

# Lubavitch Educational Center

Preschool Division

Policies and Procedures for Parents and Children

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Policies and Procedures

**School Schedule:**

Daily Schedule:

Arrival: School begins at 8:15. Parents arriving after 8:15 must bring their children into class.

Dismissal: Dismissal begins at 3:35. A parent is subject to late fees if they come after 4:00. See “**After School Pickup Policy**” for the fee schedule. Call the preschool office before 3:00 with any changes in how your child is going home, especially if someone the school is not familiar with is picking your child up.

Early Pickup: If you need to pick your child up early, come to the preschool office to sign them out.

Weekly Schedule:

Monday-Thursday: 8:15-3:45

Friday 8:15-2:00

Yearly Schedule: Each summer a school calendar is sent to the parents. Additional copies are available in the office at all times. Advance notice of days off is usually sent home in the Friday bags. Occasionally when the calendar needs to be changed the parents are notified by newsletter.

Emergency School Closing: In the case of a weather emergency or the like causing Dade County Schools to close, call the school phone number and there will be information on the recorded message.

**Class Placement:**

Children are grouped generally according to age. However, the Administration reserves the right to use their discretion to place a child in a class for reasons other than age.

Entrance Dates. The date for determining placement into Nursery, Kindergarten and Pre1a is September 1. There is a three week probationary time that if the staff and parents agree that the child should be put ahead, then the school may do so. In order for a child born after that three week period to be pushed ahead the parents must provide the school with an Educational Evaluation from a licensed evaluator recommending the child be pushed ahead. Placement into the Infant, Toddler and Pre-nursery classes is determined according enrollment and changes from year to year.

Entrance into the Nursery class: In order for a child to enter a Nursery class, the child must be three before September 1, and not need to wear diapers during the school hours.

Pre-Nursery Program: Lubavitch Educational Center Preschool has a program for children starting from 24 months to 36 months. Parents may choose morning, afternoon or full day when space is available.

Toddler Program: Lubavitch Educational Center Preschool has a toddler program for children starting from 12 months to 24 months. Parents may choose morning, afternoon or full day when space is available.

Infant Program: Lubavitch Educational Center Preschool has an infant program for children starting from six weeks. Parents may choose morning, afternoon or full day when space is available.

If for some reason a younger child is put into a class of older children, for reasons such as logistical, language or staffing reasons, it is understood that this advanced placement is for that year only.

### **Registration:**

Landow Yeshiva Head Start Registration: Contact Mrs. Michal Korf for Head Start registration packet.

Lubavitch Educational Center Preschool : Contact Mrs. Ayelet Bortunk for a registration packet. Early registration is before May 15th.

### **Beginning of the Year Adjustment:**

We want the children to love school and want the adjustment in a smooth and relaxed manner. Different children adjust differently. Some are happy right away. Others take longer. Some will cry for only a minute after the parents' leaves. Others will cry for the whole day if the parent doesn't return. Our teachers are very experience at knowing what is needed for each child, so listen to their advice on whether to go or to stay. Sometimes it is even necessary for the parent to spend as much as a week adjusting the child. Please try to be there for your child if they need you.

### **Communication:**

Communication from School to Parents: Almost every Friday, your child will bring home a bag with projects and notices. Please take the time to admire their project and read the notices. They contain important information. Sometimes notes with be put on your child's wrist like a bracelet. Those are of extra or immediate importance.

Communication with Preschool office: Call during school hours and if the person you wish to speak to in unavailable, leave a message with the preschool secretary.

Communication with Teachers: It is very important to communicate with your child's teacher. However during the school day the teacher's job is to be with the children. Rather than try to speak with the teacher during arrival or dismissal, leave a message for her in the office to call you at a time that does not take her away from the children, when they need her attention.

