Ann Newman Preschool and Infant Center and Camp Maccabee Handbook 2026-2027

Temple Sinai
1401 N. Limekiln Pike
Dresher, PA 19025

Welcome

Dear Parents and Families,

Welcome to the Ann Newman Preschool and Infant Center of Temple Sinai. We are looking forward to a wonderful year filled with learning and fun. Thank you for entrusting us with your children and choosing Temple Sinai to be part of your family.

The Ann Newman Preschool and Infant Center is a state licensed, Keystone Stars 2 certified early childhood learning center that serves families with children ages 6 weeks to 5 years old. Our center strives to nurture your child's creativity, social emotional well-being, and physical and intellectual growth.

Parents are a valued and respected part of the success of our young children. To accomplish this we depend on parents to be responsible and active child care consumers. We expect parents to read this handbook, follow the policies and procedures outlined, provide us with all the necessary information, and be open and honest with us regarding your feedback about the program. We understand that nothing is more important than your child's physical and social emotional well-being, early education and care experiences.

This handbook is designed to ensure that your family has a rewarding experience with the program. In the handbook we have tried to anticipate many of your questions about the program. The purpose of this handbook is to outline the program's policies and procedures. We strive to work closely with parents in a partnership that will facilitate the transitions between home and school. Daily communications and a sense of trust between parents and teachers are vital.

Given the nature of an ever-changing quality early education and care program, this handbook is a "living" document. You will be notified of formal policy changes during the year via a written policy notice through email. In addition, the handbook will be updated as needed.

Come and talk with us should you have any suggestions, questions or concerns.

Sydnie Ciment

Director of Early Childhood Learning

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OUR MISSION

The Ann Newman Preschool and Infant Center offers a comprehensive, developmentally-based program that supports each child in reaching his or her individual potential. Our program is creative, nurturing, and utilizes theories and practices at the forefront of the field of Early Childhood Education. Our Preschool fosters self-confidence, independence, social competence, and academic readiness skills that provide children with a strong foundation for success in school and society. Our faculty partners with families to provide a "home away from home" that embraces the values and traditions of Judaism as well as secular learning.

Temple Sinai Personnel

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WE ARE AN EQUAL OPPORTUNITY CARE PROVIDER

General School Information

Definition of Family

In this handbook we refer to a family as a parent, legal guardian, sponsor or anyone else who provides for the well-being, best interest, and responsibility of the child in our care.

Code of Ethical Conduct

For an updated National Association for the Education of Young Children ("NAEYC") Code of Ethical Conduct form please go to naeyc.org. Copies of the Code of Ethical Conduct are also available in the Preschool Office.

Certification

Licensed by the Department of Human Services (DHS)
Keystone STARS 2

Hours of Operation

Child care services are provided from 7:30 AM to 5:00 PM Monday through Friday.

Holidays (Days We Are Closed)

Yom Kippur
Election Day
Thanksgiving
Christmas
New Year's Day
Dr. Martin Luther King Jr Day
President's Day
Passover (Erev - Day 4)
Memorial Day
Juneteenth
Fourth of July
Labor Day

*This is a general list, any other closings, including winter break and spring break, will be announced on our calendar. Jewish holidays are not listed if they fall on a weekend during 2023-2024.

Non-Discrimination

The Ann Newman Preschool and Infant Center offers equal educational opportunities for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, sexual orientation, special needs, or any other consideration made unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of all students.

Children are admitted without regard to race, culture, sex, religion, national origin, or disability. We welcome students with special needs so long as we reasonably accommodate those needs and provide a safe, supportive environment.

Admission & Enrollment

All admission and enrollment forms must be completed in full along with enrollment fee and first tuition payment paid prior to your child's first day of attendance.

A required registration fee of $300 is due at the time of enrollment. This fee is non-refundable/non-transferable. This fee will be deducted from your overall tuition.

Based on the availability and openings, our center admits children from 6 weeks to 5 years of age. The Ann Newman Preschool and Infant Center offers equal educational opportunities for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, sexual orientation, special needs, or any other consideration made unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of all students.

Inclusion

The Ann Newman Preschool and Infant Center believes that children of all ability levels are entitled to the same opportunities for participation, acceptance, and belonging in child care. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on his/her individual capabilities and needs. If your child has an identified special need, we will, to the best of our ability, and with help from the Montgomery County Intermediate Unit, support the child and family while the child is enrolled in our program. Due to concerns for the safety and well-being of all children, we reserve the right to only accept children whose IEP supports a large group setting.

We also require families to share with the School a copy of their child's Individualized Family Service Plan ("IFSP") or Individualized Education Program ("IEP") that will be kept confidential and only provided to people who need to know its contents (the School's Directors and the child's specific teachers and caregivers). It is critical that the School's Directors and a child's teachers/caregivers have access to the information in these documents so that they can adequately program for the child in our School and meet their needs. For the same reason, we also ask that families consent to allow our staff to communicate with any special education service providers who will be providing services to a child in the School's facility, during school hours.

Multiculturalism

Multiculturalism is vital for all children because it sets social goals and promotes respect for all people and the environment we inhabit. We utilize books, music, games, and a wide range of activities as aids to teach our children respect for our world and the diversity of life upon it.

