



FAMILY HANDBOOK

Carol Schoke Early Childhood Center at Temple Israel
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"Quality is never an accident; it is always the result of high intention, sincere effort, intelligent direction and skillful execution; it represents the wise choice of many alternatives, the cumulative experience of many masters of craftsmanship; and it also marks the quest of an ideal after necessity has been satisfied and usefulness achieved."

William A. Foster

A Note from the Director



Dear Families,

Welcome to The Carol Schoke Early Childhood Center at Temple Israel. We are thrilled that you have chosen our school as a place of learning for your child!

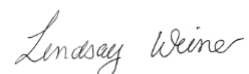
At the ECC, we take great pride in our commitment to offering a supportive environment for young children to flourish. Dedicated teachers thoughtfully design curriculum, classrooms and schedules to meet individual and group needs and children are encouraged to make active choices throughout the day. We hold ourselves to the highest professional standards and work towards the goals and benchmarks outlined by the Connecticut Early Learning and Development Standards.

As a Jewish institution we are committed to helping young children learn about and experience Judaism and provide a foundation of Jewish values. Whole school Shabbat celebrations punctuate the week and children learn about the Jewish holidays and festivals through engaging stories, songs, and play. Temple Israel's Clergy team visits with the children regularly to help them learn about and celebrate their shared Jewish heritage.

At the cornerstone of our work with children is our partnership with you, our ECC families. It is when we work together as a team that we are truly able to support young children the most. We look forward to getting to know and work alongside you to support your child's growth and development.

Please know my door is always open and I welcome your ideas, thoughts, and feedback.

Warmly,



Lindsay Weiner

Director, Carol Schoke Early Childhood Center

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General Information

Preschool Contact Information

Main Preschool Office Phone Number:	203-227-1656
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Assistant to the Director:	Geri Stone Ext 309 gstone@tiwestport.org
Executive Director:	Bryan Bierman Ext 305 bbierman@tiwestport.org

Philosophy, Curriculum and Learning Environments

At the ECC we foster a joyful approach to learning and a relationship-centered environment that is caring and supportive and creates a warm and inviting place for preschoolers to learn. Teachers get to know each child and his or her unique interests and needs. Social/emotional, physical, cognitive, and creative skills are fostered through materials and learning experiences that are child-centered and encourage active engagement and meaningful experimentation. Daily schedules are designed to balance structure and free choice, as well as active and quiet times. Curriculum is planned that emphasizes the process rather than the product, fostering a child's growing sense of self-confidence, accomplishment and pride. Our program is play-based and developmentally appropriate in order to provide the best opportunity for all children to succeed.

Our objectives are to:

- Provide a challenging environment with developmentally appropriate materials and supportive teachers who understand and facilitate the learning process.
- Guide children's construction of knowledge through play and active exploration of the physical and social environment.

- Establish and carry out a child-centered curriculum based upon observing, understanding, and applying each child’s individual skills and interests.
- Respect and acknowledge that each child is unique in their pace of growth, personality, learning style, and family background, and that this uniqueness is reflected both in the curriculum and adult interactions with the child.
- Encourage parent involvement and provide children and parents with appropriate support as needed.
- Maintain a quality preschool program that reflects the interests and development of the whole child, including social/emotional, physical, creative, and cognitive growth.

At the ECC, curriculum is informed by children’s interests and prior knowledge, the Jewish holidays and experiences, and the teacher’s knowledge of learning experiences that are developmentally appropriate for children of this age. The environment, both inside the classroom as well as outdoors, are also central to developing and extending curriculum.

Teachers begin by considering the children in their classroom and their prior experience, knowledge and interests. Because the makeup of children in each classroom is different, curriculum topics might be different in each classroom. For example, one classroom might be studying transportation while another might be learning about the human body. In each classroom intentional teaching is informing curriculum, developmental standards are being addressed and assessment is taking place.

The Jewish holidays and Shabbat form the basis of our Jewish curriculum during the year. During these occasions TI clergy visit children in their classes to support learning. Children listen to stories, learn songs and create special projects that help them celebrate and mark these occasions.

The classroom environment is integral to supporting learning and is designed to be welcoming, stimulating and challenging. All classrooms support a variety of learning centers including a central meeting area, library, building, sensory play, manipulative center and dramatic play. All areas encourage problem-solving, experimentation and social relationships. Teachers create engaging learning provocations to spark children’s interests and support them as they play, learn and develop skills.

The “Outdoor Classroom” includes the playground as well as the grounds of TI and is central to children’s healthy development and to the curriculum. Gross motor development and play are encouraged and our grounds provide opportunities for children to take a nature walk, explore the outdoors and observe the changing seasons. Children explore and play outside daily, as weather permits.

Daily and weekly schedules are designed to balance teacher directed activities with children’s choice as well as both active and quiet times during the day. In addition, specials are offered on a weekly basis for each age group that promote music and kinesthetic experiences.

Intentional Teaching Cycle

Intentional teaching is the cyclical process of planning high quality learning experiences, implementing these experiences using instructional strategies, observing and assessing children, and reevaluating to determine what adjustments are necessary. This cycle informs teacher's planning and ensures that children's developmental needs are being met and that children are continuously challenged to their fullest potential. Documentation of the children's work illustrates the phases of intentional teaching.

The CT Early Learning Standards inform learning goals and help teachers engage in ongoing child assessment. CT Early Learning Standards are grouped into the following domains: Personal and Social Development, Physical Development, Cognitive Development, Language and Literacy, Mathematics, Science, Social Studies and Creative Development. Teachers select several standards to work on each week. Then, using the Connecticut Preschool Assessment Framework and DOTS Assessment tool teachers assess children on a consistent basis. Assessment includes but is not limited to anecdotal records, work samples, informal notes, photos and observations. The assessment process supports teachers in understanding where each child is in their development and guides next steps in planning curriculum, thus continuing the cycle of intentional teaching.

Commitment to Jewish Early Learning Experiences

At Temple Israel ECC we reinforce the connection between a child and his or her Jewish heritage by integrating the unique traditions and values into the curriculum. There are many representations of modern Jewish families, which is why we celebrate Jewish traditions both openly and inclusively. Please note that classes will not be held on Jewish holidays as listed on the ECC school calendar.

Friday Shabbat Celebrations

Each Friday children celebrate Shabbat together with TI Clergy in the Sanctuary. All families are invited to celebrate with their child's class at least twice throughout the school year. The Shabbat family participates in the celebration in both the sanctuary and the classroom. We invite the Shabbat family to bring a favorite storybook to read to the class and also cut fruit for Shabbat (please speak to your child's teacher). Of course, parents are always welcome to stay and join us as we sing in the sanctuary on any Friday morning.

