



Temple Sinai Preschool

Where A Love of Learning Begins

2023-2024

# Family Handbook

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[www.sinaidenver.org](http://www.sinaidenver.org)

August 2023

Dear Families:

Welcome to the 2023-2024 school year! We are thrilled that you have chosen Temple Sinai Preschool and look forward to an exciting year of learning, exploring, and creating with your child.

Temple Sinai Preschool understands the importance of focusing on a positive early educational experience. We want the childhood years to be full of joy. It is our responsibility to cultivate a sense of wonder in exploring and understanding the world.

Our dedicated professional staff provides a well-balanced developmentally appropriate curriculum. At Temple Sinai Preschool, we challenge our students to engage creatively, while exploring their spirit of inquiry. Viewing the teacher and child as co-learners, our staff uses their knowledge of emotional, social, cognitive, and physical development to enhance the growth of each child. We create a warm and respectful social environment guided by emotionally responsive practices, modeling positive relationships, and valuing the individuality of each child.

I am often asked, "Why Temple Sinai Preschool?" That question is easy! We provide the best early education experience for children and families. This is a community. You can feel the love. You can feel the connection. You can see the joy. Here, you know you are part of something that will last a lifetime.

Temple Sinai Preschool is Where a Love of Learning Begins!

The Temple Sinai Preschool Family Handbook was written to help familiarize families with our school procedures and policies. It is a quick and handy reference guide with important information that can be used throughout the school year.

Thank you for trusting us with the education of your child.

Warmly

A handwritten signature in black ink, appearing to read "Sheila Purdin". The signature is written in a cursive, flowing style.

Sheila Purdin

Director of Early Childhood Education

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## OUR VISION STATEMENTS

**Temple Sinai Preschool is guided by the following vision statements in partnership with our families, educators, students, and our environment. These statements were written collaboratively by the Leadership Team of Temple Sinai Preschool, comprised of clergy, educators, current and alumni parents, school administrators, Temple Sinai board members, senior leadership, and support from the Efshar Project.**

**Temple Sinai Preschool is where a love of learning begins and each child is celebrated as an individual.**

We believe in a shared vision of a continually evolving school rooted in our sacred Jewish values.

We honor our children's capability, curiosity, and desire to take risks.

As part of a strong and engaged Jewish community, our families are partners in the children's educational experiences.

We value a home-school connection by providing support and resources to our families as they navigate the journey of parenthood.

We create opportunities for experiential, multi-sensory, and child-directed learning that fosters innovation.

We provide a safe, healthy, and nurturing environment that is welcoming and inclusive to all.

Our educators are respected professionals and are the foundation of a successful early childhood learning experience.

We commit to attracting and retaining the best educators in the field by valuing:

- Quality and ongoing professional development.
- Fair and equitable compensation and benefits to ensuring best practices and leadership development.

## PURPOSE AND GOALS

Temple Sinai Preschool is proud to use an emergent curriculum, a constructivist approach, to early learning. Children at Temple Sinai Preschool are given the opportunity to explore the things that are of interest to them like the spider building a web outside the window, why dry sand will go through a funnel and wet sand won't, and exactly how tall they can build a block tower while developing necessary skills for success such as communication, collaboration, creativity, and critical thinking. We engage children with open-ended materials, loose parts, that allow them to use their imaginations in play and see the possibilities in anything!

Temple Sinai Preschool is a Jewish early learning center open to everyone. In fact, many of our families are not Jewish. We practice seamless Judaism, incorporating universal values, like kindness, respect, and caring for our world and community, into our everyday curriculum. Each week we celebrate Shabbat as a school community through song and dance--recognizing the joy of being together and the gift of another week.

We are proud to have an extraordinary team of educators who recognize each child as an individual and love them deeply. Our teachers are continuously growing their practice with yearly professional development and they embrace the partnership with families. They make regular posts to Remini, our communication app, including photos and explanations of what you are seeing and the intentional and educational value of the activities.

Health and safety have always been our highest priority. We have full time security who is a part of our family in every way.

We view educating children as a journey done in relationship with you. We value your involvement in our school and invite you to participate in ways big and small that work for your family. Temple Sinai Preschool has an active Parent Teacher Organization, PTO, Leadership Team, classroom volunteer opportunities and numerous ways to connect in preschool and synagogue life. Let us know how we can help connect with you.

As always, these policies and procedures are subject to change.

## DESCRIPTION OF APPLICATION PROCESS

Temple Sinai Preschool is open to all children 15 months and confidently walking, two, three, four or five years of age by October 1st of the enrollment year.

Admission to Temple Sinai Preschool is open to families of all races, ethnicities, religions, and sexual orientation. Registration for Temple Sinai Preschool begins in January and priority is given to Temple members, current preschool families and then to the outside community. Registration is available online at [www.sinaidenver.org/preschool](http://www.sinaidenver.org/preschool).

- Due at the time of registration: Registration fee of \$175.00 and a deposit of \$300 applied to your last month of tuition.
- The registration fee and tuition deposit are non-refundable and non-transferable.
- Registration for each child depends upon receipt of a completed online registration form and a non-refundable and non-transferable registration fee.
- All families must be current on their tuition payments in order to register for Summer or Fall programming.
- A fee schedule is included with the registration material.
- Priority is given to Temple members, current preschool families and then to the outside community.
- All health and medical forms must be completed, dated, signed by a physician, and returned to the preschool office by the first day of school.
- Each parent must complete our online parent portal registration prior to their child's first day of attendance. Registration link will be emailed to one parent in each family.

