

HOURS

Gan Yeladeem Learning Center, the David H. Meyer Children's Center, is open Monday through Thursday from 7:00AM till 6:00PM and Friday from 7:00AM till 5:30PM. Children are walked to their classroom by a parent and must be accompanied by a parent or adult at all times in our school.

LATE PICK-UP CHARGES

There will be a late pick-up charge of \$20.00 for every 15 minutes or part there of, after the end of your child's day. This charge is payable directly to the teachers. There will be NO exceptions to this policy. Lateness is determined by the Gan clocks. We request that you do call if you are going to be late but the fee will be charged regardless.

Children in the half (8:30-12:30) or full (9AM – 3PM) day program must be picked up at the end of their day or the late fee will be imposed. If prior notice is given to the Director, children in the half or full day program may occasionally arrive early or stay late. The fee for this service is \$7.00 per hour or part thereof.

PART TIME ATTENDEES

Parents of part time attendees are allowed to choose the days that their child(ren) attend. These days are to remain consistent and may not be changed without the permission of the Director. Part-timers may not switch days because of illness, vacation or scheduled closed days. Days may be added at an additional charge.

PAYMENTS

The tuition payment for child care is a monthly fee and is to be paid on the first day of the month. If the first day of the month falls on a weekend, payment is due on the Friday before the last day of the month. If your child does not attend on a day that is either the Friday or the last day of the month, your payment is due on the last day your child attends that week. Please note that there will be no reduction in fees for sick days or vacation weeks.

LATE PAYMENT POLICY

Payment is due on the first of the month for the coming month. There is a "grace period" until the 5th of the month. Payments received after the 5th of the month will be considered late and a late fee of \$10.00 for each day your payment is not received will be imposed. There will be NO exceptions to this policy.

WITHDRAWAL FROM THE CENTER

A minimum of two weeks notice is required if you choose to withdraw your child from The Gan. This **MUST** be in writing and payment for the last two weeks **MUST** accompany the letter.

CENTER CLOSINGS

The center may be closed during inclement weather. The center may have delayed openings. A delayed opening will be at 10:00AM. Center closings and delayed openings are announced via email. If the center must close early due to inclement weather or another emergency, parents will be notified by the staff. If we are unable to contact a parent, we will call your emergency contact list to pick up your child. Please be sure that you or someone on your emergency list is able to pick up your child within 30 minutes.

HOLIDAYS

The center will be closed for the following federal holidays every year:

- Labor Day
- Thanksgiving Day and the Day After Thanksgiving
- Christmas Day
- New Year’s Day
- Martin Luther King, Jr. Day
- President’s Day
- Memorial Day
- Independence Day

If a holiday falls on a weekend, the center will close on the Friday before or the Monday after the holiday. The closing date will be posted.

In addition to the above listed holidays, the center will be closed for the following Jewish holidays:

- Rosh Hashanah
- Yom Kippur
- Sukkot (1st day only)
- Simchat Torah
- Passover (1st and last days only)
- Shavuot

A current calendar will be distributed in August and is available from the Director at other times.

FOOD POLICY

We do not allow any pork or shellfish in the Temple.

If your child arrives before 8:30AM, we will gladly serve him/her the breakfast you supply. All children will bring a lunch each day. Please include a drink in your child’s lunch. Two snacks will be provided for children in the Waddler, Toddler and Preschool classrooms daily. A drink will be provided with snack. We ask that you send spill proof sippy cups for the waddlers and toddlers. If your child is in the infant room, you must send in all food and drinks for your child.

If you child has food allergies, you are responsible for providing ALL food and drinks for your child.

METHOD OF COMMUNICATION POLICY

Gan Yeladeem Learning Center uses email, phone and txt messaging to correspond with Parents.

WHAT TO BRING

- 1) a complete change of clothes, including underwear and socks
- 2) a smock
- 3) bedding for nap mat or port-o-crib that will be sent home weekly for laundering
- 4) a blankie or lovey for nap time, if your child likes one for sleeping (Waddlers, Toddlers & Pre school only)
- 5) diapers, wipes and diaper cream or Vaseline for infants/ toddlers
- 6) a small lunch box with an ice pack

Please label everything your child brings to the center!

THE RELEASE OF CHILDREN

We care deeply for the safety and well being of all the children at the Gan. Therefore, we will strictly follow the policy below for the release of children.

Children will only be released to persons known to the teachers at the center or those on your child's emergency contact list. If the person picking up your child is not known to the teachers, ID will be required from that person. If your child is to be released to someone not on the emergency contact list, a note must be sent to the center in the morning.

In the event that a parent is late picking up a child, every effort will be made to contact the custodial parent or authorized person. The child will be supervised for one (1) hour after closing. After one hour, the center will notify the Child Abuse Hot Line (800-792-8610) to seek assistance in caring for the child until such a time that the custodial parent or authorized person can care for the child.