Confidentiality

Unless we receive your written consent, information regarding your child will not be released to any third party with the exception of information that is required to be provided by our regulatory and partnering agencies and/or law enforcement agencies. All records concerning children at our program are confidential with the exception of those described above.

Family Partnership

Each family is a child's first teacher. We value families as partners in the growth and development of children in our program. We encourage parents and other family members to be involved in the program, visit children's classrooms, participate in events, and provide feedback on the program. We offer a variety of ways in which families can participate in helping us establish and reach our program goals including but not limited to class Shabbat happenings, Tot Shabbat programs, and annual parent-teacher conferences.

Preschool Jewish Education

Shabbat is the holiest day of the week. We set aside a portion of every Friday to learn about this special day. Children in the Two's, Three's, and PreK will have the opportunity to be the "Shabbat Star" during the school year. Following the service guests of the Shabbat Star are welcome to join the class for a challah snack and story. Similarly prior to major Jewish holidays time will be dedicated to educating our students about those holidays.

Birthdays

A birthday is a very exciting event in a preschooler's life. Outside food or treats are not permitted for birthday celebrations. The school will provide a special birthday treat for all children in the birthday child's class. Please refrain from giving your child's classroom teacher the responsibility of distributing birthday invitations in school. Invitations should be sent through the mail or e-mail. Please refer to the directory for the class e-mail list. Please be mindful of hurt feelings when planning and discussing birthday parties. Although we cannot require that parents invite every child in the class, we want to avoid situations in which children might feel excluded.

School Programs Offered

Infants/Toddler Program: 6 weeks to approximately 18 months

2's: The children in the two's program must be 24 months on or before September 14th.

3's: The children in the three's program must be 36 months on or before September 14th.

PreK: The children in the PreK must be 48 months on or before September 14th.

Class Placements

It is the policy of Ann Newman Preschool and Infant Center that the Director of Early Childhood Education, Educational Administrative Assistant, and teaching staff will make the decisions concerning a child's class placement (age level and specific teacher). To register for a specific class, a child must be the age of the class by September 14th. For example, to go into our two-year-old program the child must be two by September 14th of that year. Class placement is decided by various factors. Parents may offer insight into their child's individual needs; however, we cannot guarantee that requests for a certain teacher or class will be honored.

Staff Qualifications

Our teachers and caregivers are hired in compliance with the state requirements and qualifications as a base minimum.

Typical staff certifications are as follows:

Position Title	**Education/Certification**	**Experience**
Lead Teacher	Masters Degree, Bachelor's Degree, Associate Degree, or CDA in Early Childhood Education	2 Years
Assistant Teacher	CDA or related field experience	1 year

Teachers and caregivers participate in orientation prior to the beginning of the school year and ongoing professional development training in the areas of child growth and development, healthy and safe

environments, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism.

Our hiring of staff members does not imply our recommendation of them for other non-School related roles (e.g, babysitting, pet sitting). Our experience with them is in the school environment. Any arrangement between families and our caregivers outside the programs and services we offer is a private matter, not connected or sanctioned by Ann Newman Preschool and Infant Center.

Child to Staff Ratios

Children are always supervised. All caregivers receive scheduled breaks which reduce fatigue and help to ensure alertness. We maintain the following standards for child-to-staff ratios:

Age of Child to Staff / Source: Department of Public Welfare (DPW) of Pennsylvania

0-12 months 1 to 4

13-18 months 1 to 5

19-24 months 1 to 5

25-36 months 1 to 6

3-4 year olds 1 to 10

4-5 year olds 1 to 10

Source: Department of Public Welfare (DPW) of Pennsylvania

Communication

Daily Communications

Daily communication from the Preschool and Infant Center staff will keep you informed about a child's activities, experiences, and needs. We communicate about your child each school day through the app ProCare. Through the ProCare app you can send and receive messages from your child's teachers or directors, view pictures, and receive school and class-wide notifications.

E-mail

We encourage you to provide us with an e-mail address that you use regularly so that we may send you announcements, event invitations, newsletters, and general updates. The Director will send out weekly emails to the whole school. Teachers will also e-mail a weekly newsletter or update about the class' activities that week. Because e-mail is one of our main means of communication, it is imperative that you read the e-mails sent home. The School cannot be held responsible for any information you might miss that was included in our e-mail communications.

Facebook and Social Media

We encourage you to join the private Facebook page, "Ann Newman Preschool and Infant Center," which will contain updates and informal information. However, this Facebook page is not the School's primary or formal means of communication. All formal communication will be through email, Procare, or telephone.

Conferences

Family and teacher conferences occur yearly. During this conference, we will discuss your child's strengths, likes and dislikes, and styles of learning. We will work together to set goals for your child's growth and development. You may request additional conferences regarding your child's progress at any

time. We encourage you to communicate any concerns at these conferences but also at any time during the year.

Family Visits
Family participation is encouraged at designated times throughout the year. We encourage our families to join us or volunteer at opportunities that may be available throughout the School or in particular classes

Parent/Teacher Communication
Our School operates best when teachers and parents work together. The in-depth knowledge you have of your child makes you central to your child's learning process, and you are a very valuable resource for our staff. You are encouraged to share with the teacher what is happening with your child at home – the arrival of a new baby, separation or divorce, death of a loved one, tantrums, nightmares, etc., so we can understand your child better. Of course family information will be kept confidential as appropriate.