## CHANGES IN REGISTRATION

Temple Sinai Preschool reserves the right to change a child's classroom assignment if families change the times and/or days that their child will attend school after class assignments have been made.

## WAIT LIST

A wait list will be started for any age level program once it reaches capacity. The order in which parents will be notified of vacancies will be based upon the order in which registrations are received, following our priority policy when needed.

## CLASSROOM PLACEMENT

The following are Temple Sinai Preschool age requirements:

15 months (and confidently walking) by start date.

2's – 2 by October 1st

3's – 3 by October 1st

Pre-K/4's – 4 by October 1st

## PROGRAMS

Early Care 8:00 a.m. – 9:00 a.m.

Preschool Classes 9:00 a.m. – 12:30 p.m.

Extended Care 3:00 p.m. – 5:00 p.m.

## TUITION SCHEDULE AND FEES



### Temple Sinai Preschool Monthly Tuition Schedule

August 2023 - May 2024

Registration Fee \$175.00 per child.....\$100.00 for each additional child  
 Registration Deposit \$300 per child

15 Month & 2-Year-Old Program	Monthly Tuition	Temple Member Tuition
T/Th 9:00 - 12:30 (2-days)	\$ 464	\$ 395
T/Th 9:00 - 3:00 (2-days)	\$ 693	\$ 590
T/Th 8:00 - 5:00 (2-days)	\$ 956	\$ 818
M/W/F 9:00 - 12:30 (3-days)	\$ 669	\$ 569
M/W/F 9:00 - 3:00 (3-days)	\$ 1,011	\$ 859
M/W/F 8:00 - 5:00 (3-days)	\$ 1,421	\$ 1,241
M-F 9:00 - 12:30 (5-days)	\$ 960	\$ 816
M-F 9:00 - 3:00 (5-days)	\$ 1,528	\$ 1,299
M-F 8:00 - 5:00 (5-days)	\$ 2,268	\$ 1,947

3-Year-Old and Pre-K Program	Monthly Tuition	Temple Member Tuition
T/Th 9:00 - 12:30 (2-days)	\$ 444	\$ 378
T/Th 9:00 - 3:00 (2-days)	\$ 674	\$ 572
T/Th 8:00 - 5:00 (2-days)	\$ 933	\$ 801
M/W/F 9:00 - 12:30 (3-days)	\$ 637	\$ 542
M/W/F 9:00 - 3:00 (3-days)	\$ 979	\$ 833
M/W/F 8:00 - 5:00 (3-days)	\$ 1,387	\$ 1,191
M-F 9:00 - 12:30 (5-days)	\$ 932	\$ 793
M-F 9:00 - 3:00 (5-days)	\$ 1,503	\$ 1,277
M-F 8:00 - 5:00 (5-days)	\$ 2,239	\$ 1,921

**Drop-In Care is subject to availability. Space must be confirmed with the preschool office PRIOR to attendance.**

Early Care (Drop-In)	8:00 a.m. - 9:00 a.m.	\$10.00 per half hour
Extended Day (Drop-In)	3:00 p.m. - 5:00 p.m.	\$10.00 per half hour

- **Registration applications must be completed online at [www.sinaidenver.org/preschool](http://www.sinaidenver.org/preschool).**
- Priority is given first to Temple Sinai members, currently enrolled preschool families, then to the outside community. We encourage you to register as soon as possible, as classes fill quickly, and space is not guaranteed.
- Registration requires all tuition and miscellaneous preschool charges to be current.
- A Multiple Sibling Discount of 10% tuition discount off the lowest tuition rate for one child is available.
- All monthly tuition payments must be made through our Auto-Payment System
- At the time of registration, the registration fee and an additional \$300 towards your last month's tuition are due.
- All fees are non-refundable and non-transferable.
- Each family will be assessed a monthly security fee of \$65 during the school year.
- Withdrawal from the Preschool must be submitted in writing. No refunds will be made.

## FINANCIAL POLICIES

### AUTOMATIC PAYMENT

All monthly tuition payments must be made through our Auto-Payment System. If an automatic payment is declined by your bank or credit card, please contact the office to make arrangements for another method of payment. If the account is not rectified within 15 days of the declined payment, a \$50.00 late fee will be charged.

### BILLING FAQ's

- Preschool tuition is billed over ten months - AUGUST – MAY.
- Tuition payments will be auto deducted on the 7<sup>th</sup> of every month.
- There is a 10% discount for siblings, applied to the lower tuition.
- Families who utilize Early Care and Extended Day Care will be automatically billed based fees listed on the tuition schedule.
- These charges will be added to the automatic payment for the upcoming month.
- If payments are not current within 30 days of billing, you will be at risk of losing your child's placement in our school.
- Reductions or make-up days are not provided for illness, vacation, absences, or acts of God.

### EXTENDED ABSENCES

Tuition waivers for prolonged absence due to an extended family emergency of 30 days or more will be considered on an individual basis. Please refer waiver requests to the Director of Early Childhood Education.

### WITHDRAWAL FROM SCHOOL

Withdrawal notice from Temple Sinai Preschool must be submitted in writing 30 days in advance by a child's parent/guardian.