Holidays and Festivals

The holidays and festivals of the Jewish year form the basis of our Jewish curriculum and are celebrated in ways that are meaningful to children. Art, cooking, music, books, puzzles and other materials are accessed to enhance Jewish learning experiences. During Chanukah and Passover celebrations, Early Childhood Center families are invited to attend school functions as well as all Temple Israel sponsored events including Mitzvah Day and the Purim Carnival.

Clergy Visits, Sing Alongs

The Clergy visits with the children several times during the year, both in the classroom as well as other settings. Before holidays, they visit each classroom to help introduce and reinforce the story behind and meaning of the holiday. In addition, each age group comes together in a sing along experience with our Cantors every other week. Finally, Clergy share many informal experiences with the children to get to know them whether coming in for a casual visit or stopping to say hello in the hallways.

Mitzvot and Outreach

At the ECC, children learn about “Tikkun Olam” – repairing the world - through meaningful and concrete acts of kindness and mitzvot (good deeds). The teachers and Director, together with our ECC Parent Committee plan activities and collections throughout the year that reflect the in-reach and out-reach needs of the community. Children in the Fours program also take part in the ritual of giving Tzedakah, a meaningful part of our Jewish curriculum for children at this age.

ECC Teachers

ECC classrooms are staffed with a Lead Teacher as well as Assistant Teachers who are trained to teach in our program. The Director and Assistant Director supervise the teachers through regular meetings, professional development and classroom participation. Teachers are certified according to licensing regulations in CPR, First Aid, administration of Epipens and emergency medications and as Mandated Reporters. All teachers participate in professional organizations such as the ECERJ (Early Childhood Educators of Reform Judaism) and attend in-service training to stay abreast of current teaching practices and continually enhance their skills. It is the intent of the ECC to staff every classroom with a Lead Teacher and two Assistant Teachers except where specified by the Directors. While all teachers in the classroom are there to support children and families, in-depth communications and questions about development should be directed to the classroom’s Lead Teacher.

Daily Procedures

Arrival

In order to facilitate a smooth arrival we ask that you follow these guidelines when dropping your child off in the morning:

- If you arrive before opening, please gather in the school lobby. The morning time is very busy for teachers as they prepare the classroom for the day and hallways must

remain clear. When teachers are ready, they will open their doors to receive children.

- Encourage children to use the bathroom before the beginning of class.
- After wishing your child goodbye, transition out of the classroom so that other parents and children may go through the same process.
- Do your best to arrive on time. We understand that it can be difficult in the mornings, but remember that for young children it can be difficult and stressful to comfortably enter the classroom if they arrive late.
- Do not allow children to jump off the benches, run in the hallways, or go upstairs unsupervised.

Greeting and engaging with all the children and parents is the teachers' focus during arrival and dismissal. If you need to speak to the teachers during this time, it should be brief. We invite you to make a time to meet either in person or on the phone for extended conversations.

Dismissal

If you arrive early to pick up your child, please wait in the school lobby until the appropriate pick-up time. We ask that you do not gather in front of the classrooms because once the children see their parents/caregivers it can be difficult to finish up the planned learning experiences. Here are additional guidelines to follow:

- Arrive on time for pick up. If you must be late, please notify the teachers/Director using Brightwheel so that teachers can be informed and can reassure your child. Children who are not picked up at the scheduled time will be brought to the Director's office to wait.
- If you are carpooling, be sure that the staff has a detailed list of drivers and schedules on the required **Child Emergency Form**.
- In the event a family changes caregivers during the year, the school must be informed in writing and the above procedure applies.
- Teachers are not permitted to dismiss a child to anyone other than the parent or the designated carpool person or caregiver, unless the teachers are given clear, written, dated and signed instructions from the parents in the form of a handwritten note or a message to the Director, Assistant Director or ECC Assistant to the Director.
- New people who have never been seen by the teachers or Director will be asked to present their driver's license.
- Once your child has been dismissed from the teacher, they are in the caregiver's care and are now that person's responsibility.

Early Pick Up

Please send a Brightwheel message to let teachers know if a child needs to be picked up

early during the regular school day. When picking up a child parents/caregivers must sign the child out using the Early Dismissal Book located in the lobby. Please come to the office and we will let teachers know you are here. Do not go directly to the classroom.

Absence

Parents are asked to send a Brightwheel message or email the school office by 8:30 am if a child will not be attending on a scheduled day. This will enable the school to more effectively maintain appropriate ratios and help the classroom teacher effectively plan for the day.

If your child is ill, we ask that you notify the Director not only of the absence, but also of the nature of the illness. This enables our staff to keep track of any illnesses which may occur at our school. This information will only be shared with staff on a “need to know” basis. In case of communicable disease, we ask that you share the diagnosis with the Director within 24 hours, so that the parents of the children in the class may be notified that a communicable disease is present. Only the communicable disease information will be shared with families in the room and the ECC will take all measures necessary to protect your child’s confidentiality. Parents are not required to disclose this information by law.

Visiting Days

Before the school year begins, children and families are invited to visit the school and meet the teachers with a parent or primary caregiver. All classes offer scheduled visit times. Information about these days and times will be emailed home in August.

Transition to School for Under Twos and Twos

The Under Twos and Twos classes begin the year with an abbreviated schedule as they “transition” into school for a comfortable and successful beginning. This schedule is emailed to parents in August. At the ECC, we think of this time as encouraging healthy separation and helping children create new attachments, a critical child development milestone. It is a process that builds trust and confidence in children that is fundamental to their positive sense of self and the world around them. One of our primary goals is to help your child make a gentle transition from home to school and discover that school is a happy, interesting and fun place to be. Parents and teachers work together to help children feel secure and cared for in the school setting. At the ECC we understand that:

- Separation is an important and gradual process for all families.
- Each child will adjust to preschool at his/her own pace.

- A well-planned curriculum provides children with opportunities to exercise self-competency and mastery, which in turn makes children feel comfortable and safe.
- Relationships between teachers and children are critical and our nurturing staff is trained to be sensitive to the needs of the young child.

During the first few weeks of school, we ask that a parent or primary caregiver stays readily available by phone. Every child is unique and can experience different emotions even if they have separated easily from parents before. If your child is having a difficult time, we will continue to work on an abbreviated schedule until your child is able to stay for the full time. The Directors and teachers will guide you through this process.

Here are some strategies to help make the process go more smoothly. For additional support please speak with your child's teacher as well as the Director.