Parents may contact teachers through email, ProCare message, and/or by calling the school at 215-643-6513.

Cell Phone Usage
Please be mindful of your cell phone usage during drop-off and pickup times. Drop-off and pick-up times can be hectic, and for everyone's safety, we want to be sure that your attention is focused on your child.

Curriculum

Learning Environment
We provide a rich learning environment with curriculum that is developmentally appropriate to the specific ages in each classroom. We have a flexible day routine that allows children to advance at their own pace. We strongly believe that learning happens through play. Learning and exploring are hands-on and are facilitated through interest areas. Our program is designed to enhance children's development in the following areas: creativity, self-expression, decision making, problem-solving, responsibility, independence, and reasoning. We encourage diversity and the ability to work and play with others. Our comprehensive and developmentally-based program reflects the Pennsylvania Learning Standards for Early Childhood and the recommendations of the National Association for the Education of Young Children. Fundamentally, we rely on the theory of *Developmentally Appropriate Practice (DAP)* to guide our teaching and curriculum decisions.

Our innovative use of the Creative Curriculum and our enhanced programming allows us to include music/movement, science, social studies, Hebrew, math, language arts, and cooking as part of our daily activities with your children. We nurture and support your child as you would at home while providing them with a rich and comprehensive early learning experience. We focus on the *whole child* recognizing each child's individuality while supporting their development of self-esteem, social confidence, competence, cognitive abilities, and physical skills.

The authors of the Creative Curriculum define *Developmentally Appropriate Practice* in the following manner:

> *Developmentally Appropriate Practice* means teaching in ways that match the way children develop and learn to promote their optimal development and learning. Early childhood professionals make decisions about the education of children based on three types of information:
>
> 1. Child development and how children learn;

2. The individual strengths, needs, and interests of each child; and
3. Each child's family and community cultures

The Ann Newman Preschool and Infant Center covers all the essential areas of early childhood learning and academic readiness skills intertwined with a rich introduction to Jewish values and observances. Daily, our teachers infuse their programming with Jewish traditions and concepts and the Hebrew language. We are very proud of our creative, nurturing, highly educated, and dedicated staff. The Ann Newman Preschool and Infant Center maintains a strong commitment to individualized programming and inclusion opportunities.

Observation and Assessment of Children

The "Ages and Stages Questionnaire" is a developmental and social-emotional screening for children from one month to 5 ½ years. Highly reliable and valid, the "Ages and Stages Questionnaire" looks at strengths and trouble spots, educates parents about developmental milestones, and incorporates teachers and parents' expert knowledge about their children. It allows our teaching staff to gather initial information regarding each child in their class, which will help them create the necessary curriculum framework for their group of children. Information will be shared with parents from this tool. It is expected that each child is observed weekly through various means, including but not limited to anecdotal records, tally sheets, running records, photographs, and/or documentation charts.

Technology

Our normal daily routine does not include television watching but, from time-to-time, we may watch a show or movie to aid in your child's learning. Electronic media is limited and used in a developmentally appropriate manner. Internet sites and media are pre-screened to contain nonviolent, age-appropriate material.

Transitioning and Adjusting

Transitions

Your child's transition in child care should be a positive and exciting learning adventure. We will work with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced.

Transition from home to childcare

Prior to your child's first day, you will have an opportunity to tour the school, meet with your child's peers and teachers, and communicate any anticipated concerns.

Transition between learning programs

Children are transitioned to the next program based on age, developmental readiness, state licensing requirements, and space availability. During the transition, current and future teachers will meet with you to propose a plan to introduce your child into the new program.

Transition to elementary school

Transition activities such as reading books, classroom discussions, and special projects will provide you with information, what to expect, and ideas for how to talk to your child about going to elementary school.

Transfer of Records

When a child is transitioning to the next program setting or to a new classroom within the School, their records will automatically be transferred internally. When a child is transitioning to a new childcare center, program or school, the child's parent/guardian must submit a written request with instructions as to where the child's records should be sent.

Nap/Rest Time (Toddlers, Twos and Optional for Threes)
The School follows the American Academy of Pediatrics guidelines for safe sleep. Infants sleep according to their own schedule and are put to sleep on their backs. Cribs will contain crib sheets only and must be provided by the parents/guardians each week. Cribs will be labeled with your child's name and a visible notification about their rolling ability.

All 12-month-old to two-year-old children who remain in school past 1:00 PM will rest on individually-labeled cots. Families need to provide a crib sheet for the cot each week and have the option of also sending in a blanket and/or "lovey" for naptime. Some children choose not to sleep and in those cases we do not force a nap. Napping is optional for the three year-olds, but there will be a quiet rest time following lunch for children in the Threes classes. If your child does not nap there will be enrichment activities.

Toilet Training Policies
The most important factor in making the toilet learning experience successful and as low-stress as possible is a family/teacher partnership that supports the child. Research indicates that children cannot successfully learn how to use the toilet until they are physically, psychologically, and emotionally ready. We are committed to working with you to make sure that toilet learning is carried out in a manner that is consistent with your child's physical and emotional abilities and your family's concerns.

Most children are developmentally ready to begin toilet training between the ages of 2 ½ and 3 ½, however each child does develop at their own rate.

