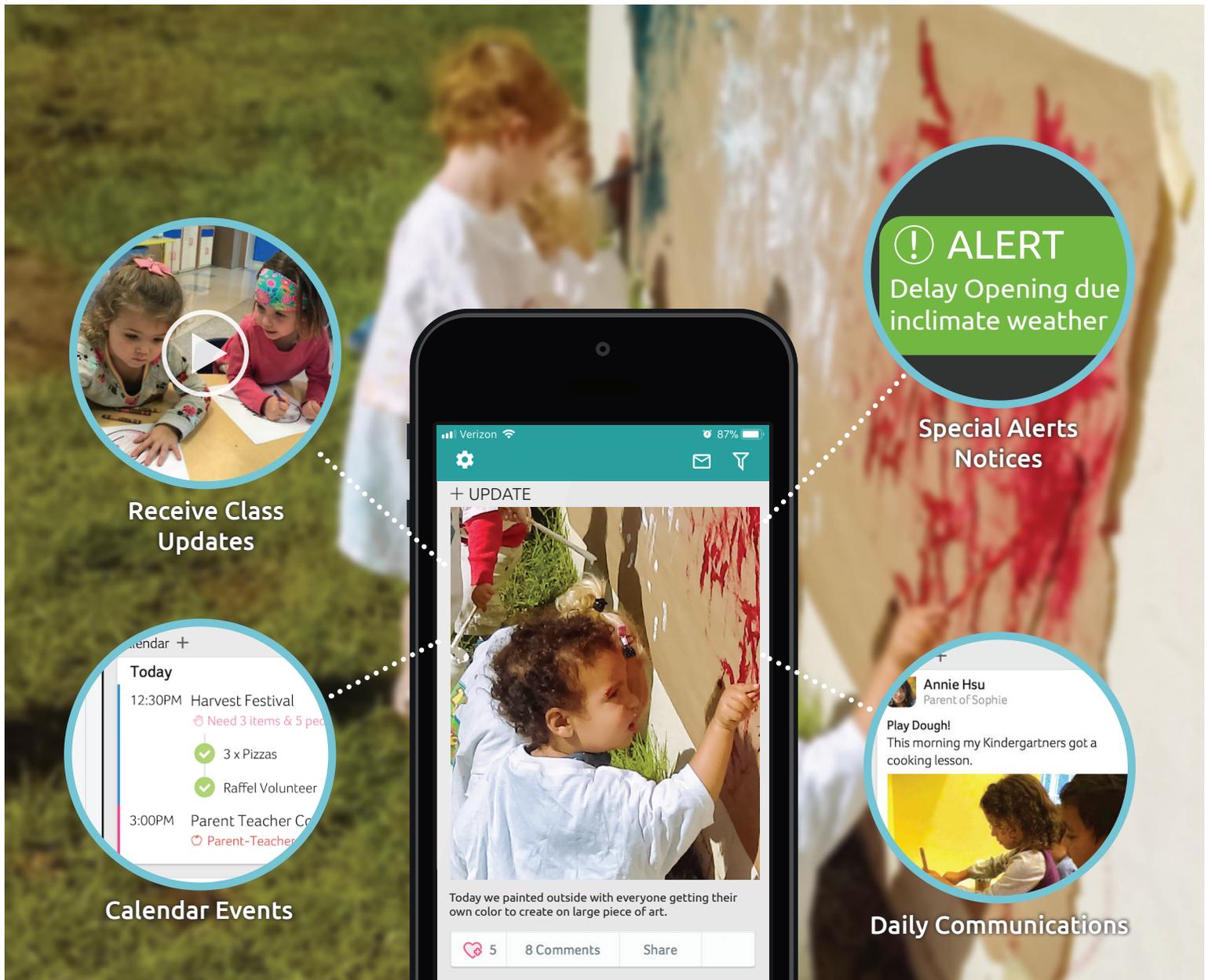
Medical Procedures

1. The first dose of any medication should always be given at home and with sufficient time before the child returns to school. When a child is ill due to a communicable disease that required medication, the child must be on the medication for 24 hours before returning to school.
2. Medication will only be given when ordered by the child's healthcare provider and with written consent from the child's parent or guardian. A "Permission to Give Medication" form is attached to this policy. All information on the permission form must be completed before any medication can be given.
3. "As needed" medications may only be given when the child's health care provider completes a permission form that lists specific reasons and times when such medication can be given.
4. Medications given at school will be administered by the EC office. Please bring all medications labeled.
5. Any prescriptions or over the counter medication brought to school must be specific to the child who is to receive the medication, in its original container and to be labeled with the following information:
 - a. Prescription medication must have the original pharmacist label that includes the pharmacist's phone number, the child's full name, name of the health care provider prescribing the medication, name and expiration date of the medication, the date it was prescribed or updated, and dosage, route, frequency and any special instructions for administration and storage.
 - b. Over the counter medications must have the child's full name on the container and the manufacturers' original label with dosage, route frequency and any other special instructions.
 - c. Any over the counter medication without instructions for administration specific to the age of the child must have a completed permission slip from the health care provider.
6. Any information concerning observations, problems or suggestions in giving medication should be shared with staff caring for the child.
7. Parents need to sign all medication forms prior to staff dispensing the medications.

School Calendar 2020-2021