### DELINQUENT ACCOUNTS AND COLLECTIONS

Any family unable to make tuition payment should contact the director.

If your bill is over 60 days past due, reasonable collection costs, including attorney's fees, shall be added to your account.

## REFUNDS

No refunds will be given and any outstanding tuition due for notice less than 30 days. The school will provide written notice and explanation to the parent/guardian if a child is withdrawn by the Preschool.

## EMERGENCY CLOSURES:

For any unforeseen circumstances that result in closure of the school at any time throughout the year, tuition fees will continue through such closure period. This includes but is not limited to pandemics, building maintenance or weather-related closures.

## SCHOLARSHIPS

Please contact the Preschool office for current scholarship information and applications.

## ONLINE PARENT PORTAL AND KIOSK

Please check your email for an Online Parent Portal Invitation from Temple Sinai Preschool. This email will take you to Early Learning Ventures. Please follow the provided link and fill out all required fields to complete your child's online enrollment. We are required by the State of Colorado to have this information submitted prior to your child's first day of school.

## DAILY SCHEDULE

Your child's day at Temple Sinai Preschool includes individual, small and large group experiences including art, drama, manipulative activities, math, science, block building, large and small motor movements, language and listening. Children use the playground every day except during extreme weather. Schedules vary based on the make-up of each class and are responsive to the needs of the children.

## ARRIVAL

Please make sure to bring your child to school on time. It is critical to the beginning of their day and makes it much easier for your child emotionally to enter the group and participate in opening activities.

- Each child must be signed in and out daily in Remini.

- Please contact the preschool office and your child's classroom teacher if a child will be delayed for the start of the school day or will not be attending class.

## Drop-Off and Pick-Up Procedures

### MORNING

- Teachers greet children each morning in the classroom beginning at 8:00 for those registered for early care and again beginning at 9:00 am. We ask that you arrive at your scheduled time each day.
- Colorado state law requires that a parent/guardian/caregiver sign each child in for the day using our REMINI app. QR codes are placed outside of each classroom.
- Colorado requires that each family indicate if sunscreen has been applied prior to signing in your child. A questionnaire is within the Remini app.
- Please review the child well-check list in advance to be sure your child is feeling his/her best and ready to participate in school each day.

### AFTERNOON

- Please plan to arrive at your scheduled time depending on your child's program.
- Upon arrival, please ring the bell at the front entrance, administrative staff will buzz you in and direct you to your child's classroom.
- Teachers love to share information about children's days, and they must always keep their full attention on children. Please remember that teachers are not able to have conversations at pick-up times but are happy to arrange another time to talk.
- Colorado state law requires that a parent/guardian/caregiver sign each child out at the end of each day using our REMINI app. QR codes are placed throughout the building. Please do not check your child in until after you have your child with you.

## SIGN-IN/SIGN OUT PROCEDURE

Parent/guardian or caregiver are required to sign-in/out using a QR code through the REMINI PARENT app. This can also be done using your phone's camera, a QR scanning app – you will be prompted to enter a unique code REMINI automatically sets for you. This code is available by reaching out to the preschool office.

## DISMISSAL

Upon pick up each child must be signed out. If a child is to go home with someone other than a custodial parent or legal guardian that person must be on the child's authorized pick-up list in the office. If your child's pick-up person changes during the day a parent or legal guardian must call the Preschool office to inform the office staff and teacher of the change. If the person picking up your child is unfamiliar to the center staff, they will be asked for a picture ID to confirm their identity.

## LATE PICK UP AND FEES

A late fee of \$1.00 for every minute will be assessed for any pick-up later than 5:00 p.m. (or their scheduled time.) If a child is not picked up by 5:10 p.m. (or 10 minutes after their scheduled pick-up time) and we are unable to reach the parents, individuals listed on the child's emergency contact list will be called to pick up the child. The police will be called as a last resort if no individual can be contacted to pick up the child and we have not heard from the parents or emergency contacts. The entire school is checked before final daily closure.

## INDIVIDUALS NOT AUTHORIZED TO PICK-UP

Temple Sinai Preschool will not release a child to anyone other than authorized persons listed in the emergency section. In the event that an unauthorized person arrives to pick a child up from the preschool, the parents will be contacted immediately. At that time, the parent may provide verbal permission to release the child. If verbal permission is not given, the unauthorized person will be escorted out of the building by our onsite security officer and the incident documented. Any person unfamiliar to the preschool staff (administration or teachers) will be asked to provide the staff with a state issued photo identification and this information will be used to verify information on file with the preschool office.

## PARENT SAFETY GUIDELINES

It is very important that the emergency numbers you provide are not just people you would trust your child with, but also people who are available to come get your child when called.

When leaving work numbers as emergency contacts, please make sure that we have a direct line to reach you. If an emergency situation arises, we will:

- Do everything possible to notify you or your emergency contact person of the situation before resorting to calling 911.
- In the event of a life-or-death situation, please be assured the paramedics will be called without delay. If your child needs to go to the emergency room, he/she will be transported by ambulance for medical and safety reasons. A member of the Temple Sinai Preschool staff will accompany your child.
- All staff members are trained in first aid and CPR.

## DELAYED START

There are 7 delayed start days scheduled in the 2023-2024 school year for Teacher Professional Development. A complete calendar, including dates of delayed start days can be found on our website, <https://sinaidenver.org/wp-content/uploads/2023/06/TSP-Calendar-23-24-1.pdf>. School will start at 9:30 AM on delayed start days.

