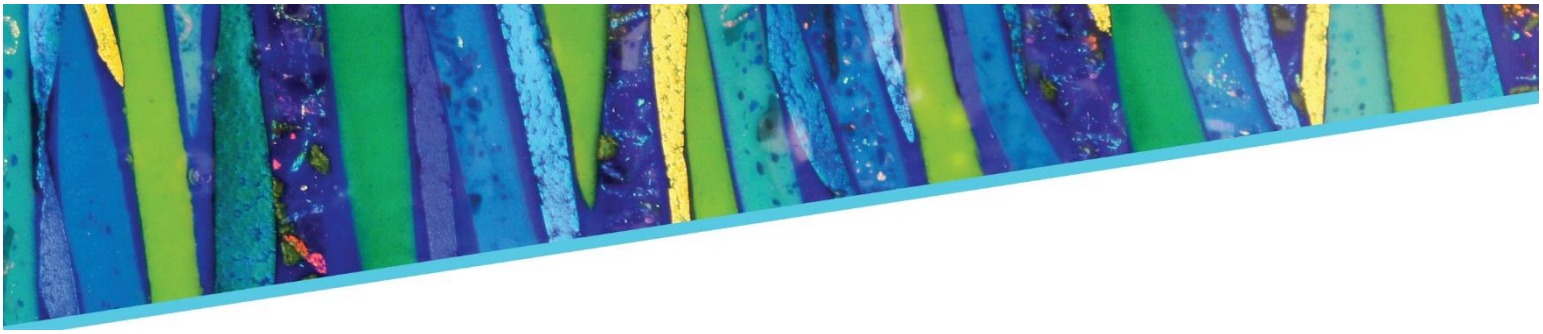

Temple Emanu El Preschool's

Parent Handbook

7/15/25

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Welcome

Since 1987, Temple Emanu El Preschool has provided quality childcare and a nurturing learning environment to help our students and families thrive. Since moving from our University Heights facility to our current home in Orange Village, we have continued to develop a values-based introduction to the Jewish religion and a play-based approach to early education. We collaborate daily with our families to create an individualized experience to meet the unique needs of each of our students. We serve families of many different shapes and sizes, so for the purposes of this handbook, we will use the term parent to refer to the caring, custodial adult(s) legally responsible for the student in our care. We look forward to working with you and your child as we continue to grow together!

Mission Statement

At Temple Emanu El Preschool, our mission is to nurture the whole child through a play-based learning approach that inspires curiosity, fosters creativity, and cultivates a lifelong love of learning. We are committed to creating a warm, inclusive, and supportive environment where children feel safe, valued, and empowered to explore the world around them.

Guided by the principles of Conscious Discipline, we prioritize the social and emotional development of each child, helping them build strong self-regulation, empathy, and problem-solving skills. We believe that learning is most meaningful when rooted in positive, trusting relationships, and we strive to form deep, responsive connections between teachers and students.

We recognize that families are a child's first teachers and essential partners in their educational journey. Through ongoing communication and collaboration, we work hand-in-hand with families to ensure each child's unique strengths are honored and nurtured.

We proudly weave Jewish values, traditions, and celebrations throughout our curriculum, enriching our learning experiences and strengthening our families' connection to Jewish life and community. Through this integration, we help children build a strong sense of identity, belonging, and purpose.

Our goal is to help every child feel confident in their abilities, capable of growth, and connected to a caring community that celebrates their individuality and potential.

Curriculum

We use the Creative Curriculum, a comprehensive, research-based curriculum that emphasizes the importance of inquiry and exploration. In alignment with Ohio's Early Learning and Development standards, our curriculum addresses social-emotional, cognitive, and physical development to foster curiosity and encourage a love of learning. Our teachers build lesson plans based on every student's needs, interests, and abilities. They create activities that will engage each student at their individual developmental level to scaffold their experiences and guide them towards their goals.

The Preschool hosts Parent-Teacher Conferences twice each academic year. We utilize the Ages and Stages Questionnaires along with the Creative Curriculum Gold Assessments to monitor progression towards developmental milestones. Additional conferences or referrals may be given if a concern regarding a student's progress arises. If needed, the results of our assessments can be shared with outside parties with a signed release of information from the student's parents. In accordance with Step Up to Quality, screening and assessment results may be shared with Ohio Department of Children and Youth and Help Me Grow. Our doors are always open should you need to talk about any aspect of your student's growth. Please do not hesitate to call or come by to see us.

