

B”H



**Jewish  
Preschool  
on  
Sardis**

# Parent & Family Handbook

## 5782

## 2021-22



A Project of Lubavitch of North Carolina

A Licensed 5 Star Preschool



NC Division of Child Development



# Welcome

Welcome to the 2021-2022 school year at the Jewish Preschool on Sardis! We are so pleased that you have chosen our school as a home away from home for your child. The staff and I are excited to share our creativity, passion, warmth and friendliness with each and every one of your families.

The mission of JPS is to nurture children, families, and teachers in a loving environment of exploration and growth, that deepens their connection with Judaism, community & the world around them. The curriculum at JPS supports this mission by exposing the children to a wide range of experiences including art, movement, pre-writing and pre-reading skills, early math and science skills and pertinent social skills, all presented to the children through integrated, hands-on learning centers. Judaic themes and holidays are also introduced to the children through a variety of experiences and hands-on learning.

This handbook has been prepared to help ease the transition from home to school. To help your child get ready for preschool, please take the time to carefully read this handbook, which contains pertinent information, as well as a school calendar.

Nothing, of course, takes the place of direct contact between you, the rest of the school staff and myself. I invite you to call us at the school to discuss any questions or uncertainties regarding your child's preschool education, whenever you feel it necessary.

This year brings unprecedented challenges, and many of us are forced to make difficult decisions. You, as a parent, must feel comfortable with your child attending school, with the knowledge that a) we are doing everything we can to minimize the spread of this virus, and b) there *is* a risk involved with your child attending school. I am happy to help with any information I have learned, and I urge you to consult with your child's physician. Trust yourself that you can make a decision that is best for your family. We are so looking forward to the time when "regular life" returns!

Thank you for entrusting your child with us so we can help him or her learn, share and grow. Looking forward to a fully cooperative relationship, and a very successful school year.

Sincerely,  
*Devorah Weiss-Gorkin*  
Director

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# JPS Philosophy, Mission Statement & Vision

## **JPS Philosophy:**

The preschool years are such important ones; the years when behaviors, value systems and attitudes develop and emerge. Each individual child deserves a loving, safe environment that promotes a sense of wonder and discovery in learning. Our approach allows us to offer a stimulating environment where your child will be encouraged to develop intellectually, emotionally and physically. We value an inclusive environment that respects the uniqueness of each child; thus, they are given the respect and attention that they need to develop and grow. Our low student-teacher ratio ensures that each child receives this needed attention. At the heart of the program, it is our desire to nurture within our children, a concern and kindness for themselves and those around them.

## **JPS Mission:**

JPS nurtures children, families, and teachers in a loving environment of exploration and growth, that deepens their connection with Judaism, community & the world around them.

## **JPS Vision:**

- The students of The Jewish Preschool on Sardis will have a safe, nurturing and stimulating environment that supports their cognitive, physical, spiritual and social-emotional development, preparing them for future educational and life success.
- JPS instills core Jewish values that are woven into daily learning experiences and celebrated throughout the year.
- JPS honors and celebrates the unique qualities of each child, guiding them on the path of lifelong learning.
- JPS is committed to the highest quality early childhood education by providing enriched and individualized programs.
- JPS creates Jewish family traditions that honors and celebrates each family need and unique background.
- JPS engages family members through communication, education and volunteerism within the school and the greater community.
- JPS supports the professional development of staff through ongoing training, up to date materials and other support services available.

## JPS School Calendar 2021-2022

All programming dates subject to change.

No in-school programs will be held until further notice. Social events will take place throughout the year!

<b>AUGUST 2021</b>	
9 <sup>th</sup> -13 <sup>th</sup>	Staff & Teacher Workdays
16 <sup>th</sup>	1 <sup>st</sup> Day of School
22 <sup>nd</sup>	Popsicle Playdate!
<b>SEPTEMBER 2021</b>	
6 <sup>th</sup>	JPS Closed – Labor Day
7 <sup>th</sup> -8 <sup>th</sup>	JPS Closed- Rosh Hashana
15 <sup>th</sup>	1pm Pickup (Yom Kippur eve)
16 <sup>th</sup>	JPS Closed – Yom Kippur
21 <sup>st</sup> -22 <sup>nd</sup>	JPS Closed- Sukkot
26 <sup>th</sup>	Sukkot Brunch/Family Fun Day!
28 <sup>th</sup> -29 <sup>th</sup>	JPS Closed- Simchat Torah
<b>OCTOBER 2021</b>	
27 <sup>th</sup> , 28 <sup>th</sup>	Picture Day
<b>NOVEMBER 2021</b>	
12 <sup>th</sup>	4:30pm close on Fridays begins
24 <sup>th</sup> – 26 <sup>th</sup>	Thanksgiving Break
29 <sup>th</sup> -30 <sup>th</sup>	Chanukah
<b>DECEMBER 2021</b>	
1 <sup>st</sup> -6 <sup>th</sup>	Chanukah
1 <sup>st</sup>	School-wide Chanukah Party!
24 <sup>th</sup> – 31 <sup>st</sup>	Winter Break
27 <sup>th</sup> -29 <sup>th</sup>	<i>Childcare available for 6pm families only – reservation required</i>
<b>JANUARY 2022</b>	
13 <sup>th</sup>	(Virtual) Grandparents' Day (2s, 3s, 4s)
17 <sup>th</sup>	JPS Closed – MLK Day- Tu B'Shvat
<b>FEBRUARY 2022</b>	
11 <sup>th</sup>	Shabbaton for 4's
21 <sup>st</sup>	JPS Closed – Teacher Workday
<b>MARCH 2022</b>	
17 <sup>th</sup>	JPS Celebrates Purim
18 <sup>th</sup>	6pm Friday pickup resumes
<b>APRIL 2022</b>	
15 <sup>th</sup> – 22 <sup>nd</sup>	JPS Closed – Passover
<b>MAY 2022</b>	
6 <sup>th</sup>	I love Israel Day
19 <sup>th</sup>	Lag B'Omer
26 <sup>th</sup>	Graduation for the 4's
27 <sup>th</sup>	Last Day of School
30 <sup>th</sup>	Memorial Day – JPS closed
31 <sup>st</sup>	JPS Closed - Teacher Workday

# Financial Policies

## Registration:

1. Registration payment of \$150 registration fee plus a portion of May 2022 tuition is due at time of application.
2. Families with more than one child registering will pay ½ registration fee for additional children.
3. A 30-day written notice to withdraw is required.
4. Registration fee and last month's tuition are NON-REFUNDABLE.
5. If placed on a waitlist, that waitlist fee can be used only for the same school year.