## HOLIDAYS

School will be closed for the observance of the following holidays: Fourth of July, Labor Day, Martin Luther King Day, President's Day, Memorial Day, Rosh Hashana, Yom Kippur, Sukkot, Thanksgiving Week, Passover, Shavuot and Juneteenth. The school will also be closed for Winter and Spring Break, and at the end and beginning of the school year. There are occasional half days and holidays that require more than one day.

## SNOW DAYS/EMERGENCY CLOSURES

Temple Sinai Preschool will close on days when weather or other conditions are determined to be dangerous for children to attend school and staff to travel.

- When school is closed or delayed an email and Remini notification will be sent by 6:30am.

Note: Since conditions can vary greatly across the greater Denver area, please use your own judgment in determining whether it is safe to transport your child to and from school.

## FAMILY/TEACHER COMMUNICATION

Open communication between parents and teachers is an important value at Temple Sinai Preschool. We will do our best to keep you well informed about classroom and school activities through notes, emails, calendars, and newsletters. If you are not receiving email notifications, please check with the preschool office to be sure we have your correct email address. You can also message teachers via the Remini app, please note, teachers are always with children and may not see the message or respond right away. Emergency messages should go through the office by calling 303-759-0755.

**Calls and texts on personal cell phones during the school day are never appropriate. 100% of teacher attention is on the children. If you have an immediate need, please contact the preschool office at 303-759-0755 and we will get a message to the teachers.**

Concerns in the classroom should be discussed with the classroom teachers directly. (Please see the Confidentiality section below) Concerns about school policies should be discussed with the director.

## FAMILY/TEACHER CONFERENCES

Family teacher conferences will be held twice a year to inform you of your child's progress and address any needs you or your child might have. However, regular communication with your child's teacher is encouraged. If at any time you need additional communication with the teachers or the director, please feel free to set up an appointment.

# SCHOOL CALENDAR



## 2023-2024 CALENDAR

- First/Last Day of School
- School Closes at 12:30
- No School - Break
- Delayed Start at 9:30
- School Closed - Holiday
- School Closed - Teacher Work Day

AUGUST 2023						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER 2023						
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OCTOBER 2023						
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29	30	31				

NOVEMBER 2023						
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DECEMBER 2023						
S	M	T	W	TH	F	S
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31						

JANUARY 2024						
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14	15	16	17	18	19	20
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28	29	30	31			

FEBRUARY 2024						
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25	26	27	28	29		

MARCH 2024						
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31						

APRIL 2024						
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28	29	30				

MAY 2024						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**ALL DATES SUBJECT TO CHANGE**

AUGUST	
1-4	No School
7-11	Teacher Pre-Planning & Professional Development Week
11	Open House
14	First Day of School!
SEPTEMBER	
4	School Closed - Labor Day
15	Half Day - Erev Rosh Hashana
25	School Closed - Yom Kippur
OCTOBER	
4	Back to School Night - 5:30 - 7:00
27	School Closed - Family Teacher Conferences
NOVEMBER	
20-24	School Closed - Thanksgiving Break
DECEMBER	
18	School Closed - Teacher Work Day
19-30	School Closed - Winter Break
JANUARY	
1	School Closed - New Year's Day
2	School Closed - The Efshar Project Annual ECE Conference
15	School Closed - MLK Day
FEBRUARY	
10	2nd Annual Preschool Fundraiser
19	School Closed - President's Day
MARCH	
15	School Closed - Family Teacher Conferences
25-29	School Closed - Spring Break
APRIL	
22	Half Day - Erev Passover
23	School Closed - Passover
30	School Closed - Passover
MAY	
15	Pre-k Graduation
17	Last Day of School - Half Day - Preschool Carnival
20	School Closed - Teacher Work Day
21-24	No School
27	School Closed - Memorial Day
28	First Day of Summer Camp - Session 1
SUMMER CAMP 2024	
May 28 - June 20 - Session 1 - Closed June 19	
July 1 - July 26 - Session 2 - Closed July 4	

## CONFIDENTIALITY

Temple Sinai Preschool is a community in which the staff, families, and children work together closely. It is imperative that we respect each other's privacy in matters of a personal nature. Please direct any concerns, comments or questions to the director or your child's teacher. Sensitive information about children needs to be kept private and should never be part of your casual classroom conversations. We appreciate your sensitivity and professionalism regarding this matter of confidentiality.

## CHILDREN WITH EXTRA NEEDS

Temple Sinai Preschool provides equal opportunity for children with special needs. We will make reasonable accommodations for the admission of a child with special needs when the child benefits from the inclusive environment that Temple Sinai offers all students. The Director of Early Childhood Education, along with our Early Childhood Mental Health Consultant, will determine whether the staff has the training and ability to work with the needs of that child. All cases are considered on an individual basis.