Our Jewish curriculum provides a values-based introduction to Judaism, creating daily routines that celebrate core Jewish principles. Using the Fingerprints Curriculum developed by the Jewish Education Center of Cleveland, our Jewish Education Coordinator and Rabbi work with teachers to generate classroom experiences that weave cultural and spiritual customs into our everyday learning.

Screentime

Each classroom at Temple Emanu El is equipped with a tablet for tracking student activities, documenting progression, and use in curriculum activities. Classrooms serving students from 6 weeks- 30 months have a no screen time policy. Students 30+ months may watch

short, vetted videos from trusted sources as an educational tool in relation to the lesson plan. At no time will students be permitted to interact independently with a tablet or other similar electronic devices.

Brightwheel

Brightwheel is a preschool and childcare management software that integrates real-time communication, classroom management, digital attendance, and activity documentation. Students will be added to Brightwheel when entering the program. Teachers will record diaper changes, meals, naps, activities, and photos on each student's feed daily. Teachers and parents can communicate through the messaging feature of the app. Alerts and reminders from administration can also be sent via Brightwheel and email. Parents should check Brightwheel daily for communications regarding student needs.

Family Involvement

Parental involvement is integral to the success of our Preschool and to students' learning. We encourage questions and welcome families to join us for parent committee meetings, holiday celebrations, and Friday morning Shabbat services.

Each parent and employee can freely contact administration when assistance is needed with problems or concerns related to the program. Parents should check Brightwheel, bulletin boards, student's book bag, and student's cubby daily for information, events, and updates. Temple Emanu El encourages frequent communication and collaboration between teachers and parents.

Behavior Management

Our approach to behavior management is grounded in positive guidance and modeling of desired behaviors. We do not rely on punishment or use physical force. The teachers and administration are certified in Conscious Discipline and implement this framework in each classroom. Teachers demonstrate appropriate behaviors to students, help students to identify emotions, and provide productive means of expression. Teachers set developmentally appropriate limits and expectations within the classroom for the safety of all students. Conflicts within the classroom are addressed by communicating feelings, problem solving, and encouraging

cooperation. If needed, students may be removed from activities and assisted in regulating their emotions and behaviors before returning to classroom activities. Students always have the option of visiting the designated quiet area of their class to regain control of their emotions. Use of prohibited means of discipline is cause for immediate dismissal. These include, but are not limited to, corporal punishment, confinement, verbal abuse, and/or humiliation.

Should a pattern of behavior that disrupts the learning environment develop, administration, teachers, and parents will meet to develop a behavior plan. Every attempt will be made to correct disruptive behavior. Should the behavior continue and affect the safety of other students or staff, the child may be suspended or expelled from the program. Any student who is displaying emotional trauma beyond our areas of expertise will be required to receive outside help at the parents' expense to remain enrolled. If after a period of time (to be determined by administration, teachers, and outside professionals) no improvement is seen, the student may be removed from the school.

Suspension and Expulsion

Temple Emanu El Preschool believes that continuity of care is key to a child's learning. As such, every effort will be made to avoid suspension and expulsion from the Preschool. However, there are several scenarios that may result in suspension of Preschool services and/or exclusion from the Preschool if left unaddressed. These scenarios include but are not limited to:

- Students or parents causing serious harm to themselves or others
- Intentional damage of school property by students or parents
- Students or parents carrying onto Temple premises a firearm, or any other weapon
- Students or parents carrying onto preschool premises controlled or illicit substances
- Patterns of behavior affecting the safety of other students or staff
- Failure to provide required documentation

- Failure to provide documentation of required vaccinations or exemptions
- Failure to adhere to policies described in the Parent Handbook
- Unruly or aggressive behavior exhibited by parents within the Preschool
- Outstanding tuition payments

Enrollment

Registration

To register a student at Temple Emanu El Preschool, the family will first tour the school and review the Parent Handbook. Following the tour, a financial agreement detailing the student's schedule and tuition is signed, and registration fees are paid. These fees include a one-time, non-refundable $50 registration fee, the first full month's tuition, and a $500 security deposit. Once the financial agreement is completed and fees are paid, the child's spot in the program is reserved. Registration will occur on a first come first served basis. Space in the preschool will not be held until a completed financial agreement and deposit are received. Students are enrolled on a continuous basis. Changes to schedule can be made based on availability in the child's classroom by emailing the ECE Director. Temple Emanu El requires written notice of withdrawal 45 days prior to the student's last day in the program. The security deposit will be held until the student exits the program and will be applied to the final tuition statement. If a notice of withdrawal is received less than 45 calendar days prior to the student's last day, the security deposit will be forfeited. Temple Emanu El will happily transfer records to a new school upon written request with a signed release of information. Prior to a student's first day, new students will be offered the opportunity to visit the classroom to allow parents to conference with teachers regarding their student. Please note that this process may differ for seasonal enrollments.