### **Parent Involvement:**

We welcome parent involvement in all areas including but not limited to volunteering in the classroom, preparing things at home, cooking or craft demonstrations, visiting as a community helper, special projects and events, field trips chaperones/drivers or helping in the office. Please contact the classroom teacher or the office and let us know you want to help.

### **Open Door Policy:**

The Lubavitch Educational Center Preschool has an open door policy for parents. Parents are welcome to come into their child's class at anytime. We prefer that when you do come, you are prepared to participate and help rather than just observe.

**Positive Discipline Policy:**

Our staff provides a secure and supportive world for the children. They establish a few simple rules for the children to follow which are stated in a positive way. They ignore negative behavior as much as possible and use genuine praise to reinforce acceptable behavior. They view children who are misbehaving as needing help and guidance. They use non-punitive methods for guiding behavior such as redirecting, positive reinforcement, active listening, logical consequences, offering choices and time out. Use of corporal punishment by a staff member is cause for immediate dismissal.

**Food Policy:**

We serve breakfast, lunch and snack everyday. The preschool children are not allowed to bring any food from home or use the snack machines. If your child needs special foods due to medical reasons bring a note from the doctor to the preschool office. We encourage healthy food habits and limit the amount of sweets given to the children. Menu changes and recommendations are welcome.

**Medication:**

If your child needs to receive medication during the school day:

1. Have an adult bring the medication into the Preschool office.
2. The medication must be labeled with the child's name and directions for administering.
3. Send in only enough for that day's dose.

**Naptime:**

All Nursery and kindergarten classes have a formalized naptime. Each child has their own cot and sheet which the school provides. Naptime is about an hour. As the children get older, the naptime becomes shorter and by the end of the kindergarten year, the naptime has been slowly phased out. In pre 1a, the naptime consists of 15-20 minutes with their heads down on the table.

**Field Trips**

The children go on outings during the year. Prior to each trip the parents are asked to sign a permission slip and pay the applicable fee. Parents are welcome on field trips.

**Parent Events with Children:**

The parents are invited into the classrooms for special activities three times a year. These events are in connection with Chanukah, Purim and End of the Year. Activities vary depending on age levels.

**Enrichment classes:**

Class have dance, gym, music and sensory enrichment classes on a regular basis throughout the year. These classes are given by special instructors with expertise in these areas. A fee is charged to the parents at the beginning of the year for these activities. The additional funds for these programs are paid for by the PTA and the school.

**Bringing personal items and toys to school:**

Children should not bring toys or personal items to school unless requested by the teacher for special events like show and tell or books/videos connected to the curriculum.

**Birthday Parties:**

Parents are welcome to celebrate their child's birthday with a party in school. We like to make the birthday a meaningful and positive Jewish learning experience for your child and their classmates. Therefore remember to...

1. Contact the classroom teacher a few days before to arrange a time.
2. All foods must be from a reliable bakery or from a reliable company such as Blooms, Leibers, or Paskesz. **No home baked goods!** Additionally, we are limiting the party foods to **one food item only**, either a cake, cupcakes or ice cream. We will no longer serve candies and other nosh at the party. Please do not put the teacher in an uncomfortable position to have to refuse to serve what you have brought. Bring just one food item.
3. Goody bags with toys only. No candy.
4. All non-food items such as prizes or paper goods should promote proper Jewish values, e.g. modesty, non-violence, proper role models (not TV/movie/violent heroes).
4. Someone from the office will be checking all the party items.
5. We prefer and recommend that your child donate a Jewish book to his/her classroom. We feel that this is an excellent lesson in good middos for children. Books are available in the Preschool office for about ten dollars. We will put a sticker in the book saying it was donated by your child and your child can give it to the class at the party.

**Supplies:**

A list of items will be sent to each family during the summer. These supplies should be brought to school during the first week of school or first week of attendance. Those items for the Nursery and Kindergarten classes will be put together and used as classroom supplies. In Pre 1-A, each child will be responsible for their own supplies.

Occasionally during the year the teacher may request other items for a special project.