## Tuition:

1. The registration fee and tuition deposit are due before the first day of preschool.
2. Tuition is paid through Procure system, using Tuition Express.
3. Tuition is due the 1<sup>st</sup> of the month and is always paid a month ahead. The first payment for the school year is made in July, and the final payment, with the deposit applied, is made in April, totaling 10 payments. If your child attends school year-round, 7:30-6, your tuition will be equally divided over 12 months.
4. If payment is received after the 10<sup>th</sup> of the month, a late fee of \$25 will be added, unless previously communicated with bookkeeping.
5. If payment is not received by the 15<sup>th</sup> of the month and the family has not informed the Director or accountant of any hardship, a statement will be mailed with the message that tuition must be paid in full, including the late fee by the 30<sup>th</sup> of the month for the child to continue in preschool. On the 30<sup>th</sup> of the month, the matter will be turned over to the Parent Advisory Board and Financial Committee.
6. If there are any outstanding fees, including tuition and late fees, by the end of April, it may be determined that the child will be unable to participate in any end of year activities and/or to be enrolled for the next school year.
7. The Jewish Preschool on Sardis provides financial assistance to children in need who are enrolled for the current school year. The assistance takes the form of deferred tuition, payment plans or tuition reduction. Funds are limited but we make every attempt to give assistance when needed. Applications are completed online. Applications will be kept in strict confidence and only seen by the Director and the Scholarship Chairperson.
8. There are no refunds, credits, or make up days for illness, holidays, or family vacations, or withdrawal.
9. There are no makeup days due to inclement weather.
10. Please refer to the COVID-19 section for policies related to tuition.

## Additional Fees:

1. There is a late pick up fee of \$15.00 for any late pick up 5 minutes or later (including preschool-1:05pm, enrichment-2:05pm, extended day- 3:05pm. Pick up after 6:05 will result in a \$25 late fee.)
2. Children using diapers/wipes are required to replenish in a timely manner, per teacher request. Any family that does not replenish supply by the last diaper/wipe will be assessed a fee of \$10/day.

## Pre-care & Extended Day:

Pre-care and Extended Day are available for all children from 7:30-8:50am and 1:00-3:00 or 1:00-6:00 respectively. You must be pre-registered, and NO CHANGES CAN BE MADE DURING THE YEAR.

Fees:

- Refunds are not given for date changes, illness, or vacation. Swapping days for illness, holidays or vacations are **not** permitted.
- Fees are the same regardless of what time you drop your child off/pick them up. For example, a child arriving at 7:30am pays the same fee as a child arriving at 8:30am or a child picked up at 4:30pm pays the same as a child picked up at 5:50pm.
- We can provide drop-in care if space is available, see fees below:  
-Pre-care: \$20

-1-3pm: \$25

-3-6pm: \$35

-1-6pm -\$50

Requests for drop-in care can **ONLY** be made through the preschool office and not directly with the pre-care/extended day teacher. Please contact the office for availability and billing information.

- Please be sure to read the procedures page for additional extended day policies (page 11).

## After School Programs

### *Extended Day Policies & Enrichment*

We are pleased to offer care for children beyond 1:00pm for families.

Rest time/Nap time is a part of the routine for each child in extended day as mandated by the State of North Carolina. Cots and sheets are provided for each child. The teachers will provide a quiet and dim space to assist children in relaxing and/or napping as well as to help them maintain their energy for the duration of the day. Children who do not nap will have a quiet rest time. You are welcome to bring a blanket for your child to keep at school during the week.

**Every child will receive a cot sheet which you are responsible to wash on Fridays and return on Mondays** (along with their blanket). If you do not return the sheet on Mondays, we will provide another sheet at a cost of \$12. If the elastic straps break, they can easily be fixed, please do not throw the sheet away!

Children will have outdoor play time, indoor activity time as well as an additional circle time during their extended day. See classroom schedules for the routines.

Drop-in care is available with advance notice and space permitting.  
The drop-in fees are listed above.

Pick up is by 3:00pm or 6:00pm. Families arriving late for pick up will be charged a late fee (see page 10 for details). If late pick up is a consistent problem, families may be asked to withdraw from our extended day program.

Fridays, between November and March will have pick up at 4:30 pm instead of 6:00 pm, as Shabbat comes in early during those months. Advance notice will be sent out as a reminder, and it is listed on the calendar.

### *Enrichment*

Stay tuned to find out if JPS will be able to offer enrichment classes in the fall!

# Arrival and Dismissal

For the safety of all children and adults at JPS, we request that **NO CELL PHONES** be used while you are driving on campus. Please drive slowly through the parking lot, even if you are running late. Throughout the day, especially during arrival and dismissal, children are outside. Children can be unpredictable, and we want to be sure that a driver's full attention is given to their surroundings.

## Parking Lot & Carpool

To ensure the safety of all, parking is only allowed in designated parking spaces. Parking alongside the sidewalk poses a hazard to the children and interferes with carpool. Please watch your children carefully in the parking lot and drive slowly while entering and exiting the school premises. Children should always be with parents at drop off and pick up, not to be left alone in a vehicle or outside of a vehicle.

Teachers create an environment where families and children are given time to establish trust and routines. To foster that, **please arrive on time (before 9:05)**. This means your child will get the most out of his/her school day and will have an easier time in the transition from home to school. A prompt arrival will also minimize disruptions for the class. Additionally, Judaica and music for some classes are scheduled to begin right at 9:15, so arriving late means your child misses out and interrupts the class upon late arrival.

Children are released to their parents and only those who are on the approved carpool list. It is imperative that you notify the school if someone else will be picking up your child. For the release of a child to someone that we do not personally know, our staff has been instructed to ask for photo identification, if they do not have a photo ID, your child will not be released to them.

## Arrival: Infants and Toddlers -

**Early drop off:** arrival time for children registered for 7:30 start time is anytime between **7:30-9:00am**.

**9:00am Arrival:** arrival time for the children registered for 9:00am is between **8:50-9:05**.

Parents should park in an appropriate parking space, use the crosswalk and walk their children to their classroom. Do not use exterior doors for drop off or pick up. Teachers will not permit children or parents to enter classrooms through exterior doors for any reason!

Upon entering the classroom, please show the teacher your COVID screening, assist your child in unpacking his/her backpack, label their lunchbox with the date and wash their hands. If you are entering the classroom, you must wash your hands as well.

Reminder that the infant room is a shoe free room.

## Arrival: 2s, 3s and 4s -

**Early drop off:** Parents should park in an appropriate parking space, use the crosswalk and walk their children to their classroom. Do not use exterior doors for drop off or pick up. Teachers will not permit children or parents to enter classrooms through exterior doors for any reason!

Upon entering the classroom, please show the teacher your COVID screening, assist your child in unpacking his/her backpack, label their lunchbox with the date and wash their hands. If you are entering the classroom, you must wash your hands as well.

**9:00am Arrival:** arrival time for is between **8:50-9:05**. During that time, staff members will greet the 2s, 3s and 4s in carpool, ask for your COVID screening and help them out of their cars. We ask for your assistance - if your child is seated in a place that requires an adult to get into the car to assist the child (i.e. 3<sup>rd</sup> row), we will need you to take your child out of the car. Car must be in park when loading and unloading.