Required Enrollment Information

Prior to a student's first day at Temple Emanu El Preschool, parents must complete and return a Child Enrollment and Health Information for Child Care form (JFS 01234), a Child Medical Statement for Child Care form (JFS 01305), and a Family Information for Step Up to

Quality form. Students in the infant program are also required to complete a Basic Infant Information for Child Care form (JFS 01218) prior to their first day. Please note that parents must grant Temple Emanu El permission for emergency transportation on their student's Child Enrollment form (JFS 01234). Students with medical conditions or specific instructions for physical care will need a completed Child Medical/Physical Care Plan for Child Care (JFS 01236). Any medication to be administered by teachers, including prescription medications, over the counter medications, and topical products require a Request for Administration of Medication for Child Care (JFS 01217). These forms are required to be updated at least annually or more often should the student's personal information change. Failure to provide the above forms can result in suspension of Preschool services. It is the responsibility of the student's parents to alert administration to changes in personal information for the safety of each student in our care.

Immunization records must be attached to the Child Medical Statement for Child Care form (JFS 01305). Temple Emanu El Preschool requires the following immunizations to attend unless a religious or medical exemption is documented in the student's file. Failure to provide documentation of these vaccinations, including an annual Influenza vaccine may result in suspension of Preschool services and/or exclusion from the Preschool.

- Varicella
- Diphtheria.
- Haemophilus influenzae type b.
- Hepatitis A.
- Hepatitis B.
- Measles.
- Mumps.
- Pertussis.
- Pneumococcal disease.

- Poliomyelitis.
- Rotavirus.
- Rubella.
- Tetanus.
- Influenza (annually)

Photo Release

Parents will be asked to sign a photo release. Indicating whether their student's image can be posted to Brightwheel and/or used in media release for promotional use by Temple Emanu El Preschool. These permissions can be changed at any time. No student photo will be used without written permission.

Custodial Arrangements

If a court has ordered custody arrangements, the custodial parent or legal guardian must provide a copy of the court order to the Preschool. If there is a change in a student's home living situation, Preschool administration should be informed immediately.

Authorized Adult

An authorized adult is an individual who has permission from a student's parent(s) to pick up the student from the Preschool. If a parent will not be collecting the student at dismissal, they must designate an authorized adult for pick up. The designee will be asked for photo identification before the student will be released to their care. Notification must be given every time an authorized adult is to pick up the student. In the event that pick-up plans change during the day, a parent must notify the Preschool. Only parents may authorize a change to the designated pick-up person.

Individuals authorized to pick up a student on a regular recurring basis should be added to the student's Brightwheel profile and a schedule shall be provided to administration detailing when an authorized adult is permitted to pick up. A parent must notify administration if there is to be a deviation from this schedule. Authorized adults will be asked for photo identification until teachers recognize the adult by sight.

For your child's safety, if an individual comes to pick up a student without authorization from a legal guardian, the student **will not** be released. Preschool administration will contact the student's legal guardian to verify permission to pick up. In the event the parents cannot be reached, the child **will not** be released to the unauthorized individual. Preschool administration will continue to try and reach the parents to inform them that the student is still at school. In the event of a student not being released, the student's legal guardian will be responsible for any late fee incurred (see page 15).

Adherence to this policy is paramount to the safety of our students. It will be strictly enforced to ensure that students are not released to an unapproved person and that their whereabouts and well-being are accounted for at all times.

Temporary Caregivers

If parents are unavailable for an extended period and an alternative caregiver will be responsible for the student, a letter must be provided to Preschool administration indicating who is responsible for the student, the period of time they will be providing care, give permission for the indicated caregiver to make decisions on the legal guardian's behalf, and provide contact information where this person can be reached. This designates the caregiver as the student's decision maker only during the indicated time period. Should all parents be further than 1 hour travel time from the Preschool and/or unreachable during the day, a temporary caregiver should be designated.