- *Do something special the night before school begins*
You and your child can pick out what they would like to wear the next day and read a book about going to school.
- *Establish a morning ritual*
Take time to do something special like enjoy a favorite breakfast or simply enjoy some time together before leaving for school.
- *Decide on a special "friend" or object to bring to school*
Ask your child if they might like to choose a transition item/comfort toy to bring to school. which will be kept in the child's cubby during the day. The children like to go to their cubbies and check on their item to assure that everything is okay.
- *Be positive!*
Greet your child's teachers warmly, and bring your child into the brief conversation. "Jennifer, can you tell Rachel where we are going this afternoon?" Be positive with your children about the school day. "Your teacher has such fun things for you to do with your new friends."
- *Make time to say goodbye*
Clear goodbyes build trust. When you leave, some helpful phrases include, "I'm going now, I will see you at lunchtime." or "Have a great morning." A simple statement and no looking back are often enough. We strongly recommend not asking your child for permission to leave.

Please do not return to the classroom once you have said goodbye. Although it is disheartening to see a child in an upset emotional state, children will often be fine shortly after the parent leaves and the teachers will be able to engage the child in an activity. The Director and Assistant Director will be glad to observe, offer suggestions and help throughout this transition time and will check in with you as needed.

Plan and Procedure for Child Left after Hours

Any child left beyond the ten-minute designated dismissal time is considered late. Children who are not picked up within the dismissal time frame will be supervised by two staff people 18 years or older. The teacher shall try to contact by phone:

- A. Parent / guardian
- B. Emergency contact person
- C. Alternate pick-up person
- D. Westport Police Department (WPD) will be notified one hour after school is closed
- E. Department of Children and Family Services will be notified concurrently with WPD

No child shall be released to any other adult unless the school receives written notification from the child's parent/guardian or verbal notification to the Director or Assistant.

Parking Lot Safety

- Please park in the main parking lot and keep the circle free of cars, unless, 1) if you have a sleeping or ill child in the car and need to walk another child in (please call the school office); or, 2) if you are bringing in twins, multiples, or a stroller or an infant.
- Parents/Caregivers must hold children's hands in the parking lot for safety.
- When the safety cones/stanchions are placed in the front spaces of the school entrance, it means, "**NO PARKING**". Do not try to park between them.
- The parking lot at the top of the hill is intended for Temple Israel staff parking and is NOT to be used as a turn-around or any parking during school hours. Classes will be going to and from the playground during school hours.
- Crosswalks must be free at all times.

Playground and Outdoor Space After Hours

The ECC playground is available for parent/caregiver supervised play after school hours only. Please help us maintain a clean, safe and organized environment by reviewing the following policies with your child:

- Playground gates should remain closed at all times;
Adults should closely supervise the area of the playground on which the children are playing;
- Adults should position themselves in close proximity to and in clear sight of their children and limit cell phone use to enable them to closely monitor their child's safety;
- All toys are to be returned to the equipment shed and stored in an orderly fashion. Children should help put all the toys away, throw away garbage and leave the

- playground tidy before leaving.
- During school hours, when children under the age of three are utilizing the mulched areas of the playground, a teacher who has had pediatric first aid training (including skills in managing a blocked airway and providing rescue breathing) supervises the children and has a working cell phone. After school hours, parents are responsible for closely monitoring children under the age of three to prevent them from ingesting or choking on pieces of mulch.

Please make sure your child is supervised and in your sight at all times. The parking lot is very busy, and as always, your child's safety is our top priority.

Parent Engagement, Communication and Conferences

The home-school partnership is vital to a child's successful experience in preschool and we look forward to working in partnership with you. We welcome suggestions and comments at all times.

Parent Engagement Opportunities

Every family has different amounts of time and energy they can commit to their child's early learning experience. Below are a few ways we welcome you to become engaged and involved in the ECC and at TI. There are other informal opportunities throughout the school year and we welcome you to reach out to yourchild's teacher or to the administration for additional ideas.

Room Parents

In September, each classroom invites one or two room parents to act as liaisons between parents and school. These parents volunteer their time to help ensure all families receive important class communications and to help plan social events for families in the class. A room parent from each class is also asked to attend monthly ECC Committee meetings to stay updated on school events, important issues being discussed and programs. Participation by all interested parents is welcome and encouraged. Room parents are chosen by the ECC Parent Committee or by opting to volunteer.

Early Childhood Parent Committee

The ECC Parent Committee supports the Director and staff in engaging families, coordinating and facilitating ECC related Temple events, acting as a sounding board regarding matters of policy and promoting an overall positive image of the program in the community. The ECC Parent Committee meets once a month and is comprised of the ECC Parent Chairs who work in close partnership with the ECC Director and Administration, as well as Committee Leads and Room Parents. The committee's goal is to ensure parent involvement, sound policy practices, and high-quality education. Parent voice as well as contributions are vital to a healthy Parent Community and *all* parents are

invited and encouraged to attend ECC Committee meetings.

Young Family Shabbats

Each month we host Young Family Shabbats. These Friday evenings involve a family friendly Shabbat service and delicious dinner. Please consult the school calendar and watch for emails about these Young Family Shabbats. Registration is required.

Temple Israel Engagement

The ECC is part of the larger Temple Israel community and we welcome ECC families to become involved in broader TI programming, social groups as well as action groups. Additionally, the Temple hosts an annual Purim Carnival which is run jointly by the ECC and the Religious school parents. Each family is encouraged to volunteer and participate at the carnival. Other events include Sukkah decorating in the fall, and an active Tikkun Olam Committee. The Temple Israel website and emails will keep you informed of when and how to get involved.

Parent Communication

It is the ECC's goal for every family to feel welcomed, informed and connected to their child's learning and development. We have multiple ways of fostering effective communication with families and we ask that you work in partnership with us to stay abreast of communication from our program and the teachers. Please keep the school informed of any changes in your child's daily life or family circumstances over the course of the school year such as a new caregiver, a birth of a new baby, a parental trip, an illness or death in the family (including a pet), and any changes in living arrangements or work schedules. These changes can affect children's moods, behaviors or the content of their play and we are able to support them more successfully if we are aware of such events. You are your child's first teacher and we value your input and seek specific ideas for working with your child. Please do not hesitate to reach out to us.

Brightwheel

The ECC uses Brightwheel, which all ECC parents are asked to download and is the primary means of daily communication between teachers, administration and parents. It is used for messaging teachers directly about arrival/dismissal and absences. You can also message the Director through Brightwheel. Teachers limit their use of Brightwheel during the school day as well as their evening hours. Brightwheel *should not* be used to discuss sensitive or confidential information about a child. For more in-depth discussions which relate to sensitive or confidential information about a child or family, please reach out to your child's teacher to set up a meeting or phone call.

Daily Communication "Ask Your Child About..."

"Ask your child about..." are daily sentence starters and points of connection between home and school which will provide insight to the curriculum and your child's work.

Friday Weekly Newsletters

Weekly newsletters are shared by classroom teachers and review the highlights of your child's week. These newsletters highlight curriculum and areas of learning the children have been engaged in and include photos of children from throughout the week. Newsletters are sent via Brightwheel.