If you arrive after 9:05, please park in a designated spot in the parking lot and walk your child to the classroom. Please assist your child to unpack their backpack and wash their hands. If lunches have already been brought

to the refrigerator, we ask that you bring your child's lunchbox to the kitchen, label it with the appropriate date and place it on the shelf that is labeled for his/her class.

**Dismissal:**

**1:00pm** - Dismissal from the part day program is from 12:50-1:05. All parents of part-day students should park in an appropriate spot and walk into the building to pick up their child.

**3:00pm**- Carpool will be offered for 2's, 3's and 4's. Procedures will be the same as during drop off. Parents should pick up between 2:45-3:00pm.

**Extended day** – children registered in the full-day program may be picked up at any time between 3-6pm. Carpool is not offered for extended day and pick up will be from the classroom (or playground) only.

**Car Seats**

If you need to leave a car seat at JPS for the day, we ask that you leave it against the hallway. Due to space constraints, we are unable to store them in your children's classroom. Teachers cannot take responsibility to take a car seat from you to be left for the day.

Legally, school staff and teachers cannot buckle a car seat into your car, therefore, if you need to take out or place a car seat into your car, please park in a designated area and make the transfer there. In an effort to keep carpool on time, other parents will appreciate your efforts not to hold up carpool.

If you **do not** have a safety restraint for your child or a child in your carpool, a staff member will be unable to put the child in your car. It is NC state law that preschool age children be in a proper car restraint.

# Birthdays

Children celebrate both their Jewish (lunar) and secular birthdays at school. On their secular birthday, the day is recognized with the class singing Happy Birthday. On the Jewish birthday, the child will be given a special “crown” and Happy Birthday will be sung in Hebrew. The office will inform you of the day of the celebration in the classroom, and you are welcome to attend if you wish. Birthday cupcakes are prepared for each class at \$1/cupcake. For example, 12 students + 2 teachers = \$14 for cupcakes.

Since JPS is a school that teaches Jewish values and the value of inclusion, when planning a birthday party outside of school, we encourage you to schedule the party on a day other than Shabbat or a Jewish holiday. Please consult the preschool calendar for holiday dates. Birthday parties scheduled on Shabbat or Jewish Holidays may result in a child being excluded from the festivities.

Since your child is part of the preschool community, we also suggest that you invite the entire class to any birthday party where you are inviting friends from school. Leaving out just a few children can be hurtful to the children and families who are excluded. This is also a great introduction to discuss with your children how our actions can affect other people.

It is our policy that party invitations and gifts **may not** be handed out in school. As a convenience to our families, if every child in the class is invited, you may come into school after morning carpool and put birthday invitations inside the children’s backpacks. Please be vigilant to place the invitations **inside** the backpacks so the teacher is not faced with the task of determining which backpack did not receive the invite. Please understand that afternoon carpool time is not a convenient time to be handing out invitations.

# Classroom Management

Our program's guidance and discipline policies are based on the belief that young children must experience trust and respect to develop lifelong social and emotional skills. Our goal is for each child to learn self-management skills and inner control through participation in a safe, loving, and well-planned environment. We try to anticipate and minimize situations which may result in a behavior problem. The children are provided with consistent routines and realistic limits and expectations. Children need limits so they can feel safe and protected. Children are redirected and given choices as a general rule. To accomplish our goal the following techniques are used daily:

- **Prevention & Positive Reinforcement:** Providing a daily routine, a sense of security and constantly praising and reinforcing appropriate behavior. Room environment is an important part of setting up students for success and we work diligently at creating and maintaining an environment to facilitate learning and caring.
- **Setting Limits:** Simple rules are established early on and consistently followed. Each teacher will work in collaboration with the children in the class to set simple, age appropriate class rules.
- **Giving choices:** When appropriate, we will give the child two choices when trying to help redirect them. If children are unable to make the choice themselves, the teacher will assist the children in that decision.
- **Problem Solving:** We encourage the child, and help them, verbalize and use logical reasoning and consequences as the means of solving conflicts. This takes time, practice and patience. There will be a lot of conversations about what the problem is, how to fix it and follow through to the end.
- **Remove Child from Situation:** After all behavior management techniques have been referred to, the last alternative is to remove the child from the situation, until he/she is able to return to the group cooperatively. Each classroom has at least one privacy table/area, where one child can relax or play by themselves.

At the Jewish Preschool on Sardis, children are valued for the individuals they are, however, each child is expected to meet the behavioral expectations set for their age. If your child appears to have difficulty meeting these expectations, and/or it becomes disruptive to the rest of the class, you will be informed by the classroom teacher. All attempts will be made to work together to meet the needs of your child as well as the other children in the class. If after a reasonable amount of time, a child continues to have difficulty following the classroom rules, the classroom schedule, or is unable to adjust to the demands of the group, parents may choose or be asked to withdraw their child.

## **Behavioral Issues**

- If a child exhibits continuous behavioral issues that are disruptive to the classroom safety, the teacher will document, assess, and observe the child to better understand the behaviors. The teacher and director will meet to discuss a plan of action.
- If no progress is made, the director will reach out to the parents to set up a meeting to discuss what behaviors have been observed and what the teachers have tried to implement.
- If the Director and teacher feel outside support is required for the benefit of the child and the safety of the classroom, the parents will be asked to seek additional support, and will be provided with references and recommendations. The goal of this additional support is for the success of the child.

If the parents do not agree to seek additional support, the child will unfortunately not be able to attend school.

- If no progress is made and the school feels they cannot keep the child safely enrolled in the program, the school has the right to break the contract with the family, or the family can break the contract with the school.

### **Biting/Hitting/Aggression**

Children do not always have the verbal skills necessary to express anger, frustration, sadness, hurt, fear etc. These emotions may thus be expressed through aggressive behavior, including hitting, pushing, or biting.

At school, we use a variety of techniques to deal with these situations, including determining if there is a pattern to when the behavior occurs, if there is a cause/effect relationship, and/or whether the aggressor is gaining negative attention or experiencing frustration. We speak to the action and tell the aggressor that the behavior is unacceptable. We teach him/her the acceptable way to handle the situation (i.e. "Use your words and tell your friend what you want". We will give the child the words to say if he does not know them, "Say to your friend, can I have a turn"). We will give help and comfort to the victim and model proper assertive skills such as "it hurts me when you hit me and I will not want to play with you."

We also provide very close supervision so we can help prevent aggression as much as possible and use these "teachable" moments to practice appropriate social skills.

If a child is bitten by another child, both parents will be notified. If the skin is broken by the bite, it is the recommendation of the school as well as most physicians that the bite mark be examined by the pediatrician. Most pediatricians will request blood work and may also make that request of the biter. It is the responsibility of each family to follow the recommendations of their pediatrician.

