

# PAULA TANNEN PRESCHOOL HANDBOOK



PARENT/CHILD HANDBOOK  
2017-2018



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# **PAULA TANNEN PRESCHOOL**

## **PHILOSOPHY**

The goal of Paula Tannen Preschool is to nurture each child in a warm, loving and safe atmosphere. We believe young children are unique, eager to learn and responsive to guidance and attention. By nurturing and respecting each child, we encourage the development of the child's sense of well-being. Our child-centered environment fosters children's feelings of competency in their own abilities and allows them to become valued members of our preschool community.

Our mission is to immerse the children in the warmth and beauty of a traditional Jewish life. We teach the children Jewish values and concepts including Derech Eretz (kindness to others), Tefillah (prayer), Shabbat and Chagim (holidays), and the weekly Torah portion. Each child develops a strong Jewish identity based on joyful learning experiences.

Our program focuses on learning about the world through play and investigation, both indoors and out. Children are viewed as having a strong potential to enter and explore relationships with peers, teachers and the environment. It is through these relationships that children engage in meaningful learning. Teachers carefully organize space for small and large group projects. Classrooms contain materials such as clay, blocks, building materials, books, sensory manipulatives, paint and writing instruments to encourage and stimulate development, activity, involvement and discovery. Children and teachers collaborate so that the direction of learning is influenced by the children while the opportunities to learn are created by the teachers.

# PAULA TANNEN PRESCHOOL

## CURRICULUM STATEMENT

**The Curriculum is divided into areas of learning including:**

- Emotional Development
- Social Development
- Development of Self-Help Skills
- Fine Motor Development
- Gross Motor Development
- Creative Development including Art and Music
- Cognitive Development including Math, Reading, Language and Literacy, Vocabulary, Science
- Judaic Component including all of the above

Under each area above are specific goals. Corresponding to each goal are specific objectives that the children will be expected to learn. Development will always vary from child to child and innate abilities will always vary from child to child. The preschool staff understands that varied development is acceptable and is expected.

Lessons and experiences are repeated throughout the year to be certain that each child will have time and many opportunities to learn specific skills.

Teachers plan together to make sure to create consistency within age groups and integrate different areas of learning.

Assessments are administered for every child at the beginning of the year so that teachers can plan opportunities to further children's strengths and facilitate growth. Two more assessments (winter and spring) are conducted to track progress and adjust lessons accordingly.

Any developmental concerns that may exist will be brought to the attention of the parents, and recommendations will be made immediately when recognized. These recommendations may include suggesting further assessment from an expert outside of school.

# PAULA TANNEN PRESCHOOL

## POLICIES

### HOURS OF OPERATION:

Our program begins at 8:00 A.M. and concludes at 12:00 P.M. for the half-day program and at 3:30 P.M. for the full day program, Monday through Thursday. There will be a 2:00 P.M. dismissal every Friday. We accept children no earlier than 8:00 A.M. because teachers need the morning time to prepare for the day.

### PRESCHOOL ENTRANCE AND EXIT:

All preschoolers and parents **MUST** enter and exit through the Afton Road main entrance. This is a security measure. We ask that parents leave the preschool classroom or playground as quickly as possible after sign-out. This is particularly necessary following noon pick-up since the afternoon program children need our attention. In the afternoon, please pick up your preschoolers before getting your older children. If parents are picking up their children from the classroom (as opposed to outdoor dismissal), please arrive no later than 3:20pm. It becomes chaotic when parents pick children up while they're already enroute to outdoor dismissal.

### SIGN IN AND OUT:

Each preschool child **MUST** be accompanied to the classroom and **MUST** be signed in and out every day by his or her parent, or by another authorized person. Children **under** 18 may not sign a preschooler in or out. State law mandates this sign-in and sign-out policy. Please sign your full name. No initials please.

### AUTHORIZATION FOR PICK-UP FORM:

By law, no child can be released to a person who is not authorized by the parent on the Emergency and Identification Form. Our preschool requires an Authorization for Pick-up form to be filled out which lists all persons who are authorized to sign your child in or out. This form stays in the Sign In & Out Book that is in the classroom. Written authorization must be given to the teacher if there are any changes in pickup plans. You may write the change on the sign in sheet; or we must receive a phone call stating the change. Remember to Leave Instructions on the Sign in Page.

### LATE PICK-UP:

We request your cooperation in impressing upon the children the importance of being on time. Please pick up your preschooler promptly and no later than 3:45pm. There is an aftercare program that is coordinated in the August but the preschool **may** be able to accommodate parents who call before 2:00pm. There is a \$1/minute charge for late pickups.