Payment

Preschool tuition is billed monthly at the start of the month. The credit card provided on the financial agreement is kept on file to be charged automatically on the first of the month. MasterCard, Visa, Discover, and American Express are all accepted by Temple Emanu El. Parents will receive a statement approximately 10 days in advance detailing monthly tuition, late charges, and any additional fees incurred. Any discrepancies should be brought to the attention of administration immediately for reconciliation. It is the parent's responsibility to keep an updated credit card on file for tuition payments. For those who are not paid in full by the 1st of the month, an email will be sent informing the family that payment has not been made. The

account is considered delinquent as soon as payment is missed, or payment is declined. Payments not received by the 5th business day of the month will result in suspension of Preschool services and/or exclusion from the Preschool. The student may return if space is available and past payment is made along with a $50.00 delinquency fee. Parents will be responsible for any fees incurred related to collection or legal action.

Operations

Hours and Days of Operation

Temple Emanu El offers yearlong programming Monday-Friday from 7:30 am-6:00 pm. We close for the following religious and secular holidays:

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Juneteenth
- Independence Day
- Memorial Day
- Labor Day
- Thanksgiving
- Friday after Thanksgiving
- Christmas
- Rosh Hashanah
- Yom Kippur
- Sukkot
- Simchat Torah
- Passover

- Shavuot

On the day preceding Thanksgiving, Rosh Hashanah, Yom Kippur and Passover, the Preschool will close at 12:30 pm. The Preschool will also be closed for a day between the school year session and the summer camp session, 3 days between the summer camp session and the school year session, and for winter break. See annual Preschool calendar for dates.

Delays and Closures

Temple Emanu El provides an annual calendar noting the dates of all scheduled closures. In the event of heavy snowfall or severe winter weather that causes closure of Orange City Schools, Temple Emanu El Preschool will delay opening until 9 am. Preschool administration will continue to monitor road and weather conditions to determine if additional delay or closure is necessary. In the event that Temple Emanu El must close due to weather related events, loss of utilities to the building, epidemic of communicable disease, insufficient staffing availability, or other circumstance that would inhibit the safe provision of Preschool services, a Brightwheel Alert will be sent to all parents with as much notice as possible. Refunds will not be issued due to unexpected closures or delays.

Schedule

Our infants follow the individual feeding and napping schedules provided by parents to our teachers. It is the responsibility of parents to update written infant schedules whenever a change to their routine or care instructions is made. Diapering/toileting occurs at minimum every 2 hours or more often if needed. The basic daily schedule for the preschool is as follows:

7:30	Arrival / Free choice activities
9:00	Diapering/Potty
9:15	Morning Snack
9:45	Curriculum Activities / Enrichments
11:00	Diaper/Potty
11:15	Gross Motor Activities
12:00	Lunch
12:45	Diaper/Potty Check, Naptime Transition
1:00	Nap time
3:00	Diapering/Potty
3:15	Afternoon snack

3:45	Learning Centers
4:30	Changes to environment
5:00	Diapering/Potty
5:15	Free choice activities/ Pick Up

Times listed in this schedule are flexible based on individual classroom plans, with the exceptions of meals and naptime. We strive to create balance between guidance and freedom, individual and group activities. Students thrive with a predictable routine and structure but teachers and students may find that curiosity and exploration cause activities to stray from a rigid schedule or activity plan. Infant activities are based on individual developmental goals and abilities and daily activities will be provided that are appropriate to their needs.

Temple Emanu El Preschool closes at 6:00 pm. In the event that a child has not been released to an authorized adult by 6:05 pm, a late fee of $1 per minute will be incurred and charged to the student's next tuition statement.

Ratio

ODJFS staff to child ratios are listed below and will be maintained within the Preschool at all times.

Classroom	Age of children	Staff/child ratio	Maximum Group Size (based on Room capacity)
Infant 1	6 weeks to 12 months	1 to 5 or 2 to 12	12
Infant 2	12 to 18 months	1 to 6	12
Toddler 1	18 to 24 months	1 to 7	9
Toddler 2	24 to 30 months	1 to 7	9
Toddler 3	2 1/2 years to 3 years	1 to 8	16
Preschool 1	3 to 4 years	1 to 12	16
Preschool 2	4 to 5 years	1 to 14	9

Supervision

No student shall be left unsupervised at Temple Emanu El Preschool. All students will remain within the sight and hearing of teachers at all times. Cameras and/or other child monitors do not constitute supervision and will not be used. When not signed into a classroom, students will be supervised by the adult responsible for their Drop-Off/ Pick-Up. Students will not be permitted to escort themselves through the building or left unattended.

Potty Training

Potty training at Temple Emanu El is primarily led by student interest. Our teachers will work with each family to ensure a consistent approach between home and school. Please speak to your child's teacher about what your plans are before you begin. Self-help skills are necessary for potty training. Students should practice pulling up and down their own pants prior to beginning the toilet training process. Students should wear loose fitting clothes that are easy to get on and off. Pants with snaps, buttons and zippers can be difficult for students to pull down in time to get to the potty. Athletic or sweatpants with elastic waists are easiest to manage.