Note from the Director

On Mondays, a Note from the Director is sent via email which shares important school information updates and information.

ECC Instagram

The ECC has a private Instagram account at "TempleIsraelECC". We encourage you to follow us if you are on social media.

Parent-Teacher Conferences

Formal parent-teacher conferences are scheduled for late fall and early spring for all children. The purpose of conferences is for parents and teachers to share their knowledge of the child and to discuss a child's individual strengths and areas of growth, interests, preferences and learning goals.. Conferences take place during non-school days. Childcare is available for your preschooler so that you are able to attend your conference. We use the CT DOTS (Documentation and Observation for Teaching System), a CT Office of Early Childhood framework for assessing young children. This includes a narrative of your child's development.

Teachers and members of the Administration are always available if a parent has concerns. To allow for a dedicated and uninterrupted meeting time, please schedule a time through Brightwheel or email or call to make an appointment. Parents are expected to be available upon the request of the teachers or Director if issues develop during the school year.

Confidentiality

Within Temple Israel confidential and sensitive information will be shared with employees and contracted consultants of the ECC who "need to know" in order to most appropriately and safely care for your child. Confidential and sensitive information about staff, other parents and/or children at the ECC will not be shared as we strive to protect everyone's right to privacy. Confidential information includes, but is not limited to: disability information, personnel-related issues and health related information of anyone associated with the ECC.

Outside of the ECC confidential and sensitive information about a child will only be shared when the parent of the child has given express written consent, except where otherwise provided for by law. You may observe children at our center who are disabled,

who have personal aides working with them in the classroom or who exhibit behavior that may appear inappropriate. You may be curious or concerned about the other child. Our Confidentiality Policy protects every child's privacy. Employees of the ECC are strictly prohibited from discussing anything about another child with you. Additionally, the teachers will not discuss anything of a sensitive nature in front of your child or others.

Health and Illness

Health Forms

Connecticut State law requires a yearly examination by a physician and completion of an Early Childhood Health Assessment form. Completed and current child health forms must be submitted to the Early Childhood Center office prior to the start of school. No child can begin school unless a correctly completed, signed current health form and updated immunization records are on file in the ECC office. Please note that health forms are valid for one year after the exam date. When your child goes for his or her annual check up at the pediatrician please ask for an updated Early Childhood Health Assessment Form to be shared with and kept on file in the ECC office.

Nut-Aware Policy

The ECC is a "nut-aware" school and is committed to taking the necessary precautions to keep children with food allergies safe. We recognize the potentially serious consequences of food allergies which include but are not limited to anaphylaxis.

The school takes the following measures to keep children safe:

- Educating staff, students, and families on recognizing signs of allergic reactions and appropriate medical response
- Restricting nut-containing foods in common areas and classrooms
- Requiring hand washing before and after eating
- Cleaning surfaces thoroughly after meals
- Having emergency action plans and medication on hand
- All food and snacks that the ECC provides have been/are checked with our nurse consultant

Food brought into the classroom must meet the ECC's Nut-Aware Policy. Families are asked to partner with us in keeping classrooms and common spaces safe for all children by not sending items that *contain nuts* or are *processed in a facility containing nuts*.

Classroom activities that involve the use of food, either for craft or educational purposes, require advance verbal permission from the parent of a child with food allergies.

Food Allergies and Intolerance

The parents of a child with food allergies and/or food intolerances are responsible for alerting the Director and Classroom Teachers. Each child at risk must have the appropriate Authorization Form and Care Plan completed annually along with his or her respective medication. These forms will be stored with a child's medications. The school will provide notification when a child's allergy forms are close to expiring. However, it is the parent's responsibility to make sure that a child's allergy forms/medication are up to date. **A child with allergies whose forms or medications are not up to date is not allowed to attend school.** Please note that there are many variations of the medication administration forms that medical providers utilize. It is the parent's responsibility to ensure that the medication administration form clearly states that it is for licensed child care centers. Please see below for more information regarding Medications.

Allergies to foods (including but not limited to eggs, dairy, soy, seeds and gluten) as well as food intolerances will be handled on a case by case basis in that child's classroom. Additional restrictions may take place at the discretion of our Nurse Consultant/Director.

Teachers are trained annually to recognize the signs and symptoms of an anaphylactic reaction, as well as how and when to administer the emergency medication. Teachers are responsible for transporting emergency medications at off-site activities such as fire drills and field trips.

Temple Israel does not claim to be, nor can it be deemed to be free of food items and non-food items that may lead to a severe allergic or anaphylactic reaction. The preschool will make every reasonable effort to reduce the risk to children with severe allergies or anaphylaxis in accordance with this policy.

Medications

The ECC will administer emergency medications which include prescribed inhalers and premeasured commercially prepared injectable medication (i.e., Epi-pens, Auvi-Q etc), non-prescription topical medication, EMERGENCY oral medications (i.e., Benadryl), or if a child has a special health care plan that necessitates administration of a medication during school hours.

Medications must be unopened and in their original child resistant safety container and clearly labeled with

- the child's name

- name of prescription
- date of prescription
- and directions for use.

A child's Authorization Forms, Care Plans and emergency medications are stored in a secure but unlocked location easily accessible by the classroom teachers to ensure prompt availability in the event of an allergic emergency at school. Controlled medications will be stored in accordance with state regulations. Non-prescription topical medications will be stored away from food and inaccessible to children.

Staff responsibilities include, but are not limited to, ensuring the medication authorization form is complete, the medication is labeled with the child's name and is stored as directed, and if emergency medication is required, the medication received by the child matches the medication orders. Teachers are responsible for transporting emergency medications at off-site activities such as fire drills and field trips.

The ECC staff will keep accurate documentation of all medications administered. Included, but not limited in the documentation are:

- Name, address and DOB of child
- Name of medication and dosage
- Pharmacy name and prescription number
- Name of authorized prescriber
- The date and time the medication was administered
- The dose that was administered
- The level of cooperation of the child
- Any medication errors
- Food and medication reactions
- Signature of the staff administering
- Any comments

Parents will be notified by phone and email when/if a child has been administered any prescription medication. Staff are trained in the administration of medication by a physician, physician assistant, APRN or RN and renewed every three years. Training for premeasured commercially prepared injectable medications is renewed each year. At no time is an untrained staff member allowed to administer prescription medications. Any child who has been administered epinephrine via an auto-injector device such as an Epi-pen, will be transported to the hospital via emergency services personnel.

Unused or expired medication shall be returned to the parent or guardian or disposed of if it is not picked up within one week following the termination of the order, in the presence of at least one witness. The Center shall keep a written record of the medications destroyed which shall be signed by both parties.