### AFTER CARE:

For an extra fee, parents may opt to sign children up for after care from 3:30pm-5:30pm. Pre-registration is required before deadline. Following the deadline, available spots are assigned on a first come, first serve basis.

**LICENSING FORMS:**

State law requires us to receive certain licensing papers before we are permitted to admit students. The preschool office sends out these forms over the summer and they should be on file before school begins. Please plan in advance that the forms required include up to date immunization records and a physician's signature with medical information. Parents receive a checklist with the forms to assist in their completion. For misplaced forms, extras can be found on the school's website.

**IN CASE OF ACCIDENTS:**

In case of injury at the preschool, a qualified staff member will administer first aid. The parent will be called immediately if the injury is serious enough to warrant a call. School policy requires parents to be notified even in the event of a minor head injury. If a parent or authorized person cannot be reached (listed on the "Identification and Emergency Information" form) directions on the "Consent for Medical Treatment" form will be followed. For minor injuries, such reports are sent home describing what happened and treatment. Paramedics will be called only in emergency situations.

**ILLNESSES, HEALTH CHECK, AND ABSENCES:**

- Please be sure your child is well enough to participate in our very active daily schedule.
- We ask that all parents wash their children's hands with soap upon entering school each morning.
- We do a visual "health check" with each child every day when the children arrive. If a child does not appear to be well, we will ask the parent to take the child home.
- If your child has had a fever during the night before school and/or that morning, he or she should stay home even if the fever has been lowered by medication.
- Please tell your child's teacher if he or she has been exposed to a contagious disease. The school will send home a letter to alert other parents if there is a diagnosed contagious disease in the preschool.
- If your child becomes ill during school, we will care for him/her in the preschool office. We will call you and expect you to come and pick your child up immediately. A doctor's note may be required for reentry (at the discretion of the preschool)

**Children should be excluded from school if:**

- He or she has a fever of 100.4 or higher, or has had one within 24 hours.
- He or she is in early stages of a cold-coughing, sneezing, and heavy nasal discharge.
- He or she has symptoms of a possible communicable disease.
- He or she has 2 or more diarrheas and/or has vomited within 24 hours.
- He or she has an oozing, red eye
- He or she is very lethargic
- He or she is unable to participate in regular school day activities (at the discretion of the preschool) for any reason

- He or she has a rash that the preschool determines needs to be assessed by a doctor (doctor's note required for reentry)

**State law requires that you notify the school if your child does contract a communicable disease, in order that we can send home a letter to alert other parents that their child may have been exposed.**

Contagious diseases that we usually see in preschool are:

- a. Stomatitis (sores in the mouth)
- b. Fifth's Disease (redness on face, arms, legs)
- c. Hand, Foot and Mouth Disease (sores in the mouth, on the hands, legs & feet)
- d. Pediculosis (lice in the hair and scalp)
- e. Strep Throat
- f. Conjunctivitis – redness, tearing, itching of the eyes. AKA pink eye.
- g. Impetigo – sores can be anywhere, but are usually in the nose & mouth

If your child is absent from school, whether for an illness or another reason, please notify us. We are concerned about your child and will call you if you do not call us.

#### **MEDICATIONS:**

The California Education Code (CED), Section 49423 dictates policies for administration of prescribed medications to school students. The preschool may not administer over the counter medication to preschool children. If you wish us to administer medicine to your child at the preschool, all of the following will be necessary.

- a. We **MUST** have a written and signed request from you authorizing our personnel to administer the medication as prescribed. Forms are available in the preschool office.
- b. All medications **MUST** be labeled properly with the name of the child, the dosage, the time schedule, and the expiration date.
- c. Preschool policy is not to give analgesics, of any kind, under any circumstances.  
If your child requires these drugs, he or she should be home.

#### **ALLERGIES:**

Please inform your child's teacher about any food allergies your child may have, since we cook often in the school and serve snacks. Please make sure that the school is well informed about any other allergies. (i.e latex, penicillin etc.)

#### **EARTHQUAKE AND FIRE:**



Each child needs to have an Earthquake Kit. We require a kit to be prepared for each child every school year. Information for what is needed for the kit can be found on [www.hebrewday.org](http://www.hebrewday.org) and in the admission forms packet.

If your child does not have a blanket at school for naps, please send one in, in case he or she has to stay at school after an earthquake or other emergency. We hold regular emergency drills. These are very well organized and not stressful. The children quickly view them as routine.