Monday, September 7, 2020	Labor Day	Closed
Tuesday, September 8, 2020	First Day of School	Regular Schedule
Friday, September, 18, 2020	Erev Rosh Hashanah	Building Closing 5:30 pm
Monday, September 28, 2020	Yom Kippur	Closed
Saturday, October 3, 2020	Erev Sukkot	Regular Closing 5:30 pm
Sunday, October 4, 2020	Sukkot	Closed
Thursday & Friday, Nov. 26 & 27, 2020	Thanksgiving	Closed
Thursday, December 24, 2020	Christmas Eve	Early Closing 3:00
Friday, December 25, 2020	Christmas	Closed
Thursday, December 31, 2020	New Year's Eve	Early Closing 3:00
Friday, January 1, 2021	New Year's Day	Closed
Friday, March 26, 2021	Erev Passover	Early Closing 5:30
Monday, May 17, 2021	Shavuot	Closed
Monday, May 31, 2021	Memorial Day	Closed
Thursday, June 17, 2021	Preschool Graduation	5:00 pm
Friday, June 18, 2021	Last day of School	
Interim Week June 21-25, 2021	June 23-25, 2020 – Closed for 2's, 3's, & 4's Infant/ Toddler – follow regular schedule	
Monday, June 28, 2021	First Day of Camp by the Sea	
Friday, August 20, 2021	Last Day of Camp by the Sea - Early Closing 3:00 pm	
August 23-27, 2021	Interim Week – Regular Schedule	
August 30 – Sept. 3, 2021	Early Childhood	Closed
Friday, September 3, 2021	Open House	3:00-4:00 pm
Monday, September 6, 2021	Labor Day	Closed
Tuesday, September 7, 2021	First Day of School	Regular Schedule

This school calendar will be subject to change due to COVID-19.



⚠️ **ALERT**
Delay Opening due
inclimate weather

Special Alerts
Notices

Receive Class
Updates

Calendar +
Today
12:30PM Harvest Festival
Need 3 items & 5 pec
3 x Pizzas
Raffel Volunteer
3:00PM Parent Teacher Co
Parent-Teacher

Calendar Events

+ UPDATE

Today we painted outside with everyone getting their own color to create on large piece of art.
5 8 Comments Share

Annie Hsu
Parent of Sophie
Play Dough!
This morning my Kindergartners got a cooking lesson.

Daily Communications

Stay connected during the school day.

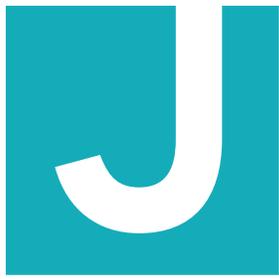
with

Kaymbu

Communication from the JCC Early Childhood Education Center will now be sent electronically using Kaymbu parent communication app.

Get connected today. Download the APP for FREE!