Please note that our nurse reviews all medications and if there are any questions will reach out directly to families.

Snacks

A mid-morning balanced snack is provided daily. A snack menu is posted in each classroom. Families are asked to send their child to school with a filled water bottle, labeled with the child's name. The snack calendar is reviewed by our dietitian consultant.

Parents of children with food allergies are encouraged to provide a daily snack for their child. Providing your own snack significantly reduces the risk of your child being exposed to potentially life-threatening foods. The Director reserves the right to require parents to provide a daily snack if that is deemed the safest way to accommodate the allergy.

Lunch

Parents are responsible for providing lunch and are asked to keep lunches healthy, candy-free and soda-free. Ham/pork products and shellfish are not permitted. During Passover, the school provides matzoh and cream cheese for children's snack. For lunch, the school asks parents to pack only foods suitable for Passover meals, no breads, cookies, etc.

The ECC is a "nut-aware" school and is committed to taking the necessary precautions to keep children with food allergies safe. We ask families to partner with us in keeping our classrooms and common spaces safe for all children by not sending items that *contain nuts* or are *processed in a facility containing nuts*. Depending on the presence or severity of students with food allergies in the classroom the teachers will have the authority to ask a child not to eat a packaged item sent from home that bears a warning regarding the presence or possible presence of nuts or other allergens.

Threes and Fours classes are eligible to participate in purchasing hot lunch on Tuesday, Wednesday and Thursday. Lunch is served between 12:00- 12:45 pm.

Illness Exclusion Policy

School is a place for children to learn and interact with others. If your child is sick or uncomfortable, needs the full attention of a staff person, or if your child's presence compromises the health or care of the other children and staff, then your child should be at home. If your child starts the day with a stomachache, vomiting, diarrhea, sore throat, persistent cough or fever, they are not permitted to come to school. If a child becomes ill during school, the office will call the parent to pick up the child. The school maintains a

dedicated sick room where a staff member will wait with your child until you arrive. If a parent cannot be reached, one of the authorized emergency contacts will be called.

Please help us keep our community healthy by reporting the following illnesses (and others indicated by your doctor) to the school:

- Covid-19
- Fever or vomiting during the previous 24 hours
- A persistent cough
- Vomiting and/or diarrhea (three or more loose bowel movements anytime during the day before)
- Reddened eyes with a discharge and/or crusty eyelashes; conjunctivitis/pink eye
- Undiagnosed mouth and skin sores; undiagnosed rash
- General fatigue
- Loss of appetite which may indicate oncoming illness
- Head Lice
- Strep Throat
- Influenza

Depending on the illness families are asked to follow certain protocols before a child's return to school. The ECC Director will make sure to let you know. As a guideline, in order to return to school following an illness, a child should be able to participate fully in activities, including outdoor play and they must be fever free for a full 24 hours without the use of medication. Contagious illnesses may require a doctor's note to return.

A child can return to school when they are no longer contagious. The ECC nurse consultant will be called if we have any questions regarding your child's health.

Supervision, Security and Emergency Procedures

Ratios and Supervision Plan

During school hours:

- A staff ratio of 10 children per staff for children in the 3's and 4's program shall be maintained at all times. The group size shall not exceed 20 children for these age groups.
- A staff ratio of 4 children per staff member for children in the Under Twos and Twos program shall be maintained at all times. The group size shall not exceed more than eight for this age group.
- Children are carefully watched while outside at play. Staff members are stationed at the equipment at all times. Other staff rotate among the play areas.

- When a child goes inside to use the restrooms, a staff member is designated to accompany them. Children are never allowed to travel from outside to inside by themselves.
- Children are carefully watched while at play or during an activity within the building, including bathroom use.
- When a child or children use the bathroom, adequate staff will always be present.

Security

Security is a top priority at Temple Israel and at the ECC. The doors to the building are locked at all times. A security guard is on the premises during all school hours. Access to the building is only granted to known persons or visitors with verifiable identification. In the event of a security emergency, parents will be notified pursuant to the ECC guidelines using the designated emergency notification system. If you have any questions regarding security please be in touch with Temple Israel's Executive Director, Bryan Bierman, at bbierman@tiwestport.org

Accident and Emergency Protocols

In the event of an emergency, TI will follow emergency protocols.

It is essential that we have on file current phone numbers for the following: home, cell, and place of work for parents, as well as emergency numbers (grandparents, other relatives or close friends) and your child's pediatrician. Be sure to notify the ECC Office if any of these phone numbers or emergency contacts change during the school year. Please make sure those on your list know they have been designated to make decisions concerning your child in an emergency. In an emergency event where we cannot reach a parent and more decision making is required, we will then call the other people on your emergency sheet in the order that you specified

The ECC takes every precaution to prevent accidents. However, accidents do happen and in an emergency, all necessary measures will be taken to protect your child's safety and well-being. If your child has an accident at school and requires first aid, including but not limited to the use of an ice pack or a need for a band aid, we will notify you over Brightwheel and a teacher will touch base with you at the end of the day. Teachers will also fill out an incident report which we ask families to sign and which we keep a copy of on file in the school office. If a child bumps his/her head a parent is always called immediately.

If the emergency involves an illness or injury that requires immediate care, we will contact your pediatrician when we cannot reach you and in the event of a serious

accident, 911 will be contacted immediately. Please be sure to complete all necessary forms and provide medication regarding allergies and other health concerns. If your child requires emergency medication, you and your child's physician must complete an Administration of Medication form and Care Plan. The Teachers as well as the ECC Director and Assistant Director are trained in the administration of emergency medication. Medication and forms are stored in the classroom emergency bag and accompany your child when they leave the classroom (playground, class trips).

Emergency Drills

Throughout the school year the ECC in coordination with TI's Executive Director runs two types of emergency drills. Families will be informed of any drills that occur.

- **Lockdown Drill**

The ECC runs up to 2-4 lockdown drills per year with training from the Westport Police Department to practice best practices for any type of situation that would call for a school lockdown. The teachers are asked to use the language quiet game to help the kids understand the seriousness of the drills. This is coordinated with the Temple Israel Security Committee and Westport Police Department.

- **Fire Drills**

The ECC runs 6-8 fire drills per year. During these drills children practice hearing a warning sound and leaving the building to safe spaces.

Additional Policies

Discipline

At the ECC the purpose of discipline is to help children develop self-regulation, to become responsible for their own behavior and understand the consequences of their behavior on others. Discipline at the ECC follows developmentally appropriate practices using positive guidance, re-direction and the setting of clear limits to encourage self-regulation and positive self-worth. The ECC discipline policy complies with state of CT and federal civil rights laws.

The following methods of discipline are prohibited by anyone on the premises; any use of the described practices shall be grounds for immediate termination of staff. The Discipline Policy is covered annually with the staff and with all parents upon entrance into the program.