A child will not be released to the custody of a parent or authorized person who is judged by the staff to be impaired, as it would place the child at risk. Should this occur, the following procedures will be followed:

- the child will not be released to an impaired individual
- contact the other parent or authorized person
- if alternative arrangements can not be made, the Child Abuse Hot Line will be contacted to assist in caring for the child (800- 792-8610)

THINGS TO REMEMBER

- 1) If your child will not be attending child care or preschool for any reason, please call the center by 9:00AM.
- 2) We encourage a hands-on atmosphere throughout preschool. This means getting messy and dirty. Please dress your child in comfortable clothing suitable for playing and discovering. If you are afraid an outfit may get ruined, DO NOT send your child to the center in it!
- 3) Candy, gum, soda or excessively sweet snacks are inappropriate for the center. Please refrain from sending these items with your child.
- 4) When you pick up your child at the end of the day, we ask that you encourage your child to help clean up what he/she was playing with. It's the menschlich thing to do!

PARENTAL INVOLVEMENT

The Gan has an "open door" policy. Parents are always welcome at the center at any time. There are many daily activities and special events that parents are encouraged to participate in here at the Gan. Parental participation is linked to positive school experiences and success for young children, so come in often and be involved in your child's first school experiences! In addition, parents will be asked to

participate in fundraising events. Fundraising is essential to our program as it supplements our funds and enables us to purchase items that are not normally budgeted.

BIRTHDAY CELEBRATIONS

A birthday is a very special time for your child. We welcome classroom celebrations. Please discuss your plans with your child's teacher at least one week before the planned celebration.

- Please be considerate of children's religious observances, including Kashrut, and plan parties at times other than Shabbat and/or with Kosher food.
- As part of the Jewish environment we are encouraging for our children at the Gan, we are asking you to please send in only Kosher snacks for your child's birthday. **These may not be home baked.** Some suggestions include Entenmanns's cakes, Drakes cakes, Munchkins from the Highland Park Dunkin Donuts or from a Kosher bakery.
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The teacher reserves the right to return food items if not properly marked.

- Goody bags, balloons, outside entertainment, and pizza are generally not a part of our in school celebrations. Our teachers plan something extra special for each celebration.
- We have a "Birthday Books" program in honor of your child's special day. You may choose a new book for your child's classroom. A special bookplate with your child's name is placed in the book and parents may come in to read the book as part of the Birthday celebration.

JEWISH HOLIDAYS

As a Jewish daycare/ pre-school we only observe Jewish, Israeli, and American holidays. The holidays of Halloween and Valentine's Day are not celebrated. As such, no candy or cards can be sent in or distributed at school for either of those or any other non-Jewish holiday.

TOILET TRAINING POLICY

We believe that toilet training is learned like any other skill – only when the child is developmentally ready to do so. We will participate in the toilet training of your child when your child exhibits ALL of the following signs of readiness:

- 1.) Child shows an interest in using the toilet
- 2.) Child can verbally tell the teacher that he/she needs to use the toilet
- 3.) Child stays dry for at least two hours at a time
- 4.) Child can pull his/her pants up and down by him/herself

Children will remain in the Toddler room until they have successfully mastered toileting at least 90% of the time. Toilet training should begin at home over a weekend.

Pull-ups will only be used at nap time. During the rest of the day, we prefer that children wear heavy cotton training pants with rubber pants on top. You will need to send a minimum of 6 pair a day, to start, along with multiple changes of clothes. The children will be asked to participate in changing their clothes when they soil themselves after the first few weeks of training. Please remember that toilet training can be a very stressful experience for the child, parent and teacher! Patience and a good sense of humor will make it less stressful for all involved!

HEALTH REGULATIONS

All children are required to have a physical examination by their doctor each year. The center must have an updated immunization record for each child every year. Medical records are due a minimum of two days prior to the first day a child starts.

ILLNESS POLICY

Children with the following illnesses or symptoms **MAY NOT** attend the center:

- Severe pain or discomfort
- Acute diarrhea (two or more episodes of loose bowls constitutes diarrhea)
- Acute vomiting (one episode of vomiting)
- Temperature of 100.5 or higher
- Sore throat
- Severe coughing
- Skin rashes, excluding diaper rash
- Infected, untreated skin patches
- Severe congestion
- Swollen joints
- Visibly enlarged lymph nodes
- Stiff neck
- Red eyes with discharge (conjunctivitis)

Children must be free of fever, diarrhea, and vomiting for **24 hours** before returning to the center. Children may not return to the center until they are eating and digesting their normal diet. Children with strep throat or conjunctivitis must be on medication for **24 hours** before returning to the center. Children experiencing other illnesses must be symptom free before returning to the center. A physician's note may be required stating that the child poses no serious health risk to other children before he/she is re-admitted to the center.