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2020-21 MONTHLY TUITION FEES

The Milton & Betty Katz JCC Early Childhood program is open to members and guests, however, **guests are required to pay an additional \$35/month** per child enrolled. Yearly placement and fee adjustments after initial enrollment are made each September, NOT on the child's birthday. Placement depends on child's age approximately by October 1 of enrolled year.

Early Childhood Tuition Includes **CAMP BY THE SEA** for the year enrolled.

5 Full Days: Mon-Fri

Time	Infant/Toddler	2 Yr Old	3&4 Yr Old	Kindergarten
7:30 - 3:00	\$972	\$930	\$881	\$881
7:30 - 4:30	\$1,022	\$969	\$914	\$914
7:30 - 5:30	\$1,076	\$999	\$948	\$948
9:00 - 3:00	\$822	\$823	\$757	\$757
9:00 - 4:30	\$972	\$930	\$881	\$881
9:00 - 5:30	\$1,022	\$969	\$914	\$914

3 Full Days: Mon, Wed & Fri (3-Day Spaces Are Limited)

Time	Infant/Toddler	2 Yr Old	3&4 Yr Old
7:30 - 3:00	\$734	\$702	\$671
7:30 - 4:30	\$773	\$737	\$700
7:30 - 5:30	\$812	\$776	\$718
9:00 - 3:00	\$655	\$626	\$569
9:00 - 4:30	\$734	\$702	\$671
9:00 - 5:30	\$773	\$737	\$700

2 Full Days: Tue & Thu (2-Day Spaces Are Limited)

Time	Infant/Toddler	2 Yr Old
7:30 - 3:00	\$609	\$560
7:30 - 4:30	\$641	\$584
7:30 - 5:30	\$671	\$615
9:00 - 3:00	\$577	\$488
9:00 - 4:30	\$609	\$560
9:00 - 5:30	\$641	\$584

5 Half Days: Mon-Fri

Time	Toddler	2 Yr Old	3 & 4 Yr Old
9:00 - 12:00	\$603	\$598	---
9:00 - 12:30	---	---	\$593

3 Half Days: Mon, Wed & Fri

Time	Toddler	2 Yr Old	3 & 4 Yr Old
9:00 - 12:00	\$447	\$437	---
9:00 - 12:30	---	---	\$426

2 Half Days: Tue & Thu

Time	Toddler	2 Yr Old
9:00 - 12:00	\$432	\$416

Policy on the release of Children

Each child may be released only to the child's parent(s) or person(s) authorized by the parent(s) take the child from the center and to assume responsibility for the child in an emergency if the parent(s) cannot be reached.

If a non-custodial parent has been denied access, or granted limited access, to a child by a court order, the center shall secure documentation to that effect, maintain a copy on file, and comply with the terms of the court order.

If the parent(s) or person(s) authorized by the parent(s) fails to pick up a child at the time of the center's daily closing, the center shall ensure that:

1. The child is supervised at all times.
2. Staff members attempt to contact the parent(s) or person(s) authorized by the parent(s); and
3. An hour or more after closing time, and provided that other arrangements for releasing the child to his/her parent(s) or person(s) authorized by the parent(s), have failed and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the Division's 24-hour Child Abuse Hotline (1-877-652-2873) to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) is able to pick-up the child.

If the parent(s) or person(s) authorized by the parent(s) appears to be physically and/or emotionally impaired to the extent that, in judgment of the director and/or staff member, the child would be placed at risk of harm if released to such an individual, the center shall ensure that:

1. The child may not be released to such an impaired individual; Staff members attempt to contact the child's other parent or an alternate person(s) authorized by the parent(s); and
2. If the center is unable to make alternative arrangements, a staff member shall call the Division's 24-hour Child Abuse Hotline (1-877-NJ-Abuse) (1-877-652-2873) to seek assistance in caring for the child.

For school-age child care programs, no child shall be released from the program unsupervised except upon written

Behavioral Management Policy

Unfortunately, there are some reasons we have to expel a child from our program either on a short-term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from this Center:

IMMEDIATE CAUSES FOR EXPULSION

- The child is at risk of causing serious injury to other children or himself/herself.
- Parent threatens physical or intimidating actions toward staff members.
- Parent exhibits verbal abuse to staff in front of enrolled children.