Children do not need to be potty trained at any time in the 2-year-old class. We change diapers when your child has a bowel movement, every 2 hours, and when they are extremely wet. We strongly encourage children to be toilet trained in their third year. All children are expected to be toilet trained before they enter the Pre-K class in September.

Children should be sent to school in underpants only after they have had two successful dry days in a row at home and have had consistent bowel movements in the standard toilet at home and be able to hold their bladder for 45 minutes. It is very important that your child be able to express their need to use the toilet in order to be successful at school. It is helpful to notify your teacher and discuss toilet training in advance of your child using the toilet. We will take newly toilet-trained children to the bathroom frequently.

When you feel your child can be successful at school, please send in a few changes of clothes and extra underpants, socks, and shoes if possible. Please place these in a labeled plastic bag. The teachers and Directors are available to answer questions at any time.

If a child has 3 accidents in a single day, we will put them in a pull-up for the duration of the day and they will need to meet the criteria of being potty trained before coming back to school in underpants.

Discipline and Behavior

Discipline
The Ann Newman Preschool and Infant Center is committed to each student's success in learning in a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our School works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the School community.

Our staff use thoughtful direction and planning ahead to prevent problems and encourage appropriate

behavior. We also communicate consistent, clear rules and involve children in problem-solving to help them develop their ability to become self-regulated. We encourage children to be fair, respectful of other people and property, and to learn to understand the results of their actions.

Challenging Behavior
We guide children to treat each other and adults with self-control and kindness. Each child has a right to:

- Learn in a safe and friendly place
- Be treated with respect
- Receive the help and support of caring adults

When a child becomes verbally or physically aggressive, we intervene immediately to protect all of the children. Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent and understandable to the child. We have zero tolerance for bullying. If you have any concerns about bullying or incidents that might appear to be bullying at any time, please report it to the School Director.

Physical Restraint
Physical restraint is not used or permitted for discipline. There are rare instances in which school staff might need to ensure a child's safety or that of others by gently restraining a child (gently holding the child only for as long as is necessary for control of the situation).

Notification of Behavioral Issues to Families
If a child's behavior/circumstance is of concern, we will communicate with the child's parents as the first step to understanding the child's individual needs and challenges. We will work together to evaluate these needs in the context of our program.

Once a child is identified by the classroom teacher to have some behavior issues, the classroom teacher will speak to the Director. The Director will conduct an informal observation of the child and make some suggestions. Particular strategies may be implemented at this point and the child's family will be notified to discuss the issues and proposed strategies. If the child's challenging behaviors increase or do not improve, we may ask the family to consult with the Montgomery County Intermediate Unit or with a child psychologist or board certified behavior analyst.

On rare occasions, a child's behavior may warrant the need for a family to find a more suitable setting for care.

Examples of such instances include:

- The child appears to be a danger to themselves or others.
- Continued care in the School could be harmful to, or not in the best interest of the child as determined by a medical, psychological, or social services personnel.
- Reasonable efforts have been made to reduce the child's interfering behaviors without success, and providing further accommodations would pose an undue burden or hardship on the School.

Biting Policy
Biting is a common issue in early child development. There are many reasons why children may bite, whether it is because they are fulfilling a need, coping with a challenging situation, or trying to communicate. Brief episodes of biting do not mean a child is having a social or emotional problem nor does it mean a family is to blame. It simply indicates that that child is going through that particular stage in their development. As with developmental stages, biting soon ends. In all cases of biting, our response

will be to care for the child who was bitten, to help the biter learn a more appropriate replacement behavior, to communicate with the child's family to determine why a child is biting and to find ways to support the child, and to examine our program to maintain an environment that is consistent with all of the children's needs. Our focus will not be on punishment but rather on effective techniques that address the specific reason for biting. In instances where biting has occurred, the School will notify the family of the child who was bitten as well as the family of the child who did the biting. We will not however share the child's identity with the other family.

Tuition and Fees

Tuition Payments
Temple Sinai is a nonprofit organization that operates the Ann Newman Preschool and Infant Center on the tuition fees for each child. Therefore, it is essential that tuition fees be paid promptly and regularly in accordance with your child's Enrollment Contract for the current school year.

Payment is always due in advance with no deductions or credits for any absences, illnesses, vacations, holidays, closures due to inclement weather, power outages, or other situations beyond our control. Children cannot trade days for illness, vacations, holidays or inclement weather.

We accept checks, money orders, cash, credit cards, and your financial institution's bill pay option. In order to ensure proper credit to your account, your check or money order should be made payable to Temple Sinai with your child's full name in the memo portion of the check and returned along with the tuition invoice/bill.

In order to register for the next school year, your tuition payments must be current according to your child's Enrollment Contract for the current school year. Tuition payments from the prior school year must be paid in full for a child to be permitted to attend summer camp or to attend school the following school year.

Extra Day Charges
Extra days may be purchased per day as long as there is room and appropriate staffing and approved by the center director at least 24 hours prior to the add-on day. Once add on days are approved they are non-refundable.

Extra Day Rates:

Infant Center	$175
Preschool 9am-1pm	$75
Preschool 9am-3pm	$110
Preschool 7:30am-5pm	$175

Activity Fee A non-refundable activity fee is due each school year in accordance with your child's Enrollment Contract. There are no refunds of activity fees for days missed due to illness, vacations, or school closings.