Please provide your student's teacher with an ample supply of extra underwear, pants, shirts, and socks. Students who are potty training should also be supplied with extra shoes as their shoes may become soiled. Students who are potty training must wear under garments to help maintain a sanitary classroom environment.

Outdoor Play

All age groups are encouraged to spend time outside daily. Teachers check weather factors including temperature, wind chill, precipitation, UV levels, air quality, and ground conditions to ensure outdoor play can be enjoyed safely. If students are unable to play outside, they are provided indoor opportunities for gross motor play. Students should wear close-toed shoes to protect from environmental and trip hazards. It is the responsibility of parents to provide adequate clothing for daily conditions. Temple Emanu El does not provide outdoor clothing. Each student should have seasonally appropriate outdoor wear as follows:

- Summer

    - Swim suit
    - Swim shoes
    - Sun hat
    - Towel
    - Close-toed shoes
- Winter
    - Winter jacket
    - Snow pants
    - Snow boots
    - Gloves
    - Hat or Hood
- Spring/Fall
    - Light jacket
    - Rain boots/ spare shoes

Students who do not have appropriate outdoor wear may miss outdoor play experiences.

Water Activities

During summer months, Temple Emanu El Preschool provides ample opportunity for water activities. Students will have the opportunity to play in water tables, sprinklers, and wading pools less than 18 inches in depth (for ages 12 month+). Infants (12-18 months) and Toddlers will need a completed Permission to Participate in Water and Swimming Activities for Child Care form (JFS 01227) completed and updated annually to use our wading pools. Students will be closely supervised while engaging in water activities.

Transportation

Temple Emanu El Preschool will only transport students in the event of an emergency. No field trips or routine trips off premises are taken. Please note when completing a student's

Child Enrollment and Health Information for Child Care form (JFS 01234), parents MUST grant Temple Emanu El Preschool permission to transport the student in the event of an emergency.

Naptime

Per licensing guidelines, Temple Emanu El must provide a quiet space for children who wish to rest, nap, or sleep. Each infant has a crib designated for their use. Temple Emanu El provides crib sheets that snuggly fit our mattresses. Infants will be placed on their backs in cribs to nap when needed in accordance with instructions provided by parents. Infants are not permitted to sleep in bouncers, swings, car seats, strollers, or reclined chairs. Cribs will be free from choking and suffocation hazards. Infants may use a wearable blanket provided from home and may have a pacifier that is not attached to a string or ribbon. All other blankets, stuffed animals, bibs, or other items will not be permitted in cribs. Please note that Infants should be able to nap in a crib prior to their first day.

For Toddlers and Preschoolers, designated nap time is provided daily from 1:00 pm- 3:00 pm. Each student has a cot designated for their use. Temple Emanu El does not provide cot sheets or blankets. Comfort items may be brought in and stored in a student's cubby for use during naptime. All personal items must be labeled. Students who wish to rest at other times during the day are provided with quiet areas in the classroom to rest. Students who do not fall asleep during nap time will be provided with quiet activities to engage with while on their cots.

Please note, if you wish for your child to remain awake during nap time, they must remain on their cot with a quiet activity. Quiet activities may include books, puzzles, coloring materials, or other similar toys. No child shall be given a tablet or similar device for use during nap. Any student who asks to sleep or falls asleep independently will be permitted to rest a minimum of 30 minutes.

Personal Items

Each student is provided with a designated space for storing personal items. Teachers will place artwork and paper communications in cubbies to be taken home. It is the parents' responsibility to check cubbies daily, take home items, and ensure adequate items for care are

available. Throughout the day, students are encouraged to play and explore their surroundings, which often results in messy play. Students should come wearing clothing that can be dirtied and should keep 2-3 changes of clothes, including socks, and an extra pair of close-toed shoes in their cubby at all times. Additionally, weather appropriate clothing should be brought in seasonally to ensure each student is prepared for outdoor play. These items should be stored in the student's bin(s) or on cubby shelves. Personal items left in bags are assumed to be reserved for home use. Teachers will not remove items from bags for use in the classroom. All items to be used for a child's care should be removed from bags and stored in cubbies.