PARENTAL ACTIONS FOR CHILD'S EXPULSION

- Failure to pay/habitual lateness in payments.
- Failure to complete required forms including the child's immunization records.
- Habitual tardiness when picking up your child.
- Verbal abuse to staff.
- Other (explain)

CHILD'S ACTIONS FOR EXPULSION

- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.
- Excessive biting.
- Other (explain)

A CHILD WILL NOT BE EXPELLED IF A CHILD'S PARENT(S):

- Made a complaint to the Office of Licensing regarding a Center's alleged violations of the licensing requirements.
- Reported abuse or neglect occurring at the Center.
- Questioned the Center regarding policies and procedures.

SCHEDULE OF EXPULSION

- If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. And expulsion action is meant to be a period of time so that the parent/guardian may work on the child's behavior or to come to an agreement with the Center.
- The parent/guardian will be informed regarding the length of the expulsion period.
- The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the Center.
- The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternate child care (approximately one to two weeks' notice depending on the risk to other children's welfare or safety).
- Failure of the child/parent to satisfy the terms of the plan may result in a permanent expulsion from the center.

PROACTIVE ACTIONS THAT CAN BE TAKEN IN ORDER TO PREVENT EXPULSION

- Staff will try to redirect child from negative behavior.
- Staff will reassess classroom environment, appropriate of activities, supervision.
- Staff will always use positive methods and language while disciplining children.
- Staff will praise appropriate behaviors.
- Staff will consistently apply consequences for rules.
- Child will be given verbal warnings.
- Child will be given time to regain control.
- Child's disruptive behavior will be documented and maintained in confidentiality.
- Parent/guardian will be notified verbally.
- Parent/guardian will be given written copies of the disruptive behaviors that might lead to expulsion.
- The director, classroom staff and parent/guardian will have a conference(s) to discuss how to promote positive behaviors.
- The parent will be given literature or other resources regarding methods of improving behavior.
- Recommendation of evaluation by professional consultation on premises.
- Recommendation of evaluation by local school district child study team.

Information to Parents

Under provisions of the Manual of Requirements for Child Care Centers (N.J.A.C. 10:122), every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements, and other child care matters. The center must comply with this requirement by reproducing and distributing to parents this written statement, prepared by the Bureau of Licensing in the Division of Youth and Family Services (DYFS). In keeping with this requirement, the center must secure every parent's signature attesting to his/her receipt of the information.

Our center is required by the State Child Care Center Licensing law to be licensed by the Bureau of Licensing in the New Jersey Division of Youth and Family Services. A copy of our current license must be posted in a prominent location at our center. Look for it when you're in the center.

To be licensed, a center must comply with the Manual of Requirements for Child Care Centers (the official licensing regulations). The regulations cover such areas as: physical environment/life-safety; staff qualifications, supervision, and staff/child ratios; program activities and equipment; health, food and nutrition; rest and sleep requirements; parent/community participation; administrative and record keeping requirements; and others.

Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may secure a copy of the Manual of Requirements by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey," and mailing it to: Bureau of Licensing, Division of Youth and Family Services, Licensing Publication Fees, P.O. Box 18500, Newark, New Jersey 07191.

We encourage parents to discuss with us any questions or concerns about the policies and program of the center or the meaning, application, or alleged violations of the Manual of Requirements for Child Care Centers. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing standards, you are entitled to report this to the Bureau of Licensing at 609-292-1021 or 609-292-9220. Of course, we would appreciate your bringing these concerns to our attention, too.

Our center must have a policy concerning the release of children to parents or people authorized by parent(s) to be responsible for the child. Please discuss with us your plans for your child's departure from the center.

Our center must have a policy about dispensing medicine and the management of communicable disease. Please talk to us about these policies so we can work together to keep our children healthy.

Parents are entitled to review the center's copy of the Bureau of Licensing's Inspection/Violation Reports on the center, which are issued after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the Bureau's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review.

Our center must cooperate with all DYFS inspections/investigations. DYFS staff may interview both staff members and children.

Our center must post its written statement of philosophy on child discipline in a prominent location and make a copy of it available to parents upon request. We encourage you to review it and to discuss with us any questions you may have about it.