Security Fee A non-refundable security fee is due each school year in accordance with your child's Enrollment Contract. There are no refunds of security fees for days missed due to illness, vacations, or

school closings. Every family receives two key fobs to be able to enter the building during preschool hours. If you need a replacement fob you will be charged $25.

Attendance and Withdrawal

Absence
If your child is going to be absent from school, we ask that you please call the School office at 215-643-6510 ex. 113 or notify your child's teacher through ProCare. To ensure the safety of your child, we will attempt to contact parents that have not reported an absence.

Vacation
While we recognize the value of family vacations, the School does not provide credit for vacation days.

Withdrawal
A written notice 30 days in advance is required by the center when a child is being withdrawn from the School. Failure to notify the School will result in being billed for the next month.

Closing Due to Extreme Weather
Should severe weather or other conditions (i.e., snow, storms, floods, tornadoes, hurricanes, earthquakes, blizzards, loss of power, loss of water) prevent us from opening on time or at all, notification to the families will be announced via One Call, ProCare, and the Temple Sinai website (www.tsinai.com). If it becomes necessary to close early, we will contact you or your emergency contacts as soon as possible. Your child's early pick-up is your responsibility to arrange.

Termination of Child's Enrollment
Regrettably, there are occasionally reasons we terminate a child's enrollment from our program either on a short-term or permanent basis. We want you to know that we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being imposed.
Reasons for termination of a child's enrollment may include, but are not limited to:

- Failure to pay tuition and/or fees on time;
- Lack of parental cooperation;
- Repeated late pick-ups;
- Inability to meet the needs of the child;
- A child's behavior which threatens the safety or well-being of anyone at the Center;
- Verbal or physical abuse or threat by a parent or person transporting a child to and from the center;
- Possession or use of weapons on the School's premises; and
- Any other reason as deemed necessary for the safety and well-being of the School community.

If the Ann Newman Preschool and Infant Center terminates a family's contract effective immediately, the tuition deposit paid at the time of enrollment will be forfeited.

Drop Off and Pick Up

General Procedure
We open at 7:30 AM for early care. Please do not drop-off your child prior to the opening or prior to the time you registered for. If you are registered for a 9 AM start, please do not arrive before 8:50 AM. Parents are expected to accompany their children to the door. We close at 5:00 PM. Please allow enough time to arrive and leave by closing time.

Car Seats
Car seats may be left in the school wing entrance. Car seats must be labeled with the students name. Staff are not permitted to install or buckle in children to their cars/ car seats.

Late Pick-Up
We expect all children to be picked up on time. However, we understand that, on occasion, parents may be late picking up their child from the School. If you are going to be late picking up your child, please call or send a ProCare message to the School or teacher before pick-up or closing time. In the event that your child is still at School after pick-up or closing time and we have not heard from you, we will attempt to reach you at home or work. If you are unreachable, we will then call the emergency contacts listed on the Emergency Information Form.

Families who are more than 5 minutes late picking up their child from the School will be charged a late fee of a flat rate of $25.00 per child (after the 5-minute grace period). Repeated late pick-ups may result in child care services being terminated by the School.

Authorized & Unauthorized Pick-up
Your child will only be released to you or those persons you have listed as Emergency and Release Contacts. If you want a person who is not identified as an Emergency and Release Contact to pick-up your child, you must notify us in advance, in writing, email or procare message. Your child will not be released without prior written authorization. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of this policy. In order to safeguard your child, we will need copies of any court ordered custody agreements. Without a custody agreement, we are not able to prevent the release of your child to a parent. If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you and the contacts listed as Emergency and Release Contacts. Provisions will be made for someone to stay with your child as long as possible, but if after 2 hours we have not been able to reach you or a person listed as an Emergency and Release Contact, we will call the local child protective services agency.

Right to Refuse Child Release
We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another adult listed as an Emergency and Release Contact pick-up the child or we may call the police to prevent potential harm to your child. Recurring situations of this nature may result in child care services being terminated by the School.

Personal Belongings

What to Bring
Below are some guidelines, you will be contacted by your child's teacher for a more class specific list.

- Infants: enough clean bottles for a day's use, at least 6 diapers per day, and at least 2 changes of clothes, diaper cream as necessary, and crib sheets sent in weekly. All bottles must be labeled and dated.
- Toddlers: a sippy cup, six diapers and at least two changes of clothes, diaper cream as necessary, and crib sheets sent in weekly.
- Older Toddlers: at least two changes of clothes with socks ,at least 6 diapers per day, diaper cream as necessary, and crib sheets sent in weekly. Underpants if going through the toilet training program.
- Preschoolers: at least one change of clothes, underpants, socks, and shoes.

Please label all items brought from home with your child's name (i.e., clothes, bottles, diapers, pacifiers, crib sheet, blanket, etc.) to prevent items from becoming misplaced or lost. We are not responsible for any lost or damaged items

Toys from Home

We request that you do not allow your child to bring toys from home into the School unless they are part of a show-and-tell activity or requested for a special assignment by the teacher. If a younger child needs a special article for security, please discuss this with the teacher. Toy weapons, particularly guns, war toys, and other toys that promote aggressive play, are not permitted in school and will be unavailable for use in school if a child brings them in.