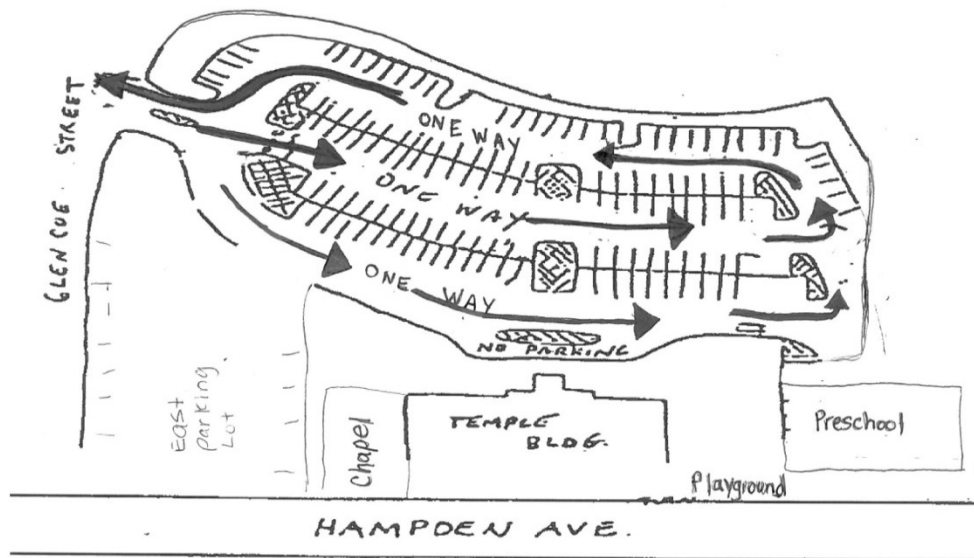
A pre-admission interview with the child's parents, school Director, our imbedded Early Childhood Mental Health Consultant, and any outside specialists the family has been working with is required. At that time, it is necessary for the parents to make a full disclosure of the nature and degree of their child's needs. The classroom teacher, Director and learning consultant must be informed regularly regarding the child's progress with their specialists outside the school; and copies of status evaluations, to include any IEPs or IFSPs, from the child's outside specialists must be provided in a timely manner.

## VISITORS TO TEMPLE SINAI PRESCHOOL

All visitors to the Preschool must sign in at the office immediately upon arrival. Proof of identity may be needed. Visitors need to sign out at the end of their visit.

## PARKING LOT SAFETY

We have a traffic flow plan that will make our parking lot as safe as possible. Traffic along the middle row should go west only. Exit from the parking lot is along the back row. Here is a map showing the proper flow of traffic in the parking lot:



Parking alongside the sidewalk is strictly prohibited. The speed limit in the parking lot is always 5 MPH. Please refrain from using your cell phone while in the parking lot. Thank you for ensuring our children's safety by adhering to these guidelines.

Temple Sinai and Temple Sinai Preschool are beginning the construction of a new outdoor learning and gathering space in August 2023. The timeline is unclear at this printing and the traffic pattern of our parking lot will change. We will update you throughout the project.

## CHILD SUPERVISION AND LOST CHILD

Children attending Temple Sinai Preschool are supervised at all times. Attendance is kept via REMINI. Absences are noted. Children are counted frequently during their class time and especially when the class exits and enters the classrooms. When classes are leaving and returning to the classroom, one teacher is in front of the line and the other teacher follows behind the last child.

In the unlikely event that a child is lost (cannot be found in the building or on the playground), 911 will be called and the family will be contacted immediately.

## INJURIES OR ILLNESS AT SCHOOL

Children are constantly in motion and sometimes they will get bumps, scratches, and bruises while playing. Should a child develop a minor cut or bruise, staff is authorized to: clean the wound with soap and water, apply a band-aid, and apply ice to the injury. The teacher will fill out an incident report. One copy of the report will be given to the family and a copy signed by a parent or guardian will be kept in the child's file. Any bumps on the head will immediately be reported to the child's parent/guardian. Should a situation arise where a child needs immediate medical attention, the staff will call 911 and immediately notify the child's parent/guardian. All staff is trained in CPR or First Aid.

## EMERGENCY PROCEDURES

In the event of an emergency or disaster where the school is evacuated all families will receive an initial email with notification of the necessity for evacuation of the premises. Following the initial notification email, detailed instructions explaining how to reunite with your child, including location and process of reunification, will follow. All children shall be accounted for by their classroom teachers & accounted for by preschool directors during and after emergency procedures. This includes but is not limited to children with any disabilities or special access or functional needs. Any classrooms with children who have disabilities or special access, or functional needs will have extra support from office staff and school floaters during emergency procedures.

## TORNADO POLICY

- The staff will first ensure children's safety by leading all children into the internal bathrooms and seated along structural walls away from windows and doors until the warning is lifted.
- Children will sit on the floor with arms and hands crossed over their heads.
- The staff will conduct a head count.
- One staff member per classroom will stay with the children while another staff member closes all windows and doors. Children will be released to parents once the severe weather or tornado warning is over.

## FIRE PREVENTION AND SAFETY

We will conduct a monthly fire drill.

- Each classroom has a posted evacuation plan.
- For drills or actual fire, teachers will lead their group of children to the designated evacuation location until an "all clear" is announced.
- The director will close the door and check that all children are in the evacuation area.
- If a child is missing, the teachers will stay with their class and notify the director. The director is then responsible for alerting the firefighters and following through with efforts to find the child.
- The director is responsible for calling 911 and a staff member from each classroom will have the class iPad with access to emergency contact information, the Director, Assistant Director, and Operations Manager also have access via electronic devices.
- The director is responsible for checking the classrooms and making sure each group evacuates the building.