Our center must post a listing or diagram of those rooms and areas approved by the Bureau for the children's use. Please talk to us if you have any questions about the center's space.

Philosophy

Thank you for enrolling your child in the JCC Early Childhood Education Center. Our preschool offers your child a warm, safe, loving environment in which to grow and learn. Through our individualized program your child can gain a sense of self-assurance, independence, and responsibility to themselves and others.

Our goal is for the maximum growth of each child at his/her own pace. A complete preschool program is balanced with generous opportunities for free-play and creative activities. It is our objective to enable your child to develop in all areas including cognitively, socially, emotionally and physically.

Please read this family manual carefully so that you will become more familiar with our early childhood program policies and procedures. We look forward to working with you and hope you will become actively involved in our program. We strive to build positive relationships and partnerships with you.

Curriculum

The Katz JCC Early Childhood Education Center has had a long-standing reputation as one of the finest licensed preschool and child care centers in the area.

Our program features free choice and directed periods of art, music, dramatic play, story time, outdoor play, fine and gross motor development skills, cooking, gym, swimming, science, math and reading readiness.

Activities are both structured and spontaneous. The school provides opportunities that encourage the development of children's self-esteem and self-control with the use of positive guidance, an appreciation of cultural diversity and respect for each child's individuality.

The Early Childhood Center also provides developmentally appropriate experiences for children regarding Jewish holidays and customs. We foster an understanding of Jewish culture and the Jewish people in the context of a multi-cultural society.

Your child will learn through actively exploring his/her environment, while at the same time developing skills within a multi-cultural program that places emphasis on the celebration of our Jewish heritage and holidays.

Teaching Staff

Our warm and nurturing staff consists of certified teachers and assistants who are trained in Early Childhood Education, Art & Music. Their dedication, creativity, enthusiasm and years of experience provide a positive and secure environment for your child.

The director meets on a regular basis with the teaching staff to evaluate each child on an individual basis, as well as bring the most current early learning curriculum to the children.

The teachers continue their professional growth and knowledge of child development through participation in professional organizations, workshops and training experiences. The teachers are also CPR and First Aid Certified. Our staff is dedicated to having your child reach his or her highest potential.

Schedule and Attendance

Children shall attend only on days they are registered to attend. According to our philosophy, and according to State law, it is imperative to maintain appropriate staff/child ratios at all times.

Please refer to the Tuition Rate Sheet and Schedule Contract for your child's schedule and fees. The assessed fee is due for the contracted period unless one moves out of the surrounding area or there is a medical reason.

We request a doctor's note if the child is ill and a forwarding address in the event of a move. If this policy is not followed, the parent will continue to be financially responsible.

We ask that you complete a Schedule Change Form for any changes you would like to make to your child's weekly schedule.

Medication

Prescription medication may be dispensed by a child care staff member. The medication must be in its original container with a prescription label which will include the name of the child, the child's doctor, medication dosage and directions for administration clearly marked. This medicine must be left in the Early Childhood Center office not in the classroom. A medication form located in the office must be signed by the parent.

Safety Guidelines

- Your child will never be left alone or unsupervised.
- Parents must bring their child to the Center and notify the Katz JCC of their presence prior to leaving.
- Parents must come to the Early Childhood entrance on Fulton Avenue to pick up their child. No child will be released to anyone other than a parent or guardian unless previous notification has been given. Proper identification must be shown before a child will be released.
- All doors to the Center are alarmed.
- Fire and lock down drills will be conducted regularly.
- Safety procedures are posted in each classroom.

Health & COVID-19 Guidelines

Specific Healthy, COVID-19 and Communicable Disease Guidelines can be found in your Welcome Packet. Please refer to these guidelines as the JCC will continue to follow the CDC and State Guidelines.

Table of Excludable Communicable Diseases

A child who contracts any of the following diseases may not return to the center without a physician's note stating that the child presents no risk to himself/herself or others:

Respiratory Illnesses

Chicken Pox**
German Measles
Hemophilus Influenzae*
Measles*
Meningococcus*
Mumps*
Strep Throat
Tuberculosis*
Whooping Cough*

Gastrointestinal Illnesses

Giardia Lamblia*
Hepatitis A*
Salmonella*
Shigella*

Contact Illnesses

Impetigo
Lice
Scabies

*Reportable diseases that will be reported to the Health Department by the Center.