Clothing

Please dress your child in clothing that is suitable for running, climbing, and other vigorous activity, and that is appropriate for the weather. Because the children work with paint, clay and other messy materials, they should wear clothes that can be laundered easily.

Sneakers or shoes with rubber soles are required. For your child's safety we recommend that you do not send your child in flip flop shoes, open toe shoes, dress shoes, crocs, or sandals. Water shoes will be permitted in the summer during water play times only.

One particular aspect of concern is the risk associated with children's clothing that may become entangled with climbing or sliding equipment and could lead to choking or other serious harm. All drawstrings from children's clothing around the neck should be removed as a precaution.

Meals and Feeding

School Food Policy

The following are important facts about our lunch and snack policy:

- No meat (chicken, turkey, pork, or beef), shellfish, peanut, or tree nut products are permitted in lunches.
- Lunch should be clearly labeled with the child's name.
- All lunches will be refrigerated.
- The center will provide a kosher (according to Temple Sinai's kashrut policy), nut free morning and afternoon snack.
- Children will not be allowed to share food provided by the child's family. We do not allow any outside food to be brought into the school to be shared with the class.
- Leftover food will be discarded except for foods that do not require refrigeration and/or come in a commercially-wrapped package that was never opened.

Lunch Box Suggestions	
<u>Sandwiches:</u> Sunbutter and jelly Cream cheese and jelly Tuna salad Egg salad Smoked salmon and cream cheese Bagel and cream cheese or butter Grilled cheese	<u>Prepared foods:</u> served cold, food will not be warmed Pizza Mac and cheese Mini pancakes Waffles Fish sticks French toast sticks

Bean and cheese quesadilla	Veggie burgers
<u>Snack plate/ Bento Box Ideas:</u> Cheese, crackers, and fruit Hummus, pretzels, and cucumbers Nan bread, sauce, and cheese (pizza) Tortilla, cheese, salsa, and mashed black beans Yogurt (regular or coconut milk), fruit, and nut free granola	<u>Non-dairy suggestions:</u> Pasta salad with Italian dressing and veggies Mini egg muffins with various veggies Tortilla, sunbutter, and banana roll up Rice bowl with salmon and veggies Avocado roll sushi Pita filled with hummus and veggies Vegetarian “chicken” nuggets

Food Allergies

Prior to the beginning of the school year, parents of a child with food allergies will be asked to submit an individual food allergy action plan. In some cases, we may ask the food allergic child’s parents to supply their allergic child’s “safe” snacks. All children with a history of food allergies will be required to supply 2 Epi-pens if able - one to accompany the child (in the classroom, on the playground, etc.) and one to keep in the Director’s office. Food allergies can be life threatening and each child with a food allergy should have an action plan for emergency care completed by the family physician.

Meal Time

Everyone is expected to sit at the table. Children are encouraged to self-feed to the extent that they have the skills. Children are encouraged, but not forced, to eat a variety of foods that are packed for them. We do not have a “sandwich first” policy here. Whatever you pack for your child will be offered at the same time for them to make choices. Good table manners are modeled and encouraged. A caregiver who is trained in first-aid for choking is present at all meals. Please do not send in round firm foods that pose a choking hazard for children less than 4 years of age. These foods include: whole grapes, whole cherry tomatoes, popcorn, thickly spread sun butter, and hard candy. We encourage all food that could pose a choking hazard to be cut into smaller pieces.

Infant Feeding

Infant feedings follow these procedures:

- Infants will be held for bottle-feeding until they are able to hold their own bottle. Bottles will never be propped.
- Infants are fed “on demand” to the extent possible (at least every 4 hours and usually not more than hourly) and by infant center staff.
- Breastfeeding is supported by providing a place for nursing mothers to feed their babies.
- Expressed breast milk may be brought from home each day and frozen. Expressed breast milk may also be left in the Infant Center’s freezer.
- All breast milk and formula shall be returned to the child or discarded at the end of each day.
- Previously frozen, thawed breast milk must be used within 24 hours.
- Bottles must be clearly labeled with the child’s name and the date the milk was expressed or prepared.
- Frozen breast milk must be dated and may be kept in the freezer for up to 60 days.
- Labels on all milk/formula containers should be resistant to loss of the name and date/time when washing and handling.
- Microwaves will never be used to heat breast milk or formula.
- After 2 hours, all leftover contents from a breastmilk bottle will be discarded to avoid contamination, for formula all leftover contents will be discarded after 60 minutes.
- All bottles will be rinsed and sent home at the end of each day.

- Solid foods will only be introduced after a consultation with the child's family.

Health

Immunizations

All children attending Ann Newman Preschool and Infant Center are required to be fully immunized according to the current schedule recommended by the U.S. Public Health Services and the American Academy of Pediatrics and the Pennsylvania Department of Human Services. As our School is required by state law to report immunization data for all children attending, you must submit, prior to your child's first day of attendance, an up-to-date immunization history for your child. Please also provide updated immunization records (including the annual flu shot) throughout the year. Any child who fails to meet the immunization requirements will not be permitted to attend the center.

All caregivers, teachers, and staff are required to be current with all immunizations routinely recommended for adults by the Advisory Committee on Immunization Practices (ACIP) of the Centers for Disease Control and Prevention (CDC).