### **Early Intervention**

Early intervention helps young kids work toward meeting developmental milestones.

There are many skills that develop in the first three years of a child's life. Some infants and toddlers meet developmental milestones more slowly than expected. This is called a developmental delay. The teacher will observe and assess the child according to current developmental milestones, and if there is reason for concern, they will reach out to relay those concerns.

If the teacher feels that early intervention is necessary for the child's success in the classroom, whether academically/socially/behaviorally, they will ask you to have your child assessed.

The school will provide resources through both public and private sectors to help navigate this process.

## **Clothing**

Children should wear clothing that is appropriate for floor activities, messy art and daily outdoor play.

**Please do not send your child to school in clothing that you would be disappointed if it gets dirty.**

Please be sure your child's clothing is easily managed during toileting. Hard to close snaps, belts, and overalls that have buckles, should be avoided. A young child's self-esteem is enhanced when he or she can be independently successful.

Please send your child to school in **closed toe shoes**. Since children enjoy running and playing on the playground, we discourage children from wearing flip flops or sandals that do not provide adequate support. In addition, children get frustrated when mulch gets stuck in their sandals. We strongly advise parents to be sure that their child is wearing socks even during the warm months. Children love the freedom and gross motor opportunities that they gain from outdoor play, and by wearing strong closed toe shoes, we can bolster this wonderful opportunity. As a safety precaution, children who arrive to school in sandals or flip flops will not be permitted to climb on the outdoor equipment.

Parents are responsible for keeping a stocked supply of diapers and wipes for children, as needed. Teachers will notify families when the stock is low. If diapers/wipes are not replaced by the time they are fully out, JPS will assess a \$15 fee each day supplies are out.

## Communication

Open communication between the parent and the teacher is essential. Your child will benefit tremendously from this communication. We rely on and provide a few different avenues for easy, frequent communication.

- The school uses Remind to send important reminders and emergency communication via text. You will be sent a text in the beginning of the year and you will need to subscribe to receive these texts.
- Tadpoles are used as a form of daily communication and will include important information, activities, and photos.
- Each classroom has an email address, and you are welcome to email the teachers at any time. The teachers will check the class email daily and respond to you within 24 hours. You will be notified of your class email address at the beginning of the school year.
- Teachers will make phone calls and touch base with you throughout the year.
- If there is something you need the teacher to know before the start of the day, you can:
  - Send a note through Tadpoles. This can only be done *before* your child is checked into school and can be done on the Tadpoles app only.
  - Email [info@jpskids.org](mailto:info@jpskids.org) if there is something urgent the teachers must know immediately. Otherwise, please email the teachers using the classroom email address.

Children will have a portfolio that generates an authentic assessment of how your child is growing and developing over the course of their time at JPS. This portfolio will provide snippets of your child's day at preschool and milestones noted at school. In addition, the teacher may reference some goals that they have with your child and how they plan to reach them. This portfolio will be reviewed at conference time.

Conferences are an opportunity for you and your child's teacher to discuss the development of your child. We encourage you to attend these scheduled conferences. At least one conference is offered annually on designated days, at a mutually agreeable time. Of course, teachers are always available for additional conferences at your request.

As always, please call us any time!

# Confidentiality

At the Jewish Preschool on Sardis, confidentiality is a key component, especially when working with children and families. At our preschool, we are committed to the highest standards.

If families enrolled at JPS choose to use JPS teachers as babysitters outside of school hours, they are still expected to respect the privacy of each and every child enrolled in our school. By asking a teacher even the most innocent of question, you are putting them in a very uncomfortable position as well as putting their job at risk.

In the same respect, the school is not responsible for any non-school related interactions that occur after school hours. If there is a conflict, disagreement or concern, the school cannot get involved in any way. Please respect these boundaries for the sake of the children, the teachers and the school.

# Curriculum

Our North Carolina 5 Star rating ensures that The Jewish Preschool on Sardis upholds the best and most up to date standards in Early Childhood Education; from staff education to low teacher-student ratios to curriculum to classroom materials.

***“When the world is scaled larger than you are it is nice to have a special place your own size.”***

## **Infant program: 6 weeks - 12 months (1:4 teacher student ratio):**

Our newest and youngest classroom is designed to be a warm, nurturing environment where daily change and growth is fostered and celebrated. Children will have teachers who will plan and invite growth through individualized plans, understanding unique schedules, nutritional needs and developmental abilities. Parents and teachers work together to foster the rapid growth that occurs in the first year of life.

## **Toddler program/ 1s: 12-24 months (1:5 teacher student ratio):**

In our toddler rooms, you will find toddler sized tables and chairs as well as materials that meet the needs of this special age group. A blend of sensorial and motor exploration provides numerous enjoyable experiences for the toddlers. The structured play of our toddler curriculum gives us the opportunity to infuse skill building among all different developmental domains: physical, language, social-emotional and cognitive. Even though at this young age toddlers do not truly play with their peers - they'll play next to other children, but not with them - our teachers lay a foundation for your toddler to eventually learn to play interactively with others. Although teachers cannot “teach” physical skills, they do provide many opportunities for the children to practice and develop these skills.

## **2 Year Old program: (1:8 teacher student ratio)**

We know that all children learn and grow through active play and participation. Therefore, our program for two-year-olds is designed to allow each child to explore and be actively engaged in a rich Jewish environment, enhanced with developmentally appropriate activities. Activities are designed to encourage development of all aspects of a child’s life- physical, social, emotional and cognitive.

Children are given the freedom to choose from a large variety of activities and materials with the teachers acting as facilitators, encouraging their participation and stimulating their thinking by the interactions they provide and the questions they ask.

### **3 Year Old program: (1:9 teacher student ratio)**

Each year of life brings exciting challenges for children. As children turn 3, they leave behind the last hint of toddlerhood and begin to be more self-sufficient. Their focus turns even more toward social interaction and also toward imaginative and creative thought. They exhibit an ever growing interest in learning everything possible about their expanding world.

One of the major tasks of early childhood is to learn how to interact with and get along within the world around us. Our 3-year-old program offers many opportunities for social interactions within all parts of our play-based structure. Adults teach and model appropriate words and actions to use while interacting with friends, joining a group, resolving a conflict, problem solving together and negotiating.

### **4 Year Old program: (1:12 teacher student ratio)**

The 4-year-old program is a warm, friendly environment in which children are encouraged to try out their developing skills with the assurance that their ideas and knowledge are respected and valued. Four year olds are given opportunities to experience the world around them through hands on activities. These activities support pre-academic learning such as pre-math manipulatives and a “print-rich” environment which prepares the children for future reading. For example, number concepts, patterning, matching sorting and classifying are all activities that will promote math based skills.

At the end of the 4 year old year, children will be well prepared for the upcoming challenges of JK or Kindergarten.