A supply of clean drinking water is maintained on the preschool premises for emergencies. In case of fire or other emergencies, children will be cared for by their teachers. Following an emergency, children will only be released to a parent or authorized person after being signed out. If we do not have to evacuate, we will be in the preschool.

**EMERGENCY CLOSING OF SCHOOL:**

School may have to be closed due to any emergency situation. We will make every effort to inform you of these emergencies in as timely a manner as possible. Be assured that we will care for your child until a parent or authorized person is able to pick them up.

**OUTDOOR PLAY/CLOTHING:**

Since “play is the work of children,” please be sure your child is dressed appropriately to participate in all activities. Casual, comfortable clothes are the best. Although smocks are provided and encouraged as a choice for the children for messy and wet projects, accidents do occur, and children become upset if they think they have soiled their good clothes or upset their parents.

We request that shoes cover your child's feet. In order to protect your child's feet, open sandals cannot be allowed. Please note that we have sand in the playground and that the children will be playing with wet sand as part of their outdoor play activities. Sandals are not safe to wear for running, bike riding, or other strenuous activities. Extra clothing is needed in case your child's clothing gets wet.

**EXTRA CLOTHING:**

We ask that you send extra clothing for your child by the first day of school. We recommend the following:

- 2 changes of clothing (be aware of seasons) including: (pants/shirts/skirts/dresses)
- 2 Pairs of underpants
- 2 Pairs of socks
- 1 Sweater or sweatshirt for unexpected chilly days
- 1 Kippah
- 1 Box of diapers and wipes (if necessary)

**Please write your child's name on each article of clothing.**

**TOYS:**

Many parents ask whether their preschooler will be permitted to bring toys to school. We ask that parents not send toys or other items from home unless they have sentimental value and will only be used during naptime. Our preschool is a very active and exciting place and is well equipped with a large variety of playthings and learning experiences. We have learned over the years that toys from home are sometimes distracting and misused by others. We do encourage children to bring BOOKS for sharing. Please label all items with your child's name. Toy guns and swords are **NOT** permitted in the preschool.

**SNACKS:**

We will provide your preschooler with a snack twice a day, in mid-morning and mid-afternoon. These nutritional snacks consist of fruits, vegetables, whole grains (crackers, rice, cereal, tortilla, pasta), and a protein (cheese, hummus, peanut butter, or eggs). Your child will also be involved in cooking activities and these foods could be served as snacks. Snacks will be posted monthly at the preschool office. If your child has an allergy to a particular food, please alert us. We will also work with you if there are other special nutritional needs.

**KASHRUT AND LUNCHESES:**

The preschool takes orders for lunches prepared by the SPA. Orders will be taken every month. The preschool cannot refrigerate or warm meals. Please refrain from bringing in food that requires preparation such as oatmeal or instant soup.

Lunch is a very important part of the preschool day. Each child must bring his/her own lunch to school unless lunch has been ordered at the preschool. It is school policy that all lunches brought from home **MUST** be parve or dairy. All packaged items must bear an acceptable kosher certification (please see list at [www.hebrewday.org](http://www.hebrewday.org) or [www.kosherquest.org](http://www.kosherquest.org)) otherwise they will be sent home with a note. We suggest that lunches consist of at least a non-meat protein, a whole grain, a fruit and/or vegetable. We encourage water as a drink with lunches.

Our preschool makes an effort to teach the children good nutritional habits and proper nutrition is a topic of conversation at lunchtime. We ask that you show support by not sending soda, cookies, pretzels, chips, chocolate covered granola bars, and fruit juice mixtures with added sugar and fructose (try to send 100% fruit juice). Since fruit rolls stick to the teeth we also ask that you leave them out of your child's lunch.

Attention: Choking Hazard! Pitted cherries, grapes, pitted olives or cherry tomatoes should be minimally quartered for the 2's, 3's and 4's. We appreciate your cooperation!

**BIRTHDAYS:**

When celebrating your child's birthday in preschool, please consult with your child's teacher to plan according to the class' policies. We ask that you consider sponsoring something for the classroom in honor of your child. Please refer to your teacher's wish list posted outside of the classroom for ideas.

We request that you help us promote an inclusive atmosphere by inviting all children (or all girls or all boys) in your child's class to their party. A complete parent list, including addresses and phone numbers is available. Also, we ask that you plan out of school events with consideration given to the children in your child's class who keep Shabbat and Kashrut. Please do not plan a party to be held on Shabbat or at a non-kosher establishment.