## EXPOSURE CONTROL PLAN FOR POTENTIALLY INFECTIOUS MATERIALS

- All staff is trained in the use of Standard Precautions for infectious diseases.

- For all incidents when any child is bleeding, the staff uses gloves and cleans up with an appropriate cleaner.

## OUTDOOR CLASSROOMS

The outdoor classrooms (playgrounds, garden area, etc.) are an area for our teachers to take the children during school hours. We follow state guidelines regarding the capacity of children allowed in every area of our building, including the playground. Temple Sinai has also enacted a policy prohibiting anyone from playing on the playground unless they are in a class and with a staff member. This is a Temple-wide policy.

## OUTDOOR PLAY GUIDELINES & POLICY

We play outside almost every day. If your child is not healthy enough to play outside, then your child is not healthy enough to come to school. Please dress your children appropriately for the weather. In the event of extreme hot or cold weather the director and teachers will determine the safety of children playing outdoors. The Haag Family Community Room (Multi-Purpose Room, MPR) will be utilized during this time.

Please send labeled snow pants, boots, mittens, coats, and hats as needed. In fall and spring, the weather often changes while your child is at school, so please send a jacket just in case.

## CHILDREN'S PERSONAL BELONGINGS

### CLOTHING

Every child must have at least one complete change of clothes left at school (if your child is working on potty training, please send two or more complete sets) including underwear, socks, and shoes in a Ziploc bag marked with your child's name. Please label ALL personal items with your child's first and last name.

### NAP ITEMS

Each child that stays after 12:30 p.m. needs to bring a reusable bag with a crib sized sheet, a blanket, and any other special item they may want to rest with. Please label everything with your child's first and last name. All rest-time items will be sent home weekly to be washed.

## BACKPACK

Please send your child to school with a backpack. This is the most efficient means of assuring that all your child's belongings make it home.

## TOYS

We discourage children from bringing toys from home as it can be difficult to share and keep track of them at school. If a special item is brought to school, we recommend leaving it in the child's cubby or backpack. No weapons of any kind are allowed at Temple Sinai Preschool.

## DIAPERING

All diapers and wipes must be provided by parents/guardians. Staff will wash their hands, put on a new pair of gloves, wash, and disinfect the changing tables after each use. Will follow all CDPHE and Office of Early Childhood protocols for diapering procedures.

## TOILET TRAINING

We understand that all children learn to use the toilet at different times and believe in a pressure-free environment for children and their families. We partner with your family to use the same language and strategies to ensure a positive experience. Food will not be used as a reward at Temple Sinai Preschool.

## LOST AND FOUND

Any items, including money that are lost on Temple Sinai property, will be placed in the lost and found area in of the hallway or placed in the preschool office. All items not claimed by the end of each semester will be donated to charity.

## KOSHER POLICY

Temple Sinai Preschool maintains the following kashrut (kosher) policies:

- Please do not send pork or shellfish products of any kind.
- All pareve foods are allowed.
  - Pareve foods contain neither milk nor meat. Pareve foods include but are not limited to fish (other than shellfish), eggs, fruits, vegetables, peanut butter, nuts, and any vegetarian or vegan product.

We realize that understanding these kosher guidelines is a learning process. Please feel free to contact the preschool office if you have any questions or would like suggestions.

## FOOD SAFETY

At Temple Sinai Preschool mealtimes are a learning opportunity benefiting social and emotional development, language, and self-help skills. During these mealtimes, our teachers eat with the children and encourage each child to learn to successfully feed themselves.

While your child is at Temple Sinai Preschool their health and wellbeing are of utmost importance and food accounts for over 50% of choking episodes. Choking can be prevented. As our partner you can help by following these simple guidelines from [healthychildren.org](http://healthychildren.org) when packing your child's snack and lunch.

Keep the following foods away from children younger than 4 years:

- Hot dogs
- Nuts and seeds
- Chunks of meat or cheese
- Whole grapes
- Hard or sticky candy
- Popcorn
- Chunks of peanut butter
- Chunks of raw vegetables
- Chewing gum

## LUNCH AND SNACKS

All snacks and lunches are provided by the families and should be clearly labeled with your child's first and last name. If a child's lunch is forgotten the parent/guardian will be notified and the child will be fed a meal that meets 1/3 of their daily nutrition requirements. Each child should have one snack every day for 9-12:30 and 2 snacks for 9-3:00. If your child stays past 3:00, a third daily snack is suggested.

## BIRTHDAYS

A special snack may be sent for the class to celebrate your child's birthday. Please talk to your classroom teachers to make arrangements.

## CHILD HEALTH AND SAFETY POLICIES

Your child's health is a matter of major importance to all of us. Our health and safety program is in compliance with the Nurse Practice Act and has a nurse consultant that delegates the administration of medications. Upon enrollment, you must file with us a general health appraisal and immunization form signed by a physician. The health form must include all allergies, chronic illnesses, and special health situations, as well as names and phone numbers of emergency contacts.

If our staff feels a child is showing any signs of an on-coming illness or has prematurely returned to school, we will call the family (or emergency number) and have the child picked up. Please be certain that your child has been free of fever, vomiting, constant coughing, sore throat, or other symptoms for at least 24 hours before returning to school.

- We send home a child when they cannot participate in normal activities.
- If your child needs to stay indoors, please keep him/her at home an extra day to be sure he/she is over the illness.