### **Judaica Curriculum:**

Throughout their years here at The Jewish Preschool on Sardis, children not only learn about life as a Jew but will also learn to love it too! Our Judaica curriculum is based on Torah stories, learning about the Holidays, mitzvot, tzedakah and a beginning introduction to the Hebrew language. These concepts are taught in a loving, warm environment through stories, songs, arts and crafts, games, puppets, dramatic play, puzzles, special events and much more. A special Shabbat celebration will be a regular routine on our Friday schedule.

### **Music:**

Our music specialists will visit our school weekly and offer the children a time for an appreciation of music, rhythm, beats and instruments. They will also prepares an array of songs for the children to sing that relate to the Jewish holidays.

### **Library:**

We arrange special monthly visits from the Public Library as well as the Center for Jewish Education. They share stories and activities with the children that are sure to instill a love for reading.

# Judaism

## Commonly heard Jewish words at JPS:

- Alef Bet: The alphabet in Hebrew, compared to the ABC's
- Bracha: Blessing. There are different blessings for different foods, depending on food's origin or main ingredient.
- Challah: Twisted bread usually eaten on Shabbat
- Daven: Pray
- Hashem: G-D
- Kiddush: Blessing over the wine on Shabbat
- Kippa: Hebrew word for skullcap (head covering).
- Kosher: Jewish dietary laws that include keeping meat and dairy products separate. Kosher products have been prepared according to strict Torah guidelines.
- Mitzvah: A good deed or commandment.
- Morah: Teacher
- Rabbi: Jewish community leader and teacher
- Shema: Prayer that is the affirmation of the belief in one G-d
- Shabbat/ Shabbos: Hebrew word for Sabbath
- Siddur: Prayer book
- Torah: First 5 books of the bible. Each book is divided into portions
- Tzedakah: Charity

## Jewish Holidays:

- Shabbat: The weekly Sabbath or day of rest in Judaism, symbolizing the seventh day after the six days of creation. Shabbat begins at sundown on Friday and ends at sundown on Saturday.
- Rosh Hashanah: Jewish New Year followed by 10 days of repentance. Two day Holiday.
- Yom Kippur: Day of Atonement. One day Holiday
- Sukkot: Holiday of harvest-eat in a Sukkah (hut). Seven day Holiday followed by....
- Simchat Torah: Holiday upon which we complete the reading of the entire Torah and start the reading cycle again.
- Chanukah: Holiday commemorating the victory of the Maccabees over the Syrian empire, the rededication of the Holy Temple and the miracle where a jug of oil that only was sufficient to burn the Menorah for one day, burned for 8. Holiday is

celebrated for 8 days- we light the menorah, eat potato latkes and play the dreidle (spinning top) game.

- Tu B'shvat: Jewish Birthday for the Trees
- Purim: Holiday commemorating the victory of the Jewish people against the wicked Haman (Persian empire), who wanted to annihilate the entire Jewish nation. A one day celebration when we read the Purim story (megillah) and make noise whenever Haman's name is mentioned. We give gifts of food, and eat triangular cookies called Hamantashen.
- Passover: Pesach Holiday commemorating the Exodus Egypt. We eat matzah (unleavened bread) and clean our homes of any bread or leavened products. 8 day holiday. Our school is closed for the entire duration of Pesach.
- Shavuot: Holiday Commemorating the receiving of the Torah at Mt. Sinai.

## Food/Kosher Policy

*Every JPS family must sign the Nutrition Opt-Out Form, regardless of your lunch choice.*

**Breakfast:** If your child arrives at school before 8:15, you are welcome to send in breakfast or a morning snack. For children who arrive at 8:30 or later, they will not be able to eat a snack during this time, as it is a transition period and the teacher will be unable to supervise the mealtime properly.

**Lunch:** Kosher Charlotte offers catered lunches for JPS! Available for children 12 months and up. If you choose to order lunch for your child, you will order directly through Kosher Charlotte.

### **How to order:**

1. Go to <https://koshercharlotte.boonli.com/>
2. Create an account 1. (if you have an account from last year skip to step 7)
3. Enter school **password CJDS2**
4. Fill out the parent account
5. Add students
6. For classroom choose "JPS registration"
7. Go to the calendar and choose the correct month, and start ordering.

If you will be sending lunch with your child, we ask that you send a **kosher lunch** to school with your child. You can choose to send a meat or dairy lunch, but **never meat and dairy together**.

All lunch boxes are refrigerated upon arrival. Ice packs are not necessary, and blue ice is not permitted according to NC Health & Sanitation standards.

**Snack(s):** For children who are enrolled in 3pm or 6pm pick up, an afternoon snack will be required. Please send in a nutritious, filling snack as it is a long day! Please make sure the snack is labeled as "snack", with your

child's name and the date, and pack it in a separate Ziploc bag. We will accommodate snacks that need refrigeration.

Please do not send snacks in bulk, rather send them in daily - we have limited storage space in the classrooms.

Infants will have an individual eating schedule that will be reviewed regularly with parents for changes. For young children, eating a nutritionally balanced diet is essential for growth and development. When good eating habits are formed at an early age, the chance of the individual enjoying optimal health throughout life is increased. Please pack nutritious foods and carefully select items that meet the USDA meal guidelines (for ideas and suggestions, please visit <http://www.choosemyplate.gov/preschoolers.html>). Food that is easy to grasp is more readily eaten by young children.

If you provide your child's food, we rely on you to adhere to our Kosher policy.

- Look for the Kosher symbol on packaging.
- Choose dairy or meat, not both, in one meal. Examples of foods that **cannot** be sent in the same lunch box are: Turkey sandwich with cheese; turkey sandwich with yogurt; salami and pudding.
- All fruits and vegetables are acceptable.
- Eggs and peanut butter (if your child's class is allowed peanuts/tree nuts) are pareve (containing no meat or milk), and therefore can be part of any lunch.
- Pork, including ham, and shellfish are not permitted in any variety.

**For Infants, 1 and 2 year old classes:**

- **No Ziploc or other plastic bags** or plastic wrap can be used in the lunch box. Please do not send food wrapped in plastic wrap or put into plastic bags. This is a safety precaution mandated by the state.
- Some approved containers include, but are not limited to, Glad-ware, aluminum foil and Tupperware

**No outside food may be brought into the classrooms to be shared with the class without prior approval from the office.** Please see a Rabbi or someone in the office for approval. By getting this approval ahead of time, you will avoid us having to stop you the day you bring food into the class. (For example, Shalach Manot baskets at Purim, Chanukah gelt, or birthday treats.)

## Parent Resources

Skilled and successful parenting is a lifelong process. Most parents have every intention of providing a warm home and being loving parents to their children, yet, inevitably there comes a time when all parents have questions about their child's behavior and are seeking parenting suggestions that are both practical and easy to implement. There is a "Parent Library" located in the main office for the parents to borrow from.