**Note: If your child has chicken pox, a doctor's note is required upon re-admitting the child to the Center. All sores must be dried up and crusted before returning to school.

If your child is exposed to any excludable disease at the Center, you will be notified in writing.

Dress Code

Children should wear comfortable clothing appropriate to the weather. Weather permitting, we will go outdoors every day. Please see that your child has a sweater or sweat shirt for days when the weather is cool. Every child should have a complete change of clothing that is left at the Center. This should include pants or shorts, shirt, underpants and socks. Please put your child's name on all belongings.

If your child will be napping at school, please send in a small blanket and a sheet. A small lovey or soft stuffed toy may be sent in for naptime. Please keep in mind these articles need to fit in each child's cubbie.

We discourage items brought from home unless it has been announced that it is a special sharing day. We cannot be responsible for lost or broken items sent to school.

Parents of infants and toddlers must supply diapers, baby wipes, formula and any specific foods needed by the child. Appropriate changes of clothing are also requested. For safety purposes jewelry may not be worn to school.

Lunch and Snacks

The Early Childhood program is kosher in accordance with the Jewish Community Center policy. Please send a nutritious dairy (no-meat) lunch and drink to school with your child each day. Please send your child's lunch in a lunchbox, clearly marked with his/her name. The lunches are not refrigerated so please use a freeze pack if necessary.

If your child requires a special diet, or has food allergies, please inform their teacher as well as the Center office.

With your help, we like to encourage healthy food choices at lunch and snack time. Please refrain from sending candy.

Any pre-packaged foods for use by the entire class must have a mark for kosher on the container. ("K" or "U" Rabbinical endorsed Kashruth.) The school uses no meat or meat products. So please read labels. Dairy products, fish, fruit, crackers and vegetables are appropriate foods for lunch.

Examples of dairy lunch foods include:

- Tuna or egg salad sandwich
- Cheese sandwich
- Peanut butter & jelly sandwich
- Bagel & cream cheese
- Cheese & crackers
- Macaroni & cheese
- Rice cakes
- Cottage cheese
- Tomato soup
- ortillas
- Salad
- Fruit
- Yogurt
- Pasta
- Vegetables
- Rice dishes

Each class is equipped with a microwave and staff may reheat foods if needed. Kosher products will have any one of the following emblems:

K U Ko Parve P

Birthdays

This important day in your child's life will be recognized at the JCC. You may bring a special kosher treat for your child's class. Please let your child's teacher know in advance when you will be sending in a treat so we can tell you how many children will be in class that day.

Examples of a special treat include:

Carvel Ice Cream Cakes, Tastykake Cakes or Cupcakes or Entenmann's Baked Goods which are all kosher and suitable for birthdays.

Home baked goods are not permitted.

Discipline Policy

Our teachers are experienced and trained to be sensitive to the needs of the children. Individual attention will be given to help each child understand what is expected of him/her at an age-appropriate level.

We use a positive reinforcement policy when working with the children. We will use verbal praise to reinforce a positive self-image. However, there may be times when it is necessary to remove a child from the group setting. Under adult supervision he/she will be removed from the activity for a limited amount of time. Continued interaction between the teachers and parents will be a part of this ongoing process.

If in the opinion of the Early Childhood Education Center Director your child poses a continued threat to the safety and well-being of the other children he/she will be asked to withdraw from the program permanently. Prior to this action, you will receive written notification of this decision. We will refund any unused portion of your school fees.

Parent Communication

Parents are encouraged to download the Kaymbu Parent Communication App and chose to accept "push notifications" and/or receive text messages from the App.

Kaymbu strengthens vital engagement between home and school, allowing parents to share in and communicate about their child's development.

Classroom updates and photos will be posted daily. Important information will be shared with parents via the messaging system in Kaymbu.

Important information will also be shared on the Facebook private group page: Parent's of JCC Atlantic Preschool. To request access to the page, please visit <https://www.facebook.com/groups/137282786287064/>.