#### **REST TIME:**

Children who attend the full day program will have a rest period in the afternoon. The school provides a cot/mat for each child. If your child will be attending the full day program, please send a small lightweight blanket and a fitted crib sheet. In an event that a parent does not want their child to nap, books can be provided to the child for use on the mat. Half-day children will also need the napping supplies for emergencies.

#### **CONFERENCES:**

Each December we have a comprehensive conference with the parent and teacher. A May conference will be held upon request. Topics discussed at the parent conference will include the child's overall adjustment to the school experience and his or her developmental growth emotionally, socially, academically and creatively.

Our preschool teachers remain in close contact with each parent concerning day-to-day happenings. If at any time you wish to meet with one of the teachers, we will happily schedule a special conference. Please arrange this meeting directly with the teacher either before or after school. Of course if the teacher feels a conference is necessary, you will be contacted. Over the years, we have been very successful in dealing with individual problems. Our successes have been greatest in situations where the parent, the teacher, and the child have worked together to develop positive attitudes and behaviors. The Director may attend conferences as well.

#### **PRESCHOOL NEWS:**

Please look for our weekly preschool newsletter on Fridays since it will contain important information about preschool programming and upcoming events. Also, each classroom teacher sends a letter or pictures via e-mail weekly or bi-monthly sharing what has been covered in those weeks.

#### **ROOM PARENTS:**

Each year we ask one or two parents of each class to volunteer as a helper and communicator for that class. We will need room parents for all classrooms. We encourage you to consider volunteering for a room parent position when you receive the request form at the beginning of the school year.

### **SPECIAL SCHOOL ACTIVITIES:**

Each preschool year is highlighted by a variety of in-class enrichment activities and field trip experiences. We will have field trips appropriate to the preschool age child. Please note with regard to carpooling for trips, that **the law requires each child to have a car seat if he or she is under 8 years old or at least 4 feet 9 inches tall**. You will need to sign a field trip sheet for each trip so that we are certain you are aware of where and when we are going. Please note that certain trips and activities may require us to collect fees. The preschool makes every effort to keep field trip costs to a minimum.

### **SHABBAT AND HOLIDAY PROGRAMS**

**Shabbat:** Every Friday we will have a Shabbat party with songs and brachot. Throughout the year the preschool holds special events for parents and friends. You will be notified through the preschool newsletter and flyers. Special Shabbat treats are welcome in all the other classes as well.

## **DISCIPLINE POLICY**

Discipline is a way of teaching and is a necessary and positive part of our program. Children need to know what is expected of them and they need to know this from the adults with whom they interact. Our preschool presents an environment to facilitate positive behavior. We focus on positive reinforcement, consistent structure and boundaries, and offering each individual child the benefit of a custom-tailored disciplinary approach when needed.

Teachers use their own behavior and communication to help guide and attend to each child's behavioral needs. They help each preschooler problem solve with each other and stays close as children exercise their own conflict resolution skills. Time aside with a child may be necessary for a few minutes.

If an unacceptable behavior continues and the above steps are not working, a call is made for a parent conference with the teacher and director to discuss the child and any unacceptable situations that occur frequently. We always work with the parents for the benefit of the child.

Should a child use inappropriate physical force with another child or teacher, parents will be notified verbally and by email to communicate what happened and strategize for success. If a second incident occurs, a conference meeting with the Director, teachers, and parents will take place to discuss the issue and seek further solutions. The Director may need to offer the suggestion of seeking outside intervention in order to help the child.

If a third incident occurs, we will ask that the child be removed from school until we feel the problem has subsided or a one-week "cooling down period". This is not created as a consequence for the child but rather is a protective measure for the classroom.

If the general atmosphere of the classroom is continually disrupted by a particular child and if outside intervention is not obtained; or if the Director feels the preschool is not meeting the needs of a particular child, the Director reserves the right to no longer have the child attend the preschool.

### **BITING POLICY:**

Whenever a child bites another person, it is upsetting for everyone. Biting is common among very young children, particular in group settings. Among some reasons why children bite:

- Biting satisfies their strong need for independence and control.
- Teething makes babies mouths hurt.
- They are trying to approach or initiate interaction with another child.
- They are seeking attention.
- They are angry or frustrated.
- They are experimenting and want to know what will happen if they bite.
- They are feeling threatened.

We will be consistent in responding to each biting episode. The teachers will make every effort in finding the reasons and helping the child to find more appropriate ways to express him or herself.

A first and second time biting incident will result in the child's teacher contacting the parents verbally and recording a written file. In the event of a third occurrence, a parent teacher conference will be scheduled. If biting becomes frequent, intense or it is deemed in the best interest of the child, center, and other children, termination of the child from center enrollment for the duration of the biting stage may occur.