## Photography Policy

The Jewish Preschool on Sardis reserves the right to take photographs and videos of classrooms and students for educational, promotional, archival, web site and fundraising purposes. If you prefer that your child not be photographed or video-taped, please advise the Director, in writing, by the August 1<sup>st</sup>, 2021.

# Safety and Security

Chabad of Charlotte has hired a safety director to help make decisions regarding the safety of the school and synagogue campus.

The Jewish Preschool on Sardis is committed to maintaining a safe and secure environment. JPS facilities are locked from the outside and are video monitored.

Please help us ensure a safe environment by immediately reporting any suspicious person or behavior that you may observe to office personnel. Call the school office and 911, respectively.

Our school has excellent communications with the police and receives immediate notification of any warnings or alerts. We respond to warnings and alerts, but keep in mind that not all actions will be obvious to you.

With safety as our foremost goal, we developed and implemented a comprehensive Emergency Preparedness Plan, in the unlikely event that we should need it. New implementation of a North Carolina Child Care Health and Safety Department requires a thorough plan and review with regular drills and reviews. If you would like to review our plan, please stop by the Preschool office.

## **Fire, Tornado and other Disaster Drills**

- Fire drills are conducted monthly. Children will evacuate their classrooms with their teacher(s) immediately at the sound of the alarm. Each classroom has its own exit route which is posted in the room. Emergency supplies go with the teacher.
- Tornado drills are conducted several during the school year. Children will go to their designated tornado safe area with their teacher(s) and emergency supplies are with the teacher.
- Four times per year, we will practice lock down/shelter in place drills. Children and teachers will go to their designated safe area, as they would for a tornado drill.

## **In Case of an Emergency**

All staff members are required to have training in first-aid and CPR.

It is important that parents supply the school with their telephone numbers as well as the numbers of relatives or friends who live in the Charlotte area and are authorized to act for the parents (in case the parents cannot be reached). ***If emergency numbers, including cell phones, change during the year, notify the preschool office so our records can be updated.***

Your child's well-being is of primary importance to us. The preschool has appropriate child-sized equipment and materials both indoors and outdoors, and all children are carefully supervised by teachers at all times. Accidents can happen, however. In case of an emergency, we call 911 first and then contact you. If your child needs to be transported to the hospital, a staff member will go with him/her. The staff member will stay with your child at least until you arrive.

## **Child Abuse or Neglect**

By NC Law, caregivers are required to report any suspected case of child abuse or neglect to the county Department of Social Services. If such cases arise, the teacher will report it to the Director, who will then make a report to the appropriate authorities.

# Supplies

## Daily

- Backpack (labeled)
- Lunchbox (labeled and dated)
- Snack (labeled and dated)
- Sippy cup if needed (labeled and dated)

## Beginning of Year

- A complete change of clothes
- 2 full size rolls of paper towels
- 2 boxes of tissues
- 4 packages of baby wipes (even if your child is not in diapers, we use many wipes throughout the day in all classrooms)
- 2 boxes of Ziploc bags (gallon or quart)
- A photo of your child
- A family photo

### **Children in diapers**

- Large package diapers (to be replenished as needed)
- 10 packages of wipes (to be replenished as needed)

The teachers will inform you when they need more diapers or wipes. If you run out of supplies and have not brought in replenishments, the school will assess you a \$10 fee.

# Visitors

The Jewish Preschool on Sardis has an open-door policy, and parents are always welcome in the preschool. We do ask parents to honor the privacy and confidentiality of all the children and families in our preschool, just as you would want your own privacy and confidentiality maintained. **All visitors (including parents) must go to the school office before going to a classroom.** This is to ensure that we are aware of all the people that are in our building.

# Volunteer Community

As part of creating a parent community at JPS, we ask families to volunteer their time and service for our school. The purpose of the program is to enhance a quality preschool experience and to reduce some expenses. Volunteering may include, but is not limited to; painting, helping with classroom projects, being a “hugger” at the beginning of the year, tending to our garden/playground, assisting with special events, attending special events, serving as PTO committee chair, JPS advisory board member, etc.

Each family (toddler through 4s) is required to participate in the Volunteer Program. Your contribution will be tracked in hours and **you are responsible for logging your hours on the website at [jpskids.org/volunteer](http://jpskids.org/volunteer). Please keep track of your volunteer hours.** Families with children only enrolled in our infant program are exempt from required hours but we always welcome the additional help, if time and schedules allow.

Each family minimum obligation is as follows:

If your child(ren) is here:	Your volunteer commitment is:
*3 days	5 hours
*4 days	6 hours
*5 days	7 hours

Families wishing to opt out the volunteer commitment will pay a fee of \$100

**\*Maximum 12 hours/family**

Parent involvement increases the support of our school. If you have a talent, skill or occupation that would interest preschoolers, please let us know.

For additional information in regard to volunteer opportunities, please contact our volunteer coordinator, listed in our PTO chair newsletter. The volunteer coordinator will email you volunteer opportunities and reminders about hours needed and reminders to record your hours during the year.

# Weather

JPS uses Remind to text and/or email you school closings. You will receive a text from the school and will need to opt in so that you receive all text updates.

The decision about closing the school for inclement weather will be made by the Director. Closings will also be announced on WBTV, WSOC and WCNC. The decision will also be posted on our website ([jpskids.org](http://jpskids.org)), on Facebook, in Tadpoles, as well as on our voicemail system.

# Wellness Policy

*Please see the COVID-19 section for current Wellness Policy. We will be strictly enforcing all guidelines. The below guidelines will remain part of our parent handbook for future reference.*

The health of your child is important to you and is also important to our staff. It is the parents' responsibility to determine if their child is well enough to come to school. If your child has any of the following symptoms, please keep your child home:

- He/she has a fever of 100. Children should be fever free unmedicated for 24 hours prior to returning to school.
- He/she is within the first 24 hour period of taking an antibiotic
- He/she has a colored nasal discharge (yellow, green, gray-any color that is not clear)
- He/she has persistent runny nose (if the child's nose needs to be wiped more than once every 10 minutes, they should stay at home)
- He/she has a constant cough
- He/she has vomited in the past 12 hours. Any child that vomits at school will be asked to be picked up.
- He/she has had 2-3 diarrheas in the past 12 hours. Any child that has 2-3 cases of diarrhea within a 2-hour period will be asked to be picked up.
- He/she has symptoms of a possible communicable disease (red eye (with or without discharge), diarrhea, flu)
- He/she is fussy, cranky, or tired and generally not behaving like him/herself

*JPS expects family members to pick up sick children from school within 1 hour of a sick child phone call. Any family picking up after one hour will be assessed a late fee.*

*Please notify the school if your child has a communicable illness.* The class will be notified that there is a child in their class with a contagious illness. We will in turn, notify you when there is an illness that you need to be aware of.