If a child becomes ill during the day, the parent will be notified to pick up the child immediately. If we are unable to contact a parent, we will contact someone from the emergency contact list to pick up the child. Sick children will be isolated until they are picked up.

Please understand that we care very deeply about the health of all our children. **Therefore, this policy will be strictly enforced!**

MEDICATION

If medication must be administered to your child during the day, you must fill out and sign the medication record in your child's classroom. Over the counter medication will not be administered without a doctor's note. Prescription medication must be brought to the center in its original container with the label on the bottle. Please supply a medicine dropper or cup, as well.

BEHAVIOR AND DISCIPLINE POLICY

At Gan Yeladeem Learning Center, the children are taught how they *should* behave rather than being told what they cannot do. We emphasize the need to behave safely and we help our children to learn the difference between safe and unsafe behaviors. If a child acts in a manner that is unsafe to him/herself or others around them, they are asked to stop that behavior. Behaviors are identified without making the children feel they are “bad”. Conversations between the teacher and children are loving in tone and deed. Our teachers model appropriate classroom behavior so our children may emulate them.

The children are encouraged to follow the routines of the class. The teachers set limits for the children. We all make mistakes. Sometimes a child may need to sit close to the teacher or away from the other children if he or she is unable to interact with the other children in the classroom appropriately. The child is encouraged to tell the other children how he or she feels about a certain behavior, and the teacher also tells the child how he or she feels about the behavior. Children are encouraged to work out their differences verbally and independently. The teachers and director are available to speak with parents about their child’s behavior at school or at home. As children develop, they will learn the skills they need to interact positively with their teachers and peers.

Children do need to understand that there are consequences to their behavior whether it is negative behavior or positive behavior. The following policy was developed for those children who, for whatever reason, are unable to respond positively to the above discipline policy.

We will facilitate the development of self-control in children by treating each child with dignity, using techniques that:

- Set clear, consistent, fair limits
- Value mistakes as learning opportunities
- Redirect children to more appropriate behavior
- Listen to children discussing their feelings and frustrations.
- Guide children to solve their own conflicts.
- Patiently remind children of rules and their rationale as needed.

Inappropriate behavior is defined as:

- Any repeated act of aggression that puts another person at risk of being hurt, such as biting, scratching, hitting, pushing, or throwing objects.
- Any repeated behavior that requires an inordinate amount of time by the teacher away from the classroom routine and the other students, such as fighting, destruction of classroom property or an inability to follow classroom rules and routines, especially those regarding safety.

- Language may also be used inappropriately by children at times. Language that is threatening, violent, disrespectful or mean-spirited is inappropriate.

When inappropriate behavior occurs, the following steps may be taken, as needed:

1. The child is removed from the activity in which he/she is participating and is told to choose another activity.
2. The child is seated next to a teacher or by him/herself until he/she is able to display self control.
3. The child's behavior is documented on an Unusual Incident Report and/or an Accident Report (if warranted). The report is signed by the teacher, the Director, and the parent and placed in the child's file.
4. The parents are called to keep them informed of the child's situation.
5. Parents are called in for a conference with the teacher and the director to discuss a behavior modification plan for the child.
6. The Director reserves the right to make a recommendation for the child to be evaluated by a specialist (behavioral, developmental or psychological) in order to continue in the center.
7. The Director reserves the right to expel a child who continually puts him/herself or others at risk or if a parent refuses to seek outside assistance for the child upon the Directors recommendation.

Expulsion Policy

Unfortunately, there are sometimes reasons we have to expel a child 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 enforced. The following are reasons we may have to terminate or suspend a child from this center:

Immediate Causes for Expulsion:

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

Parental Actions:

- Failure to pay/habitual lateness of payments
- Failure to complete required forms including child's immunization records
- Physical or verbal abuse of staff
- Habitual lateness of pick up of child(ren)

Child's Actions:

- Failure of a child to adjust after a reasonable period of time
- Uncontrollable tantrums/angry outbursts
- Ongoing physical or verbal abuse to staff or other children (see above)
- Excessive biting (in children over 3 years of age)

Schedule of Expulsion:

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

A Child Will Not Be Expelled:

If a child's parent(s):

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

Without giving the parent sufficient time to make other child care arrangements.

Proactive Actions That Can Be Taken in Order to Prevent Expulsion:

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

TECHNOLOGY POLICY - Gan Yeladeem Learning Center will use TV's , Laptop computers and I-pads, on occasion only for educational programming as part of our curriculum. Any technology that is used as an educational tool is viewed previously by educators before being shown to the children. Technology use will not exceed more then 30 min.