- No child shall be subject to physical, corporal, neglectful, humiliating, or frightening punishment, verbal abuse or threats by staff, or parents while on center property.
- No child or group of children shall be allowed to discipline another child.
- Unsupervised isolation of a child is never allowed.
- The withholding of food, water, or bathroom facilities is to never be used as punishment for a child.
- A child is never to be physically restricted in any way unless his or her actions would bring harm to self or others.
- An adult shall never address a child harshly, with intimidation or ridicule.
- Adults are never to discuss a child's behavior with another adult in the presence of other children or other parents. Written or verbal reports to parents regarding conflicts or disagreements between children shall not include the name of the child who hit, bit, or pushed their child.

The ECC staff maintain a safe, non-threatening environment and when inappropriate behavior occurs, it is dealt with promptly. Teachers individualize responses to the children's behavior, in relation to the particular child and the situation. To enforce the boundaries and rules at the center, the adults use the following techniques:

- Clear statement of the limit. ("Blocks are for building, balls are for throwing.")
- Stating expectations positively. ("The blocks are for building.")
- Redirection. ("Let's go see what Jacob is cooking in the kitchen.")
- Supporting problem solving and negotiation between the children. ("What words could you use to tell John that you would like to have a turn with that truck?")
- Logical consequences or choices. ("You are having a hard time playing with the blocks without throwing. Please make another choice. Do you want to play with play-dough or to paint at the easel?")
- Modeling effective ways to express feelings and emotions. ("It makes me sad when you grab the book from my hands. Which words can you use to let me know that you need something that I have?")
- Continuously supervising children during any disciplinary action.

Teachers work cooperatively with families to develop strategies to meet the child's needs. Any disciplinary action that warrants calling parent(s) will be documented and kept in the respective child's file. This documentation is for the purpose of information and reference for future behavioral issues.

Challenging Behavior

If a child exhibits continually challenging, disruptive and/or unsafe behavior that is not resolved through appropriate behavior management strategies, the teachers will discuss the situation with a supervisor, parent, and/or other professionals to develop an individualized action plan that supports the child's inclusion and success.

- Teacher observations: Teachers are responsible for observing and documenting children's behaviors to better understand patterns of behavior.
- Teachers/Administrators/Parents will meet to discuss documentation and create an initial plan of support.
- At the Director's discretion the school will reach out to one of our licensed consultants. In many cases, these conversations will help solve an issue and parents will be informed of the consultant's ideas and plan. At this point, regularly scheduled meetings and check-ins with teaching teams and families will help in assessing if the plan is working or what modifications are necessary.
- If a plan is not successful, parents will be asked to seek outside professional help and asked to provide evidence of appointments or communication with certain providers within one week.

It is always the goal of the ECC to work in partnership with families and all reasonable attempts will be made to work with the child and the family. If a parent declines to work with the staff in resolving the problem and/or the behavior problem persists resulting in a chronic situation requiring greater need for care than ECC teachers can reasonably provide, then the child's enrollment is subject to termination. If it is determined that enrollment termination is necessary, the ECC will work with parents in an attempt to find alternate school placement for the child.

Child Abuse and Neglect

You have entrusted your child's care to the professional staff of this program. We are committed to providing the best possible and most appropriate learning experiences for your child. Sometimes there are factors in a child's appearance and behavior that lead to suspicions of child abuse, neglect or imminent risk of serious harm. Connecticut law requires that all child care professionals, including all staff of this program, report suspected abuse, neglect or imminent risk of serious harm to the authorities in order that children may be protected from harm and that the family may be helped.

Our policy below supports Connecticut laws in this regard and requires that all staff report suspected abuse, neglect and imminent risk of serious harm to the Department of Children and Families' Child Abuse and Neglect Hotline, and/or the local police department. At all times, the intent is to protect your child from harm and to provide services to strengthen your family.

Each and every employee of the ECC is mandated to report to their immediate supervisor, the Director, or to a designee of the Director, any reasonable suspicion that neglect and/or abuse of a student has occurred. This suspicion includes, but is not limited, to the neglect/abuse of a student by an employee of the ECC. If there is any doubt about making such a report, such doubt is resolved in favor of the child and report is made immediately to Department of Children and Families (DCF).

Abuse and Neglect are defined by DCF as follows:

- Child Abuse
Non-accidental injury or pattern of injuries to a child for which there is not “reasonable” explanation.
- Child Neglect
The failure of an adult to provide for the physical care, safety, education and emotional wellbeing of a child.

If there is reasonable cause to believe that a child is a victim of abuse or neglect the Lead Teacher in the class will inform the Director and the Director will report to DCF. All members of the teaching staff are Mandated Reporters. The DCF hotline number is 1-800-842-2288.

The Director will inform the parents of the child that a report has been made to DCF. The Director will work closely with DCF representatives to ensure the ongoing safety of the child. If needed the Nurse or Physician Consultant will be contacted to ensure the health of the child.

If it is necessary for DCF to interview the student at school, staff will cooperate. The DCF social worker will have access to a setting, which protects the privacy of the student during the interview. School personnel will only be part of the interview if specifically asked to do so.

Staff training on the topic of Abuse and Neglect will be provided on a yearly basis by a qualified health care consultant or by DCF.

Children’s Special Education/ Evaluation Services

The ECC is committed to supporting children’s learning needs and teachers and administrators work as a team to leverage different educational expertise and support within our school.

The ECC retains by license the services of Consultants who may be asked to consult and offer feedback at the request of the school. Please see below under section *Consultation Services*.

We also work in partnership with town services that support children. This includes:

- **Birth to Three**
For children under 3, the services of Birth to Three are a great resource for families and schools and are available to help screen and support children.
- **Special Education Services of Public School**
For children 3 and over, the ECC accesses the Special Education Services of the Westport, Weston, Wilton and other area Public School systems. We have a system in place for making referrals via parent requests or ECC teacher/Director recommendation (with parent agreement) to have their child observed by specialists from preschool services from the town in which they live. These screenings are free of charge and the classroom teachers and the Director will assist in this process as needed.

Consultation Services

(subject to change)

CT Office of Early Childhood
State Licensing Representative
(860) 500-4472

Educational Consultant:
Linda Jonas, MS
(203) 451-7739

Nurse Consultant:
Nurses for Daycare | Liseth Perez, RN
203-615-8613

Dental Consultant:
Lauren Keizer Nathan D.D.S.
(203)682-3191

Social Services Consultant:
Rachelle Theise, Psy.D.
(203) 496-8531

Dietitian Consultant:
Jessica Widom Gilbertson
(301) 908-8320

The written plan of the Carol Schoke Early Childhood Center includes the services of an early childhood educational consultant, nurse consultant, dietitian consultant, dental

consultant, and a social service consultant. The Regulations for Connecticut State Agencies require each of the above consultants to provide, at a minimum, the following services to the program:

- Annual review of written policies, plans and procedures;
- Annual review of education programs
- Availability by telecommunication for advice regarding problems;
- Availability, in person, of the consultant to the program;
- Consulting with administration and staff about specific problems;
- Acting as a resource person to staff and the parents;
- Documenting the activities and observations required in a consultation log that is kept on file at the facility for two years.