After an illness, a child must be symptom free, strong and active before returning to school. Remember that children tire more easily in group situations, and they may need an extra day to feel strong enough to return to the group setting. In some instances, a doctor's note may be requested by the school.

Since staff stay outside with their classes, there is no one available to stay inside with your child if they are not well enough to go outside. Please keep your child home if you feel they are not well enough to participate in outdoor play.

**Allergies:** Due to the increasing number of preschool children with severe, possibly anaphylactic, allergies to peanuts and peanut products, your child's classroom may have a peanut-free policy. This policy reflects our care and concern for the health and safety of all of the children who are in our program. We ask your cooperation in adhering to this policy if we advise you that there is an allergic child in your child's classroom. We know this might be inconvenient, but as a community of caring families, we need to protect all of our children.

If your child is diagnosed with any allergy, please call the office directly to discuss how the allergy will be handled. Please be prepared to have the school be in touch directly with the allergist to keep your child as safe as possible while in school.

**Head Lice:** Although an annoying problem, **head lice infestation should not trigger undue alarm, just immediate action.** In most cases, all that is required is treatment with an over the counter anti-lice cream rinse or anti-lice shampoo. If any family member is found to have head lice, the entire family should be checked and treated, if necessary. In addition to this special wash, all washable items such as bedding, clothing, hats, scarves, book bags and brushes should be washed with hot water (over 130 degrees is suggested) until no more nits are seen. Place all non-washable items in a tightly sealed plastic bag for 2 weeks, and vacuum all carpets, rugs and upholstery, including the family car. It is very important to use the nit comb daily until no more nits are seen. **A child is not permitted to attend JPS if there are nits present.** The office staff will check the child upon return to school to determine if there are any nits present.

**Immunizations:** Medical records for each child are required by the State of North Carolina. Throughout the year, if your child receives any immunizations when they go to the pediatrician for their well check, please provide the preschool office with the updated immunization record. This information can be faxed to or brought into the office.

Per state regulations, our preschool records must be maintained and up to date. We appreciate your help.

***Children enrolled at JPS MUST have a vaccination and medical record on file in order to start the school year per North Carolina Health and Human Services policy.***

**Medications:** If your child requires medication during the school day:

- A medical authorization form must be picked up in the office and completed accurately by a parent.
- The medicine should be clearly labeled with the child's name, time of dosage and amount of dosage.
- If it is a prescribed medication, it must be in the original container and physician's signature must be on the prescription. We will adhere to the expiration date.
- An accurate dosage measuring device must accompany all oral medications. These implements can be obtained from the pharmacist.
- The only creams JPS will allow in the classrooms are sunblock and diaper cream. Please do not send any other creams unless prescribed by a doctor. Please complete the proper forms, which are available in the office.
- Staff members may not dispense Tylenol, aspirin, or apply any ointment sent from home without written parental authorization. A doctor's note may be required for some of these medications.
- Medications are stored in a locked cabinet in the classroom, in the refrigerator or in the office - whichever is the most appropriate.
- Please apply sunscreen to your child before he/she comes to preschool.
- According to NC State Licensing Laws, preschoolers may **not** bring Chap Stick, lip gloss or like products to school. **State Law prohibits products containing petroleum to be brought into the classroom.**
- If your child requires an epi-pen to be at school, we ask that you give us (2) – one for the classroom and one for the office. The epi-pens must be in the original box, clearly labeled with the child's name. Depending on the expiration dates, these may need to be replaced mid-

year. If one child in the school requires an epi- pen the entire staff will be trained on how to administer it.

### **Hiring staff for personal use**

We take great care into hiring the right staff for your children and our program. We strongly request families do not hire JPS teachers for long term personal employment.

## **Simple Suggestions for Parents**

*to help make preschool a happy experience*

1. **Set a reasonable and consistent bedtime**- usually 12 or 13 hours of sleep is needed for a two and a half to three year old.
2. **Arriving at school on time** allows your child to start his/her day on the best possible note; greeting by the teacher(s), welcomed by friends, and starting with routines.
3. **Allow sufficient time for breakfast and morning routines** so your child arrives at school ready for the challenges and experiences that he/she will face.
4. **Toys and items of value should remain at home.** We cannot assume responsibility for materials brought from home. Furthermore, we have found that toys from home are hard to share, and create a distraction to the class atmosphere. When your child has a cherished item, please suggest that it be left at home or in the car seat. As a last resort, leaving it in the backpack may be an option.
5. **Please realize the importance of play** in your child's development. Children learn through play- it is their world. Our classroom environments are carefully constructed to foster relationships, discovery, learning, communication and exploration through play.
6. **Please send your child to school in clothing for play** and shoes that are sturdy. Flip flops and shoes without a back have a tendency to fall off and do not allow the child to enjoy outdoor play to its fullest. Wearing socks will assure that mulch and dirt do not bother your child while playing on the playground.
7. **Encourage your child to talk** about what he/she did at school. When receiving an answer like "I don't know" or "nothing" you can prompt your child by asking more specific questions like "what songs did you sing at group time?" or "What color did you paint with?" or "Who sat next to you at snack?"
8. **Get to know your child's teacher** and keep open communication throughout the school year. Please remember that when parents and staff work as a team to meet the needs of the child, we can help them develop to their fullest potential.
9. **Please inform the school if you will be away** from home and your child will be in the care of another adult. This is important information in the event of an emergency, transportation issues or if your child just needs some extra hugs.
10. **Please inform the teacher** if something is going on at home (illness of a family member, birth of a child, extended absence of a parent, etc) that may affect the child.
11. **Please keep in mind** that we do not celebrate the following holidays at JPS. Halloween, Christmas, St. Valentine's Day (please do not send in cards), St. Patrick's Day and Easter. Thanks for your understanding and cooperation.

12. **Walk your child into the building (as opposed to carrying them)** so that he/she can develop a sense of independence and ownership of his/her school/classroom as well as ease with transitions.
13. **Read over e-mails and paperwork.** We make every effort to communicate regularly with families on an individual and group basis. JPS wants to share the many activities and events that make this school special.
14. **Make a plan for drop off and stick to it.** We are aware that transitions are hard. Tell your child how long you plan to stay, offer a hug and kiss, then let the teacher know you are leaving. We are prepared and equipped to handle teary good-byes and will let you know how your child is doing during the day, if transitions and good-byes are hard.

The policies and procedures listed below were created with guidance from the North Carolina Dept. Health & Human Services Interim Guidance for Child Care Settings in order to keep our students, families and staff safe and healthy. Due to mandates and licensing requirements, as well as best practices, the policies and procedures listed below are mandatory for all staff, students and families.

Thank you for helping us help you and your family.

**The following people MAY NOT ATTEND JPS:**

1. Anyone showing any symptoms of COVID-19, or the household members of anyone with the following symptoms:
  - a. Fever (100.4 or higher)
  - b. Chills
  - c. Shortness of breath/difficulty breathing
  - d. New cough
  - e. New loss of taste or smell
2. Anyone who has tested positive for COVID-19, and their household members.
3. Anyone awaiting the results of testing for COVID-19, and their household members.
4. Anyone who has had exposure to someone who has tested positive for COVID-19.  
This of course includes anyone living in your home.