**Illness:**

We request the cooperation of the parents in keeping their child at home if there is any sign of a contagious illness such as fever, nose, excessive coughing, diarrhea, unusual rash or eye irritation. The school will notify the parents if a child becomes ill during the school day. When needed, we will ask you to pick up your child immediately.

Any contagious diseases should be reported to the preschool office as a courtesy to the other children and families.

**Lice:**

Any child found with lice will have to be picked up immediately from school. In order to return to class, the child will have to be checked by someone on the school lice inspection committee. The preschool office has information and resources on how to deal with lice. If you find lice in your child's hair, please inform the school the following day so that we can check the rest of the class, in order to stop it from spreading further.

**Medical Emergencies:**

If your child has a medical emergency during school hours, we will first stabilize the child and then contact the parents. For this reason, it is very important to always update the preschool office on any and all contact number. When necessary, we will call 911. In these cases, we prefer to err on the side of being too cautious rather than on the side of not being cautious enough.

It is our policy to inform the parents of all minor injuries that the child may accidentally receive during the course of their normal daily activity. If you have any concerns in this area, contact the preschool administration immediately. Providing a safe environment is our first concern.

**School Closings**

Please call the school telephone line to check if there are to be school closings, where in the event that a closing is taking place, a detailed message will alert you of the situation. This pertains to either severe weather and/or unscheduled closings. Please be advised that we DO NOT follow the Miami-Dade Public School closing schedules.

**Donations:**

We welcome all donations. Teachers often spend their own money on their class and would greatly appreciate a donation of any amount towards enrichment class materials and supplies. Toys, books and games in good condition that your child no longer uses, are welcome as well.

**Progress Reports:**

Pre 1-A receives a report card/progress three times over the course of the year. The other classes maintain records of each child's progress in the developmental skills and Aleph-Bais. Parent/Teacher conferences are conducted once a year. If you have any questions about your child's progress, call the preschool office and leave a message for your child's teacher to call you. We recognize that the parents and school are a team working for the child's benefit.

**Special Needs Children:**

We have a Mental Health therapist, Occupational therapist, Physical Therapist and Speech therapist that see children in school through the family's health insurance plans. Call the office for more information.

When necessary, the director and teacher will ask the parents to come to a meeting to discuss concerns we have about individual children.

### **Drop Off / Pick up Procedures**

When children are dropped off / picked up, they are to exit/enter **ONLY** on the passenger side of the car (curbside).

### **AM Drop off**

One consistent system is more efficient than multiple procedures. The front lot is a drive through system **only**, with one line of cars entering and exiting. There is absolutely **NO PARKING** in the carpool line at any time of the day. If a parent needs to bring their child to the classroom directly or needs to come into the building for any reason, the parent must park in the parking lot.

### **PM Pick up**

This is an extremely crowded, congested time. Most importantly, for the safety of all the children and for a positive example, we need everyone to be the most cautious, courteous, patient drivers as possible. The front lot is a drive through system only.

### **After School Pickup Policy:**

Dismissal is at 3:35 (1:50 on Friday)

A parent is considered late when the cars in the lineup have loaded and left, approximately 20 minutes after dismissal time.

The following late fees will be charged:

Arrival at 4:00-4:20 (Friday 2:15-2:30) \$5/carpool

Arrival at 4:21-4:30 (Friday 2:31-2:40) \$10/carpool

Arrival at 4:31-4:40 (Friday 2:40-2:50) \$15/carpool

Arrival at 4:41-5:00 (Friday 2:50-3:15) \$20/carpool

Late fee payments may be made immediately or at any time shortly thereafter. When fines exceed \$30.00, your child will not be allowed into class until it is paid.

### **No News Is Not Always Good News**

Please take the time either verbally or through a short note to thank your child's teacher. The tendency is to speak up when something is not right and not mention all the wonderful things that happen day after day. Teachers work very hard and appreciate appreciation.