Furthermore, the regulations require additional services to be provided by the health consultant as listed below:

- Annual review of written policies, plans and procedures;
- Making, at a minimum, quarterly site visits to facilities that serve children three years of age and older;
- Facilities that are closed during the summer months may omit the summer quarterly visit.
- Site visits shall be made by the health consultant during customary business hours when the children are present at the facility;
- Reviewing health and immunization records of children and staff;
- Reviewing the contents, storage and plan for maintenance of first aid kits;
- Observing the indoor and outdoor environments for health and safety;
- Observing children's general health and development;
- Observing diaper changing and toileting areas and diaper changing, toileting and handwashing procedures;
- Reviewing the policies, procedures and required documentation for the administration of medications, including petitions for special medication authorizations needed for programs that administer medication;
- Assisting in the review of individual care plans for children with special health care needs or children with disabilities, as needed.

The selection of the program's consultants is thoughtful and deliberate and includes the careful examination of his or her professional's qualifications and experience. A written agreement specifying each consultant's services to the program is on file and updated annually.

Class Placement

Class placement is a process that takes considerable thought, time and intentionality. The ECC Directors in consultation with Classroom Teachers determine class placements for the coming year. Teachers have spent the entire year with the children, observing the ebb

and flow of relationships, play styles, and children's temperaments. Our goal is to design a set of classrooms that maximizes the opportunities for children to thrive. Classroom assignments are sent to families prior to the beginning of the school year.

The following is Temple Israel's Class Placement Policy:

- The ECC takes account of factors that include, but are not limited to: gender, age, children's temperaments as well as current and new friendships.
- A parent request for a teacher will be noted by a date defined by the Director, however, we cannot and do not make any guarantees.
- Class assignments are final and cannot be changed by parental request.
- The ECC does not group children by future elementary school, neighborhood or family friendships.

It is the ultimate responsibility of the ECC to create and manage class assignments. While we note parent requests we cannot and do not make any guarantees.

Afternoon Enrichment

Enrichment programming is available for 3s and 4's children over three "sessions" – Fall, Winter and Spring. Options may include music, soccer, cooking and martial arts. A requirement for participation in these programs is a child must be toilet-trained.

Registration is available on a first come/first served basis. Each session has a minimum/maximum capacity of participants to provide a quality experience for all. ECC Classroom Teachers are responsible for bringing children to Afternoon Enrichment classes. Parents/caregivers are responsible for signing children out of the program at the end of the day.

Inclement Weather/School Closing

The ECC generally follows the school closing policy of the Westport Schools. When the Westport public schools are canceled, our school is canceled. When the Westport Public Schools have a 90-minute or two hour delayed opening, we open one hour late and close as usual. If the Westport Public Schools have an early dismissal, we will close at noon and there will not be any afternoon enrichment classes. In case of an emergency closing, (i.e., broken or frozen water main or no heat) parents will be notified by Brightwheel and email to pick up their child.

To inform you of a closing, delayed opening or early dismissal the Director will send a message via Brightwheel, send an email and post on the TI website.

The safety of the children and teachers is our utmost concern. To this end on occasion the Director may make an independent decision from the Westport Public Schools about

the need to close, delay or dismiss early. We do not make up snow days at the end of the year.

Toilet Training

The ECC's toileting policy has been developed keeping in mind that most children are developmentally ready to begin toilet training between the ages of two and three and that each child develops at his/her own pace. Please inform the classroom teachers of your child's toileting schedule so we can anticipate bathroom needs and keep us updated on any changes in the toileting process.

Children entering the Under Twos and Twos are not required to be toilet trained. There is a changing table in each of these classrooms. In order to meet license requirements, the staff must follow an approved plan regarding the changing of diapers and the toileting of young children. We anticipate that most children enrolled in the Threes program will be potty trained by the start of school in September. We take the children to the bathroom as needed, before/after transitions and ask the children throughout their day.

In the event a child in the Threes is not fully toilet trained please speak with your child's teachers so we can make a plan to assist with the potty-training process. A child's play and learning time, his or her sense of confidence as well as staff coverage for the class are compromised if soiled clothes must be changed multiple times over the morning. Please follow the recommendations of your child's teacher at this time. For occasional soiled underwear, teachers will help the children change their clothing.

Children must be toilet trained to participate in the pre-K Four's program. All children, regardless of age, must be potty trained to participate in the afternoon enrichment programs.

Toilet Training Tips

- Help children practice removing and replacing clothing by themselves.
- Practice with children the correct way to wipe.
- Dress children in comfortable, loose clothing that can be removed easily. Leggings, sweatpants and pants with elastic band waists are easiest for children to wear when beginning the process of toileting on their own.
- Accidents happen so please send in a full set of extra clothes (including socks) that fit well and are seasonally appropriate, so children can be changed into dry, clean clothes if the need arises.
- Do not send your child to school in underpants until they have been consistent about using the toilet during the day for at least five days.
- Once children are wearing underpants, we expect them to show consistency in using the bathroom at school. Children who are having multiple accidents daily at school

may not yet be ready to be in underwear.

Toilet training setbacks can happen when a new baby arrives or something happens to disrupt the family routine. Please do not be discouraged. Speak with your child's teacher and if necessary pick up the training in a few weeks when your routine is reestablished.

Biting Policy and Guidelines

Biting is not uncommon for young children and can arise due to a number of factors. The safety of the other children and teachers in the room is always paramount while we help support a child through this phase and the ECC will follow protocols to ensure we support the child who is biting while attending to the safety of all the children in the room. Extreme circumstances of repeated biting may require the child to have shortened days or be picked up from the center and remain at home until the biting subsides.

Toys from Home

Except for "transitional" toys needed in the early days of school, especially in the Under Twos and Twos, we ask that children leave all toys at home, unless specifically requested by the teacher for use as part of the curriculum.

Staff Babysitting

In order to maintain the professional status of the ECC preschool staff and prevent any potential conflict of interest, we ask that parents refrain from asking preschool staff to babysit for children.

Clothing for School

Children's clothing should be able to withstand an active pace, survive paint, glue and outdoor play. A desire to keep clothing free from mess or stains should never take precedence over new experiences and discoveries. Clothing free of buttons, zippers, belts and snaps, allows for independence and gives children a sense of competence and feeling of success.