## ILLNESS POLICY

If your child becomes ill during the school day, they will be taken to the office. The child's parent/guardian will be notified immediately and must pick up the child within an hour.

### **HOW SICK IS TOO SICK? WHEN TO KEEP YOUR CHILD AT HOME**

- The child does not feel well enough to participate comfortably in usual activities, (examples include extreme tiredness, unexplained irritability, or persistent crying).
- The child requires more care than program staff can provide without affecting the health and safety of the other children.
- The illness is on the list of symptoms or illness for which exclusion is recommended.

There are certain times that children may be asked to stay home longer than the policy states. We hold high regard to a physician's statement that a child can return to school, **but** if it does not meet the CDC standards for community

childcare interactions for safe return, your child cannot come back until the guidelines are met.

Children with the following symptoms or illness should be kept home (excluded) from school:

Children with the following symptoms or illness should be kept (excluded) from school: <b>SYMPTOMS</b>	<b>Child Must Be at Home?</b>
<b>DIARRHEA</b> frequent, loose or watery stools compared to child's normal pattern; not caused by diet or medication	<b>Yes</b> – if child looks or acts ill; if child has diarrhea with fever and behavior change; if child has diarrhea with vomiting; if child has diarrhea that is not contained in the diaper or the toilet
<b>FEVER</b> <u>Note:</u> An unexplained temperature of 100°F or above is significant in infants 4 months of age or younger and requires immediate medical attention	<b>Yes</b> – A temperature 100°F or above must stay home until the child is fever free for at least 24 hours without medication before returning to school
<b>FLU SYMPTOMS</b> Fever over 100°F with a cough or sore throat. Other flu symptoms can include fatigue, body aches, vomiting and diarrhea	<b>Yes</b> - for at least 24 hours after there is no longer a fever, without the use of fever-reducing medicine
<b>COUGHING</b> severe, uncontrolled coughing or wheezing, rapid or difficulty breathing <u>Note:</u> Children with asthma may be cared for in school with a written health care plan and authorization for medication/treatment	<b>Yes</b> - medical attention is necessary
<b>Mild RESPIRATORY OR COLD SYMPTOMS</b> stuffy nose with clear drainage, sneezing, mild cough	<b>No</b> – may attend if able to participate in school activities
<b>RASH WITH FEVER</b> <u>Note:</u> Body rash without fever or behavior changes usually does not require exclusion from school, seek medical advice	<b>Yes</b> - seek medical advice. Any rash that spreads quickly, has open, weeping wounds and/or is not healing should be evaluated
<b>VOMITING</b> two or more episodes of vomiting in the past 24 hrs	<b>Yes</b> – until 24 hours after vomiting resolves or a health care provider decides it is not contagious. Observe for other signs of illness and for dehydration
<b>CHICKEN POX</b>	<b>Yes</b> - until blisters have dried and crusted (usually 6 days) If blister occurs after vaccination, refer to Health Dept Guidelines

<b>CONJUNCTIVITIS (PINK EYE)</b>	<b>Yes</b> - until 24 hours after treatment If your health provider decides not to treat your child, a note is needed
<b>CROUP (see coughing)</b>	Seek medical advice Note: May not need to be excluded unless child is not well enough to participate in usual activities
<b>FIFTH'S DISEASE</b>	<b>No</b> - child is no longer contagious once rash appears
<b>HAND FOOT AND MOUTH DISEASE</b> (Coxsackie virus)	<b>No</b> - may attend when all sores are scabbed if able to participate in usual activities, unless the child has mouth sores and is drooling
<b>HEADLICE OR SCABIES</b>	May return after treatment starts
<b>HEPATITIS A</b>	<b>Yes</b> – until 1 week after onset of illness or jaundice and when able to participate in usual activities
<b>HERPES</b>	<b>Yes</b> – if area is oozing and cannot be covered, such as mouth sores
<b>IMPETIGO</b>	<b>Yes</b> – for 24 hours after treatment starts
<b>RINGWORM</b>	May return after treatment starts Keep area covered for the first 48 hrs of treatment
<b>ROSEOLA</b> Note: A child with rash and no fever may return to school	<b>Yes</b> – seek medical advice
<b>RSV</b> (Respiratory Syncytial Virus) Note: A child does not always need to be excluded unless he/she is not well enough to participate in usual activities	Seek medical advice. Once a child in the group has been infected, spread of illness is rapid
<b>STREP THROAT</b>	<b>Yes</b> - for 24 hours after treatment and the child is able to participate in usual activities
<b>VACCINE PREVENTABLE DISEASES</b> Measles, Mumps, Rubella (German Measles), Pertussis (Whooping Cough)	<b>Yes</b> – until determined not infectious by the health care provider
<b>YEAST INFECTIONS</b> Including thrush or candida diaper rash	<b>No</b> – may attend if able to participate in school activities Follow good hand washing and hygiene practices

## IMMUNIZATION POLICY

Each child must have a current General Health Appraisal form (signed by their doctor) and immunization record on file in the preschool office. The forms must be returned to the preschool office within 14 days of your child's start date and must be renewed annually following your child's wellness check.

Beginning with the launch of the 2019-20 academic year, all students and staff enrolled in Temple Sinai Preschool are required to have age-appropriate vaccines as determined by the Colorado Department of Public Health and Environment, American Academy of Pediatrics (AAP), and the Center for Disease Control (CDC).