## **PAULA TANNEN PRESCHOOL**

### **Head Lice Policy**

Students who are found with lice or nits will be removed from class and will require treatment before returning. Parents of students in the grade in which these cases are identified will be notified. If head lice is reported by a parent or found on an individual in a classroom, that day only, all heads in that class will be checked. Siblings of affected individuals will also be checked. Those affected will be sent home for treatment.

Upon return, students **must present a note** signed by their parents indicating the type of treatment performed. If treated students have nits, they will NOT be sent home. They are most likely empty nit casings. 7-10 days later, the child will be re-checked for nits and lice.

If they still have, they will be required to retreat and/or comb according to manufactures directions. At this point, affected students will need to be nit free before returning to school.

**Proof of treatment is the requirement for re-entry**

If there are multiple cases in one class or cases keep reappearing, a more aggressive approach may be implemented at the discretion of the administration.

Approved treatment options include:

- Over the counter or prescription shampoo which kills 70% or higher of lice. Daily combing follow up is required.
- Professional services, making sure to follow their post service recommendations

**PAULA TANNEN PRESCHOOL**

**ADMISSION AGREEMENT**

*(Licensing Requirement 80068)*

The following pages are required by the state. You will find most of this information already stated in the body of this booklet.

**Physical:**

A licensed physician **MUST** evaluate the child's general health. A physical form (lic. #701) filled out and signed by the physician must be on file at the school before the child begins school.

**Licensing papers:**

There are a total of 14 forms (9 if you are re-registering) that must be filled out and on file by the first day of school. There is a paper listing these forms and a place for you to sign stating that you have read this agreement.

**Immunizations:**

Children need to have all immunizations up to date. These must be recorded on the Physician's Form. Please present a copy of your yellow immunization card as proof of your child's immunizations.

**Policies:**

1. The program begins at 8:00 A.M. All children should arrive at school no earlier than 8:00 A.M.
2. **The procedure for signing in and out must be followed as per state law. Please sign or print full name legibly.**
3. Only parents and authorized persons may take the child out of school. Siblings under 18 may not sign preschoolers in or out. In special situations, a note may be sent which must state who can take your child home. For emergencies, a phone call is required from the parent in order to change the pick-up plan. Change of pick-up plans can be noted on the sign in/sign out attendance sheet in your child's class.
4. There will be a quick health check done daily by the teacher to make sure the child isn't ill. The parent or authorized person needs to have the teacher acknowledge arrival. If a child looks ill, he/she will be sent home. Do not send children with a fever to school even though the fever may be down with medication.
5. Pick up time is either 12:00 Noon or 3:30 P.M. on Monday - Thursday and 12:00 Noon or 2:00P.M. on Fridays. \$1 per minute is charged to parents who arrive after 15 minutes following these times. Payments must be made in cash and before children are admitted to class the following morning.
6. Parents will attend one scheduled conference per year, which is held in December. Other conferences will be held by request.
7. Parents must sign individually for their child to go on each field trip. Walking trips to the park are excluded from having an individual trip release form signed.

**Optional Enrollment:**

A child may enroll for a 1/2-day program, a full day program, or an alternate day program, as agreed to by the Director and in accordance with Teacher-Child ratio requirements by the State of California. The Pre-Kindergarten program recommendation is at least 5 half days.

**Rights of Licensing Agency:**

The Licensing Agency shall have the inspection authority specified in Health and Safety Code Sections 1533, 1534 and 1538.

1. Health and Safety Code Section 1533 provides in part: Any duly authorized officer, employee, or agent of the State Department may, upon presentation of proper identification, enter and inspect any place providing personal care, supervision, and services at any time, with or without advance notice, to secure compliance with, or to prevent a violation of, any provision of this chapter.

2. Health and Safety Code Section 1534 provides in part: Every licensed community care facility shall be periodically inspected and evaluated for quality of care by a representative or representatives sent by Community Care Licensing. Evaluations shall be conducted at least once per year and as often as necessary to insure the quality of care being provided. We are a Licensed Preschool Provider. (#376600019)

3. California Code of Regulations, Title 22 requires Personal Rights be upheld. Any person may request an inspection of any Community Care Facility in accordance with the provisions of this chapter by transmitting to the State Department of Community Care Licensing notice of an alleged violation of applicable requirements prescribed by statutes or regulations of this state, including, but not limited to, a denial of access of any person authorized to enter such facility. Any such notice shall be in writing, specifying to a reasonable extent the details of the alleged violation.