Sneakers or rubber-soled, closed shoes are necessary for active play at school and safe shoes (i.e., sneakers) are required for playground use. Open-toed shoes, including flip flops, are not allowed on the playground. Please keep Crocs at home as they are not allowed in the school or on the playground.

Each child needs a complete change of seasonal clothes in school. Please mark each item

with the child's name and place them in a labeled gallon-size ziploc bag. If soiled or wet clothing is sent home, please send replacements as soon as possible. Teachers will remind parents to send in seasonally appropriate clothes as the weather changes.

The children play outside daily. Please provide jackets, coats, boots, gloves, scarves and hats as needed, clearly labeled with your child's name.

Birthdays

A child's birthday is a special time at the ECC and we encourage you to speak to your child's teacher to arrange a birthday visit. We invite a parent or family member to come into the classroom and read a book or share a photo of your child when they were born. We welcome you and your child to donate a special birthday book, puzzle or a game to the school. The donation is entirely optional.

The Under Twos and Twos children prepare and bake a special allergy safe birthday snack in class for each classmate's birthday. We respectfully request that you do not send in any food related items for your child's birthday.

Children in the 3's and 4's are invited to bring in cut fruit or vegetables for birthday celebrations. Fruit can be store bought or cut at home. Please check with your child's teachers regarding any allergies in the class.

Please do not hand out birthday invitations at school unless all children in the class are invited. We ask you to be inclusive when planning parties to avoid hurt feelings.

Field Trips

Field trips are an exciting way to provide a visual and hands-on experience related to what the children are learning in the classroom and may take place both on the grounds of TI or away from the building. Under Twos and Twos children will take field trips in the building and on the Temple grounds. Children in the 3s and 4s may take field trips away from the building. All children are required to have a signed field trip permission form on file in the school office for children to participate in field trips in and around our school building.

For Field Trips outside of the school and Temple Israel grounds, a child will be required to have a permission slip signed by a parent/guardian. Children without a signed permission slip will not be able to attend. The permission slip will let parents know the location of the trip, the date, time and the method of transportation.

All field trips require adult supervision. When parents are asked to drive they are also responsible for providing supervision as needed. The Director will express his/her

expectations of drivers prior to going on the trip. Any adult who will be chaperoning and/or driving on a field trip will be required to have the following:

- Current Driver's License
- Valid registration
- Appropriate liability and vehicle insurance
- A mobile phone
- All vehicles must be equipped with installed, appropriate car seats. Car seats must be appropriately restrained with seat belts.

Teachers are responsible for the following and will bring the following items:

- Signed Permission Slips
- Attendance Book/Sheet
- Mobile phone
- Emergency bag with emergency forms and emergency medications; as well as
- Name tags for children (first name and Temple Israel)

Head Lice

This policy outlines the roles and responsibilities of the ECC school community members efforts to control head lice. The policy draws on information obtained from the CT State Department of Public Health, Westport Department of Health, Center for Disease Control, head lice removal experts in Fairfield County and our school nurse consultant.

Evidence shows that we cannot eradicate head lice but we can reduce the number of cases if all school community members work together in a coordinated manner. There is a commitment to do this in the following ways:

- If a case of active head lice is detected in a classroom the parents of the child will be notified and asked to pick the child up. The parents will be provided with literature and other resources on how to treat head lice.
- The school will notify parents/caregivers of children in a classroom when a case of head lice is detected to alert these families of the need to check their own children daily. If the child who is discovered to have lice has a sibling at the ECC, then the sibling's class will also be notified.
- Children's names will be kept confidential.
- Parents/caregivers will notify the school if their child is found to have lice or nits and advise when appropriate treatment was commenced.

Blanket head inspections or head lice screening by school staff are strongly discouraged. There are many reasons for this, including the fact that such screening:

- Takes away from student curriculum time
- Is potentially intrusive of student privacy
- Conveys the message that head lice management is a school issue rather than a household and wider community responsibility

A child with head lice can return to school the next day after treatment as long as hair is nit-free and checked by the Director upon reentry. In the event that there are multiple cases of lice in the school and at the discretion of the Director, the school reserves the right to call in/consult with licensed head lice treatment and prevention professionals.

Program Withdrawal Information/Procedures

Enrollment is for the entire school year. Fees are not prorated for absences of days lost due to inclement weather/illness/family vacations/job relocation/etc. Written notification must be sent to the Director as soon as possible if it becomes necessary to withdraw a child. Registration and deposit fees are non-refundable. If a child is withdrawn for any reason, no refund of tuition paid or waiver of fees owed are given. Request for refunds may only be made through the Temple Executive Director and approved by the Finance or Executive Committee of Temple Israel.

Feedback Procedures: Compliments, Comments, Complaints

We are committed to fostering a collaborative partnership between staff and families. As we are licensed by the Office of Early Childhood in the State of Connecticut, we have guidelines to follow for health and safety. Most issues that occur in the preschool setting can be resolved by teachers and parents by first discussing the situation.

Whenever possible, and as appropriate, we consider all points of view in our policy and decision-making process. We make every effort to communicate effectively and regularly with you about your child, and about program information. We do not anticipate any issues arising between parents and staff, yet to preserve a community partnership we ask parents to address questions or concerns directly with staff in a timely manner. Please be mindful of staff teaching responsibilities and supervision of children and understand that if an issue cannot be resolved with a quick conversation, an additional meeting time might need to be arranged to continue the discussion.

The first line of communication is always your child's Lead Teacher. Notes, telephone calls and conferences can often resolve any questions or concerns. In order to ensure resolution of concerns, the Director can also be asked to help if a family or staff member continues to need assistance. In the event, issues are still unresolved, the Executive Director of Temple Israel is available for consultation.

At the ECC we hold ourselves to the highest standards of professionalism. By enrolling

your child in the ECC, parents also agree to act in accordance with the following principles:

- Respectful communication both in person and through electronic means, including the use of respectful tone and language.
- Compliance and cooperation with TI and ECC policies and procedures including those regarding health, safety and security.
- Respectful and collaborative conflict resolution in the event of a disagreement. This includes refraining from threatening behavior to any staff at the ECC.

Failure to adhere to this collaborative conflict resolution approach may result in the removal of your child from the classroom.

Thank you for reading this handbook carefully. We remind you to refer to it during the school year and be sure to read the supplemental notices and newsletters that we send home. As a parent community you are an integral and vital part of our Temple Israel Early Childhood Center and we look forward to working alongside and together with you to benefit our children and support our community.

For questions, concerns, comments, call the Early Childhood Center office to speak with Lindsay Weiner, Early Childhood Director, at 227-1656 x 312 or contact the school's Assistant to the Director, Geri Stone at 227-1656 x335.