All personal items entering the Preschool should be clearly labeled with your child's name or initials. Temple Emanu El Preschool will not be held responsible for lost or damaged personal items. Coats, sheets, blankets, stuffed animals, personal cups, water bottles, clothing, pacifiers, packs of diapers, packs of wipes, creams, lotions, medications, and/or any other personal property must be labeled before entering the Preschool. Food items that accompany your child should be labeled with your child's first and last name, date, and instructions for when they are to be provided. Items that enter the classroom without a label will be labeled using a permanent marker by your student's teacher.

Attendance

Arrival & Departure

Drop off begins at 7:30 am. Students should arrive by 9:30 am. All students must be escorted into their classrooms, delivered to a teacher, and signed in to Brightwheel by a legal guardian or authorized adult. Any special messages, requests for medications, special pick-up notes, etc., are to be sent to the teacher via Brightwheel. Children shall not be left in a room without a staff member present or allowed to escort themselves to their classroom. Any items to be used in the classroom should be removed from the student's bag/backpack and placed in the students cubby or given directly to their teacher. Items left in a bag/backpack are assumed to be for personal use and will not be removed for use in the classroom by teachers. Please ensure all personal items that enter the building are labeled.

Half day departure begins at 12:30 pm. Students shall be picked up no later than 12:45 pm. If by 12:45 pm a student scheduled for a half day has not been released to an authorized adult, a late fee of $1 per minute will be incurred until 1:00 pm, at which point you will be charged for a full day based on the daily tuition rate. Full day departure begins at 3:45 pm. Once an authorized adult has entered the student's classroom or play area, the student is considered to be under that adult's supervision and the authorized adult must sign the child out. Authorized adults shall not allow the child to be unsupervised while obtaining updates from teachers, signing the child out, or collecting personal items. Parents shall collect personal items and papers from the student's cubby and/or mailbox daily.

Temple Emanu El Preschool closes at 6:00 pm. In the event that a child has not been released to an authorized adult by 6:05 pm, a late fee of $1 per minute will be incurred and charged to the student's next tuition statement. After 6:05 pm teachers will contact parents to establish a pick up timeline. If parents cannot be reached, emergency contacts will be called as listed on the Child Enrollment form (JFS 01234).

Late Arrivals & Absences

Parents are to notify Temple Emanu El Preschool any day their child is to arrive after 9:30 am or if their child is scheduled to attend and will not be present. Temple Emanu El does not provide refunds for sick, vacation, or other missed days. Temple Emanu El does not allow "Make-Up" days for student absences or Preschool closures.

Drop-In Days

If a parent would like their student to attend Temple Emanu El Preschool on a day outside their regular schedule, a Drop-In fee will be added to the student's tuition statement in the amount of the daily tuition rate for their age group. Tuition will not be credited or transferred for illness, vacation, or Preschool closings. Additional days can be requested via email to the ECE Director.

Food and Dietary

Temple Emanu El provides students with morning snack, lunch, and afternoon snack. Milk is provided with morning and afternoon snack. Whole milk is provided to students between 12 months and 2 years old and 1% milk is provided to students over 2 years old. Parents of students under 12 months must provide breast milk or infant formula to meet the student's nutritional requirements. Our snacks and meals will not include pork, shellfish, or nuts/nut products. As a Reform congregation, Temple Emanu El Preschool believes adherence to Kosher dietary laws are a personal choice. Though we do not serve dairy and meat together, they may be served side by side. Please alert Preschool administration to any dietary restrictions your family may follow. Parents are welcome to send in alternatives or supplements to the options provided, including non-dairy milk substitutes that are nutritionally equivalent to milk. Any food items sent from home should be labeled with the student's first and last name, contents of the container, and time the food item should be provided. Food sent from home should not include pork, shellfish, or nut/nut products. Snack and lunch menus are provided to parents at the beginning of the month. Should a student have any dietary restrictions, Temple Emanu El shall be notified in writing. Should the dietary restriction eliminate an entire food group, a Physical Care Plan (JFS 01236) signed by the student's pediatrician must be on file. Gluten free and vegetarian meal options are available as needed.

Lunch is served at 12:00 pm. Lunches contain 1/3 of the recommended daily dietary allowance for students and include servings of protein, grain, vegetables, and fruit. Morning snack is served at 9:30 am and afternoon snack is served at 3:30 pm. Snacks will contain at least two of the four basic food groups. Passover dietary laws are observed for the entirety of the holiday. Lunches served during the week of Passover will continue to meet dietary requirements without containing fermented grains or leavening agents.

If you wish to send a treat such as cookies or cupcakes for a birthday or other special occasion, please be sure to send enough to be shared with the entire class. PLEASE DO NOT SEND CANDY OR TREATS CONTAINING NUTS. Candy or treats containing nuts will be returned home. Please confer with your student's teacher in advance regarding special treats.