Physicals

Routine physicals are required according to the current recommendations of the American Academy of Pediatrics (www.aap.org). A copy of your child's physical should be received before your child begins school, but must be received no later than thirty (30) days after your child begins the program. Families are responsible for ensuring that their child's physicals are kept up-to-date and that a copy of the results of the child's health assessment is given to the program. Physicals are needed annually for all enrolled children.

Illness

We understand that it is difficult for a family member to leave or miss work, but to protect other children, you may not bring a sick child to the Center. The School has the right to refuse a child who appears ill. If your child requires non-prescribed medicine throughout the day in order to remain comfortable, they are likely not well enough to be at school and should remain home to rest and recover. You will be called and asked to pick-up your child if your child exhibits any of the following symptoms. This is not an all-inclusive list.

- Illness that prevents your child from participating in activities.
- Illness that results in greater need for care than we can provide.
- Illness that poses a risk of spread of harmful diseases to others.
- Fever (100.4°F or higher).
- Diarrhea
- Vomiting
- Mouth sores
- RSV
- Rash with fever, unless a physician has determined it is not a communicable disease.
- Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 1 school day.
- Impetigo, until 1 school day after treatment.
- Strep throat, until 1 school day after treatment.
- Head lice, your child must be treated and all nits are removed to return to school.
- Scabies, until 1 school day after treatment.
- Chickenpox, until all lesions have dried and crusted.
- Pertussis (Whooping Cough), until 5 days of antibiotics.
- Hepatitis A virus, until one week after immune globulin has been administered.
- Tuberculosis, until a health professional indicates the child is not infectious.
- Rubella, until 6 days after the rash appears.

- Mumps, until 5 days after onset of parotid gland swelling.
- Measles, until 4 days after onset of rash.
- Coxsackie (Hand, Foot, and Mouth Disease), until blisters are no longer open and other symptoms have improved.
- COVID-19 (following the CDC's recommendation).
- Has a physician or other health professionals written order that child be separated from other children

We will try to keep your child comfortable but they will be excluded from all activities until you arrive. If your child is sent home from school with a fever, vomiting, diarrhea, they must remain home from school the following day and until they are symptom free for 1 school day without medication.

Children who have been ill may return when:

- They are free of fever, vomiting, and diarrhea for 1 school day.
- They have been treated with an antibiotic for 1 school day.
- They are able to participate comfortably in all usual activities.
- They are free of open, oozing skin conditions, and drooling (not related to teething)
    - Unless: The child's physician signs a note stating that the child's condition is not contagious
    - The involved areas can be covered by a bandage without seepage or drainage through the bandage.

If a child had a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to our care is required. The School reserves the right to refuse to allow a child to return.

Allergy Prevention
Families are expected to notify us regarding children's environmental allergies. Families of children with diagnosed allergies are required to provide us with a letter detailing the child's symptoms, reactions, treatments, and care. A list of the children's allergies will be posted in the main area of the classroom. We are trained to familiarize ourselves and consult the list to avoid the potential of exposing children to substances to which they have known allergies.

Medications
All medications should be handed to a staff member with specific written instructions and medication log/release form for administration. Medications should never be left in the child's cubby, in their backpack, or with the child to administer on their own. Our staff will ensure that the medication is recorded along with the directions and proceed to dispense the medication as directed.

- **Prescription medications** require a note signed by the family and a written order from the child's physician. The label on the medication meets this requirement. The medication must include your child's name, dosage, current date, frequency, and the name and phone number of the physician. All medications must be in the original container (you may request pharmacies to fill your prescription in two labeled bottles). Please specify the dosage and time(s) to be administered for each medication.
- **Non-prescription medications** may be administered with written permission from a parent/guardian. We recommend including a note from your child's primary care physician with directions for use. Written permission should include your child's name, dosage, current date, and frequency, and all medications must be in the original container. Non-prescription medication should not be administered for more than a 3-day period unless a written order from a physician is provided.

- **Non-prescription topical ointments** (e.g., skin cream or teething gel), require a note signed by the parent/ guardian , specifying frequency and dosage to be administered as well as the length of time the authorization is valid which cannot exceed 12 months.

Sunscreen

Sunscreens. Parents should apply a broad spectrum (guarding against ultraviolet A and B) sunscreen to their children in the morning to protect against harmful ultraviolet radiation especially during the spring and summer months. Sunscreen does not last all day and needs to be reapplied prior to exposure, so please send in a broad spectrum sunscreen of your choice with your child, and to renew this supply as needed. A signed form from the family is required for sunscreen to be applied at the School. Teachers will apply in the afternoon as necessary.

Communicable Diseases

When an enrolled child or an employee of the School has a (suspected) reportable disease, it is our legal responsibility to notify the local Board of Health or Department of Public Health. We will take care to notify families about exposure so children can receive preventive treatments. Included among the reportable illnesses are the following:

- Bacterial Meningitis
- Botulism
- Chicken Pox
- COVID-19
- Diphtheria
- Heamophilus Influenza (invasive)
- Measles (including suspect)
- Meningoccocal Infection (invasive)
- Poliomyelitis (including suspect)
- Rabies (human only)
- Rubella Congenital and Non-congenital (including suspect)
- Tetanus (including suspect)
- H1N1 Virus
- Any cluster/outbreak of illness
- Tuberculosis

A full list of reportable illnesses can be found on the Pennsylvania Department of Health's website (https://www.health.pa.gov/topics/Reporting-Registries/Pages/Reportable-Diseases.aspx).