**DROP OFF/PICK UP PROCEDURES**

**Drop off and pick up procedures have been updated, please read carefully:**

- Parents will be allowed to enter the building for drop off/pick up.
- Anyone entering the building to pick up/drop off will be **required to adhere to social distancing recommendations**: wear a mask, remain at a 6 ft. distance whenever possible from other adults, and remain in the classroom for less than 15 minutes per *day*.
- ALL pickup and drop off will be through the front doors only. DO NOT use any exterior doors (those leading straight into the classroom) for drop off/pickup.
- ALL Infants & Toddlers – you will drop off and pick up directly to and from your child’s classroom.
- 2’s & up: Carpool will be offered for 9:00am drop off as well as 3:00pm pick up.  
This means you can drop off between 8:50-9:05am and we will screen your child and walk them from your car into the classroom. It will be an option to walk your child in on your own if you choose to do so. Anyone dropping off earlier than 8:50 should park and walk their child in.
- **For families registered to begin at 9:00am – the earliest you may drop off is 8:50.**

**Daily Health Screening**

1. Everyone entering the building will be screened, using our electronic screening through Jot Form. A text will be sent to your phone each day. Click the link and complete the screening accurately. The teacher/staff member who greets you will ask you to see the green check mark that appears if your child is cleared to attend school.
2. The screening asks the following questions:
  - Is anyone in your home exhibiting any symptoms of COVID-19? Fever of 100.4 or higher/chills, shortness of breath/cough, new loss of taste or smell?
  - Has anyone at home tested positive for COVID-19 in the last 14 days?
  - Is anyone at home awaiting COVID test results?
  - Has your child had close contact with anyone who has COVID-19? \*

### PREVENTING THE SPREAD/SOCIAL DISTANCING:

- The same group of children and staff members will be kept together throughout the day; there will be no combining of groups. To the degree possible, staff will remain with the same groups from day to day and week to week. This will help reduce potential exposures.
- The group sizes will remain within the ratios we normally adhere to.
- Outdoor play will be staggered according to a schedule, and social distancing will apply to outdoor play.
- During rest time, cots will be placed as far apart as possible.

### STUDENT ACTIVITIES:

- No combined indoor group activities will be planned.
- No outside instructors will be allowed in the building. If instructors are hired, the children will participate outside.
- Students will be reminded not to touch their faces and wash their hands often during the day.

### ADULT PROCEDURES:

- Social distancing will be practiced by staff to the maximum extent while still allowing for the care of children. JPS understands that staff need to be in close proximity to children when providing care, but our staff will limit physical proximity as best as they are able.
- For the safety of our students and staff, all adults at JPS must follow posted signage in regards to policies and procedures.
- All staff will be screened upon entering the building
- Staff are required to wear face coverings indoors

### INFECTION CONTROL AND SANITATION PRACTICES:

Washing hands and sanitizing surfaces will continue to take place throughout the day.

- **Frequent hand washing** - Staff and children are required to wash hands with soap and water for at least 20 seconds when entering the classroom, before meals or snacks, after outside time, after going to the bathroom, and prior to leaving for home.
- Students, families, and staff will be reminded to avoid touching their eyes, nose, and mouth with unwashed hands and to cover coughs or sneezes with a tissue, then throw the tissue in the trash and clean hands with soap and water or hand sanitizer (if soap and water are not readily available).

### FACILITY CLEANING:

- JPS staff will follow a schedule for cleaning and sanitizing throughout the day. Surfaces and objects that are frequently touched, such as doorknobs, light switches, faucet handles, etc. will be routinely cleaned throughout the day.
- Our cleaning service will be cleaning daily, following cleaning and sanitizing standards.

### CLEANING OF STUDENT ITEMS AND MATERIALS

- Each child's bedding for nap will be washed weekly. Teachers will send your child's sheet and blanket home at the end of each week, you will wash and return on Monday.
- Infant cot sheets are washed daily.
- Toys will be sanitized daily.
- Any toys or materials that are mouthed will be placed in a separate bin that is inaccessible to children. Mouthed toys will be cleaned and sanitized before being returned to the shelves.

### HEALTH PROCEDURES FOLLOWING CURRENT MANDATES

- If a child or staff member develops symptoms of COVID-19 (fever of 100.4 or higher, cough, or shortness of breath) while at the facility, they will be separated from the group until they are picked up

from the facility. If symptoms persist or worsen, parents/guardians should call their health care provider for further guidance.

- Employees or child's parents/guardians must inform the facility immediately if the person is diagnosed with COVID-19.
- Please refer to the chart below to understand when a child may return to school after presenting any symptoms of COVID-19.
- If a child, or any household member is diagnosed with COVID-19, **the school must be contacted immediately**. The Health Dept. will determine the period of time the child and their family members must quarantine, as well as the quarantine period for the class/staff who are considered exposed.

### **SCHOOL CLOSURES & FINANCIAL RESPONSIBILITY**

School closures will be made if it is recommended by the Local Health Department, or if closure is required per state guidelines. JPS will reopen as soon as we are safely able to.

Classroom closures will be made if:

- Any child/teacher in the class tests positive for COVID-19
- Classroom can reopen 14 days from the last day of close contact with the person who tested positive (this is why it's important to keep your child home if they are unwell!)
- In the event of a classroom closure, parents are still responsible to pay tuition in full. Virtual classes will be offered.

School-wide closure:

(This applies to school-wide closure only, not a class closure)

It is imperative that we keep our staff employed so that as soon as we are ready to reopen, we are able to do so. In order to keep our staff employed, we will need parents to participate in paying tuition, as follows:

- 1<sup>st</sup> Month: Virtual classes offered, full tuition:
  - For the month in which school closes, parents will be responsible for paying tuition in full, no refunds will be distributed (this is true whether the closure is on the 1st, 15th, 30th or any day of the month in question).
- 2<sup>nd</sup> Month: Virtual classes, May deposit applied towards tuition, balance is charged.
  - In order for us to reopen as quickly as possible, we will need parents to pay tuition in full for the month following the month in which the closure began.
  - Your tuition deposit, which is normally applied to May, will be applied to this second month and you will be asked to pay the balance.
  - Virtual learning and fun will be available during this two-month period.
- 3<sup>rd</sup> Month: No payments (and no school)
  - If, G-d forbid, the closure extends past these two months, we will stop charging tuition, stop paying our staff, and school will then be closed. Once we are able to reopen, parents will need to re-register, and staff will need to be re-hired

**These policies and procedures are subject to change in order to comply with the health and safety requirements set by the Governor and the North Carolina Dept. of Health & Human Services.**

**7/7/21**