Infant Dietary Policy

Please note that Infants should be familiar with bottle feeding prior to their first day. Bottles prepared at home must be labeled with the student's first and last name, volume of milk or formula, and date the bottle was prepared. Bottles containing breast milk must also be labeled with the date milk was expressed and/or thawed. If breast milk is provided in bags or another container, the same information is required. Frozen breast milk may be stored at Temple Emanu El. Frozen bags must be labeled with the student's first and last name, volume, date expressed, and date frozen. Powdered formula may be stored at Temple Emanu El for teachers to prepare. Powdered formula must come in an original, sealed container with the manufacturer's instructions. Formula containers must be labeled with the student's first and last name. If a student's bottle is to be prepared at Temple Emanu El, sterilized bottles must be provided and labeled with the student's first and last name and the number of ounces that should be prepared. If formula is to be prepared in a manner other than manufacturer's instructions, or an infant requires an alternative to breast milk or formula, a Physical Care Plan (JFS 01236) signed by the student's pediatrician must be provided to the Preschool.

As infants begin eating solids, Temple Emanu El requires that all foods are introduced at home prior to being given at school. Temple Emanu El keeps a supply of rice rusks, puffs, and other easily dissolvable snacks that will be provided only by parent permission. Purees must be provided by parents and labeled with the student's first and last name. When tolerated, infants will be provided with the regular lunch and snack menu. Monthly snack and meal menus must be returned to the classroom indicating foods that the student has tried at home and is permitted to have while in attendance.

Bottles, purees, and solids are given in accordance with the written schedule on file. When changes are made to a student's schedule or care instructions, a new written schedule must be completed.

Management of Illness

As a facility where young children interact in very close proximity, we require all children and staff to be current in their immunizations unless there is a medical exemption on file. Both

students and staff are required to receive their annual flu shot. To ensure the comfort of our students and protect the health of those in our classrooms, students and staff will not be admitted, or will be discharged during the day, if they are observed to have two or more of the following symptoms of communicable diseases:

- Liquid stools three or more times in one day
- Persistent cough
- Fever of 100° or higher
- Untreated infected skin patches
- Grey or white stool
- Unusually dark urine
- Changes to breathing
- Sore throat or difficulty swallowing
- Lethargy
- Fatigue
- Persistent green/yellow mucus
- New or unexplained rash or unusual spots
- Stiff neck

Additionally, students will be immediately discharged home if any of the following are observed:

- Persistent difficult or rapid breathing
- Yellowish skin or eyes
- Conjunctivitis
- Evidence of lice, scabies, or other parasitic infestation
- Rapidly spreading spots or rashes

- Vomiting
- Fever of 102° or higher

If a student has recently been vaccinated or is taking medication that may present any of the above symptoms as side effects, parents must alert preschool administration and provide documentation of the vaccination or prescription to avoid dismissal. Students exhibiting side effects from a vaccination or medication without documentation will be discharged.

A student exhibiting symptoms of a communicable disease will be isolated in the administrative offices while awaiting pick up by a parent or authorized adult. The student's cot and blanket will be available. The student will always be within sight and sound of an adult. Parents will be notified to pick up their child as soon as possible. When a student's cot is used for isolation due to potential communicable disease, it will be cleaned with the appropriate germicidal detergent and bedding will be sent home to be laundered. Students who are absent due to illness will be readmitted when their symptoms are no longer present for a minimum of 24 hours. If a student has been ill with any of the following illnesses, a doctor's statement may be necessary for re-admittance:

- Lice
- Scabies
- Pinworm
- Impetigo
- Ringworm
- Drainage from eyes of any type
- Strep throat

Please note that following a diagnosis of lice or scabies, everyone in the student's household must be nit/mite free for the student to be readmitted.

Temple Emanu El Preschool **MUST** be notified immediately should an enrolled student contract a communicable disease to appropriately alert staff and families of exposure and ensure proper sanitation precautions. This includes, but is not limited to, strep infections, influenza, covid, RSV, chicken pox, impetigo, lice, pink eye, measles, mumps, tuberculosis, and polio. The Communicable Diseases Chart is in the Preschool lobby and the administrative office and can be referenced for more information. A notice will be sent to all parents anytime an exposure occurs.

Should an outbreak, epidemic, or infectious disease occur, a temporary closure of the facility may be necessary. During an outbreak, epidemic or infectious disease emergency, the decision to close would be based on recommendations from national, state, or local public health officials. Each guardian will be notified about the outbreak, the symptoms, and the duration of how long the facility will be closed. Refunds are not issued for sick days or closures due to outbreaks.