Safety

Extreme Weather and Outdoor Play

Outdoor play will not occur if the outside temperature/heat index is greater than 90 °F or less than 25°F degrees. Additionally, outdoor play will be canceled if the air quality rating is 50% or below. Outdoor play is an important part of the early childhood curriculum, and we consider the outdoors an extension of the indoor classroom. Toys, materials, and activities are also available outdoors to enhance the children's play experience.

Communal Water-Play

Communal, unsupervised water play is prohibited. Supervised children are permitted to engage in water-play. Precautions are taken to ensure that communal water-play does not spread communicable infectious disease.

Injuries
Safety is a major concern in child care and so safety inspections are completed inside and outside the center area in order to prevent injuries. First aid will be administered by a trained caregiver in the event that your child sustains a minor injury (e.g., scraped knee). You will receive an incident report outlining the incident and course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. Each classroom is equipped with a first aid kit meeting the state regulations. In the event of a serious medical emergency, the child will be taken to the hospital immediately by ambulance, while we will try to contact you or an emergency contact.

CPR/FIRST AID Training For Staff
The teachers and directors are CPR and First Aid-trained. Each year, training in CPR and first aid are made available to staff and student employees at no cost to the individual.

Respectful Behavior
All children and families will be treated with respect and dignity. In return, we expect the same from all of our families. We will not tolerate hostile or aggressive behavior. If this occurs, we reserve the right to ask you to control your behavior or this may result in child care service being terminated by the School.

Dog Policy

While we love doggies, young children are vulnerable to dog-related risks, including bites, allergic reactions, and unpredictable behaviour. To minimize these risks and ensure a safe, inclusive environment for all (dogs included) we cannot allow dogs into the school building, or playground effectively immediately. This policy does not apply to registered assistance dogs or other designated service animals. Thank you for your understanding and cooperation.

Smoking
The poisons in secondhand smoke are especially harmful to infants and young children's developing bodies, therefore all School property is a non-smoking area at all times. The use of tobacco in any form is prohibited on the School's premises.

Prohibited Substances
The use of alcohol or illegal drugs is prohibited on the School's premises. Possession of illegal substances or unauthorized potentially toxic substances is prohibited. Any adult who appears to be inebriated, intoxicated, or otherwise under the influence of mind altering or polluting substances is required to leave the premises immediately.

Dangerous Weapons
A dangerous weapon is a gun, knife, razor, or any other object, which by the manner it is used or intended to be used, is capable of inflicting bodily harm. Families, children, staff or guests (other than law enforcement officers or security) possessing a dangerous weapon will not be permitted onto the premises. In cases that clearly involve a gun, or any other weapon on our premises, the police will be called and the individual(s) involved will be immediately removed from the premises. This policy applies to visible and concealed weapons.

Child Custody
Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

Suspected Child Abuse
We are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may conduct an investigation. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. Our School will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

Emergencies

Lost or Missing Child
In the unlikely event that a child becomes lost or separated from a group, all available staff will search for the child. If the child is not located within 10 minutes, the family and the police will be notified.

Fire Safety
Our Center is fully equipped with all fire safety items including alarms, lights, and rolling cribs. Fire drills happen every 60 days and all children and staff participate in them. Our fire evacuation plan is reviewed with the children and staff on an annual basis.

Emergency Transportation
In the event your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and the need for transportation is essential, an ambulance will be called for transportation. A proper escort will accompany and remain with the child until a family member or emergency contact arrives.

Evacuation Notification
In the event that the building needs to be evacuated for any emergency reason, parents will be notified through ProCare and if possible our OneCall calling system.

Family Engagement

The Ann Newman Preschool and Infant Center Parent Teacher Organization (PTO)
We invite you to join this group of dedicated and hard-working parents who support our preschool. You will make lifelong friendships and enhance the programming that we provide for your child. You can help with our weekly challah or hot lunch program, assist with a Shabbat Happening or Havdalah Happening, help organize our family Shabbat Dinner, assist with a fundraiser, or plan an activity for our children and their families.

Room Parents
Room Parents assist the classroom teachers as needed. Among other things, they arrange for parent volunteers, assist with holiday collections and inform parents of special events. Room parents help promote events happening in the school.

Visitors
Parents are always welcome in our preschool. Siblings and other children may not visit the classroom unless accompanied by an adult. Parents **must** notify the Preschool office if anyone (grandparents, relatives, close family friends, etc.) is coming to visit your child in the Preschool. Parents with children who will be receiving services from an outside provider must approve the meeting before the specialist

can visit the child. The specialist must check in at the Main Office before entering the Preschool classroom.

Ann Newman Preschool and Infant Center Handbook Acknowledgement

I/We have read the Parent Handbook of the Ann Newman Preschool and Infant Center. I understand the policies and procedures that are outlined in the Parent handbook. I was given the opportunity to go over any questions or concerns with the Ann Newman Preschool and Infant Center Director of Preschool.

NAME(S) OF CHILD(REN) ENROLLED:

_____ _____

SIGNATURE(S) OF PARENT(S):

_____ _____

DATE

_____ _____

DATE