In 2015, The Union for Reform Judaism (URJ) adopted a Mandatory Immunization Policy resolution with which all Reform congregations are being encouraged to align. We know that some of our parents may have chosen to defer the vaccination of their children. Nonetheless, for the Temple Sinai community, this is not about individual rights and choice, but rather, it is an issue of public health and policy.

## IMMUNIZATION EXEMPTIONS

Because the Reform Movement specifically rejects vaccination deferral on religious grounds, we do not accept a religious deferral. We will only accept an exemption based on medical reasons and an official Immunization Medical Exemption Form signed by your child's licensed medical doctor must be submitted.

## ALLERGIES

If your child has food allergies or restrictions, please discuss them in detail with the teacher and preschool office. For all food allergies, a written allergy plan must be signed by parent and doctor prior to the child's first day of attendance. The allergy plan must be on file and updated every year. The staff of the center will take appropriate precautions. If at any time your child develops an allergy, please let us know immediately.

For food allergies we evaluate each student on a case-by-case basis. We will work with your family to determine the steps we can take to prevent exposure to certain items.

## MEDICATION AND MEDICATION STORAGE

Both prescription and non-prescription medications can be administered only with the written order of a person with prescriptive authority as well as written parental consent.

- All medication must be in the original container, with the proper device to deliver, legible label and not be expired.
- Medication prescribed for an individual child must be kept in the original container bearing the original pharmacy label, which shows the prescription number, date filled, doctor's name, directions for use and child's name.
- For students with diabetes, seizures and severe allergies or asthma, a health care plan must be on file and updated annually or whenever there are changes.
- All medication is securely stored in the Assistant Director's Office. Medication is always accessible to staff that have been trained by our nurse to administer medication to the children.

## SUNSCREEN AND TOPICAL OINTMENT POLICY

Topical preparations such as diaper rash ointments, sunscreen, and bug sprays may be administered to children with parental authorization. Topical preparations may not be applied if there are open wounds or broken skin.

We ask that all children come to school with sunscreen applied. Sunscreen will be reapplied according to manufacturer instructions. Sunscreen may be applied by a child over 4 years of age with direct supervision of a staff member.

The preschool will only apply children's personal sunscreen which must be labelled with their first and last name.

## TELEVISION AND VIDEO VIEWING

Television and videos are not used at Temple Sinai Preschool. The philosophy behind our curriculum is that young children learn best by actively learning. We encourage and provide an environment in which children can be active and creative explorers.

## GUIDANCE AND POSITIVE INSTRUCTION

All staff at Temple Sinai Preschool cultivate positive child, staff, and family relationships. We also create and maintain a socially and emotionally respectful early learning and care environment. Teaching strategies are implemented in each classroom, which supports positive behavior, pro-social peer interaction, and overall social and emotional competence in young children.

## POSITIVE BEHAVIORAL GUIDANCE

Teachers take special care to gently guide children through the activities of the day. Setting age appropriate, consistent limits and clearly communicating the rules of the classroom reduces the need for discipline. Our teachers use praise and positive reinforcement to minimize the need for disciplinary action.

Reasonable expectations help to keep conflicts to a minimum. If aggressive behaviors such as hitting or biting occur, the teacher will notify the family immediately and work collaboratively to determine why the behavior is occurring. Temple Sinai Preschool will not permit or tolerate the use of any abusive disciplinary methods, such as yelling, hitting, spanking, slapping, shaking, pinching, using profanity, withholding food or sleep, ridicule, embarrassment, or humiliation of any child. Redirection of the child to another activity will be utilized.

## REMOVAL

We make every effort to work with the families of children having difficulties in preschool. We are here to serve and protect all our children. Before a family is asked to remove their child from Temple Sinai Preschool the Director, Assistant Director and Learning consultant will provide individualized social and emotional intervention supports for children who need them, including methods for understanding child behavior; and developing, adopting, and implementing a team-based positive behavior support plan with the intent to reduce challenging behavior and prevent suspensions and expulsions. The school will provide written notice and explanation to the parent/guardian if a child is withdrawn by the Preschool.

## CHILD ABUSE POLICY

All staff members at Temple Sinai Preschool have completed an intensive background check through the Central Registry of Child Protection and the Central Bureau of Investigation.

All staff members have completed training in the prevention of child abuse and neglect. Temple Sinai staff members are mandated reporters. Therefore, if we have reasonable cause to suspect abuse or neglect it will be immediately reported to the department of human services.

You may report any suspected abuse or neglect by calling the Child Abuse Hotline at 720-944-3000. You may file a complaint or concern with the Public Health Inspection Division at 303-285-4075 or The Colorado Department of Human Services at 303-866-5958.

## EARLY CHILDHOOD CONSULTATION SERVICES

Temple Sinai Preschool has an imbedded Early Childhood Mental Health Consultant provided at no cost through WellPower.

WellPower partners with centers to offer no-cost, early childhood mental health consultation services.

WellPower can work with staff and families on:

- Building on children and families' strengths
- Supporting teachers in the classroom with strategies and support planning
- Providing support and social skills groups to children in the classroom
- Holding parent/caregiver education workshops
- Conducting staff trainings
- Providing resources and referrals
- Performing developmental and mental health assessments

**Thank you for choosing Temple Sinai Preschool. We understand that your choice of preschool is a very personal and important decision. We look forward to our partnership with your family!**