Administration of Medication

Temple Emanu El staff are able to administer medication with the completion of a Request for Administration of Medication form (JFS 01217). This form must be completed for all prescription, non-prescription, and topical products, including lotions, hand soaps, diaper creams, and sunscreens. A physician must complete instructions for all prescription medications, non-prescription medications containing codeine or aspirin, or non-prescription medication to be given longer than three consecutive days in a fourteen-day period. All medications and topical products must be provided in their original container with the instructions attached. A new form must be completed anytime a new medication or new container of medication is provided. Students must have at least one dose of any medication at home prior to Preschool staff administering the medication, with the exception of emergency medications. Medications and topical products past their expiration dates cannot be used. No student will be permitted to carry or administer their own medications or topical products.

Disabilities and Accommodations

Temple Emanu El will administer medication and/or required care procedures in compliance with the Americans with Disabilities Act. Students with chronic health conditions or a disability requiring care procedures, administration of medication, and/or additional accommodations within the classroom must have a Child Medical/Physical Care Plan for Child Care form (JFS 01236) completed. This form must be reviewed at least annually and updated any time there is a change in the student's care instructions. Staff must be trained in care procedures by parents or by a certified professional.

Supportive Services

Temple Emanu El is happy to coordinate with supportive services that are needed to address students' developmental needs. If a service provider would like to conduct evaluations or provide services while a student is in attendance, parents should contact Preschool administration to arrange appropriate accommodations.

Problem Resolution

To ensure students receive the best care in our program, it is vital that Preschool administration be alerted to any problem that arises in the course of each student's care for appropriate follow-up. Should a problem persist after discussion with administration, problems should be escalated to Rabbi Matt Cohen for additional review.

Emergency Procedures

Temple Emanu El has worked with the Jewish Federation of Cleveland and the Orange Village Fire and Police Departments to develop an Emergency Procedures Manual to prepare staff to respond to various emergency situations. This manual and the emergency procedure training is reviewed annually to ensure preparedness for emergencies. Please note that upon enrollment, parents must grant Temple Emanu El Preschool permission to transport their student in the event of an emergency. Emergency alerts, including weather related delays, will be shared with parents through Brightwheel alert.

To prepare children for the unlikely need to respond to an emergency, the Preschool conducts monthly fire drills, tornado drills during the months of April through October, and quarterly lockdown drills. In the event of an actual fire or tornado, faculty members will follow the written instructions posted in each classroom describing emergency evacuation routes and the procedures to be followed to assure that children have arrived at their designated areas.

In the event of a fire, weather conditions that compromise the safety of the premises, or the loss of power, heat, or water to the Preschool, our emergency evacuation destination is the Orange Village City Hall located at 4600 Lander Road. A sign will be posted on the door of the Preschool indicating that we have been evacuated and the location where you can pick up your child. A Brightwheel alert will be sent, and parents will be contacted by phone to come pick up students. If a parent cannot be reached, we will contact the emergency contacts as listed on your student's Child Enrollment form (JFS 01234)

In the unlikely event of an environmental threat or a threat of violence, the faculty will secure the children in the safest location possible and follow the directions provide through Temple Emanu El's Emergency Procedures Manual and any additional instructions given by the proper authorities. Parents will be contacted as soon as the situation allows.

All staff are trained in CPR and first aid. In case of an immediate need, Temple Emanu El has an automated external defibrillator in the coat room at the front of the building. For medical emergencies, staff will provide immediate first aid, and Preschool administration will determine if there is a need for emergency services. Parents will be contacted immediately and informed of the necessary course of action. If parents cannot be reached, emergency contacts will be contacted. Emergency transportation for medical emergencies may be provided if necessary, at the discretion of Preschool administration. Should this occur, a member of Preschool administration will accompany the student with the student's file.

Building Security

Temple Emanu El doors are locked at all times. Each family is assigned a unique access code to enter the building during Preschool hours. Temple Emanu El asks that doors are not

held open for those entering the building behind you. Our premises is monitored by surveillance cameras at all times. During business hours, cameras are monitored by an on-site security guard. All staff carry keys on their person at all times to access locked doors when necessary. Both the Jewish Federation of Cleveland and Orange Village Police make routine rounds through the parking lot to ensure our property remains secure.

Handbook Review

This manual is reviewed and updated annually or more often if needed. Enrollment of your child(ren) in Temple Emanu El Preschool constitutes acknowledgement of this handbook and the policies therein.