

The JCC MetroWest Early Childhood Center Parent Handbook 2017 - 2018



Director:
Assistant Director:
Teacher Development Specialist:
Administrator:

Larry Rein
Stuart Raynor

Leslie Fleischman
Grace Kaplan
Laina Stapleton
Paula Almiron

Chairman, Board of Trustees
Chief Executive Officer

Philosophy & Goals

The Early Childhood Center at JCC MetroWest is an engaging, nurturing and progressive program that builds on children's curiosity and natural love of learning. We motivate the development of healthy minds, bodies and lifestyles through living Jewish values and Jewish experiences in an environment that appreciates and respects inclusion and diversity. We provide high quality learning experiences, rooted in ethical development that will help each child to grow cognitively and spiritually.

Our teachers work collaboratively to create environments and provocation that spark wonder and exploration, build confidence and skills in all areas of children's development. Our teachers encourage children to make choices, to be empathetic and consider their role in their classroom. We are dedicated to developmentally appropriate environments and educational excellence for each child in our care.

Our Early Childhood families are our partners. Through our school and programs we strive to create an inclusive, fun, engaging environment where children and families become part of a community and develop lasting connections.

Our curriculum: We offer a child-centered curriculum based on an emergent approach. Children are constructivist learners, part of the process, being guided by educators who value the input and ideas of the children and one in which observation and documentation is used as a tool for assessment and reflection on the learning and the teaching. As part of our belief that learning takes place through play and "hands-on" experiences, children are encouraged to develop creativity and critical thinking skills through a balance of structured activities and interactive play. Our Judaic curriculum is interwoven in all that we teach as are the literacy, pre-math, science, social studies and logical thinking. Our curriculum instills strong family values by engaging families as our partners in the education of their children. Children learn through our "Discover Catch" program to respect the health and well-being of their bodies. The environment created in each of the classrooms is fashioned to be an inspiration for inquiry, security and individuality.

We offer a variety of amazing enrichment classes as part of our standard curriculum. All children beginning in the Toddler program have weekly music with a music educator. Beginning in the 2s program we add on weekly physical education. All full day children registered in three-year old or four-year old programs receive weekly swim instruction with our certified aquatics staff. We are the only Jewish EC school in the area to include weekly swim lessons. A school-wide Shabbat celebration offers a meaningful, communal style end to our school week and we welcome parents to join us.

Our developmental philosophy involves a three-way partnership between faculty, parents and children. It is based on the following assumptions:

Our Staff:

- Are knowledgeable of child development and of child learning
- Get to know each individual child, understanding his/her needs, strengths and interests
- Are skilled in incorporating that knowledge into the classroom program
- Understand and are sensitive to the cultural and social contexts of the children in the class
- Maintain an emotionally and physically safe environment
- Work as a team with colleagues, parents and administrators, as well as consultants that may be brought in for specific situations
- Plan and maintain an enriching, stimulating, curriculum and environment
- Understand the value of childhood as an important stage in life unto itself and not just as preparation for the next stage

Parents:

- Are welcome and encouraged to visit the classroom (as well as grandparents, siblings, and other visiting relatives) when arranged with the Teacher
- Are encouraged to share skills and interests with the children
- Are encouraged to share family traditions with the teacher and the class.
- Work as a team with teachers and administrators by sharing information and concerns about their children

Children:

- Are treated with respect and dignity at all times by staff and administration.
- Are nurtured in warm, caring relationships with staff
- Are provided with a maximum of free choice experience in the classroom and outdoors
- Are viewed as capable and competent learners
- Are appreciated as individuals

Our developmental philosophy and practice supports the growth and learning of children in a safe and nurturing environment

General Information

Phone Numbers

The JCC MetroWest ECC invites feedback, questions, and check-ins. The following numbers give you access to our different EC areas.

ECC Reception 973-530-3479

ECC fax 973-463-3961

ECC Director 973-530-3430

ECC Asst. Director 973-530-3468

ECC Administrator 973-530-3479

Hours of Operation:

Office Hours 7:30am – 6:00pm / 5:45pm on Fridays

Full Day School 9:00am – 2:00pm

Half Day School 9:00am – 12:30pm

Morning Extended Day 7:30am – 9:00am

Afternoon Extended Day 2:00pm – 6:00pm / 5:45 on Fridays

Arrival & Dismissal

When you are walking your child in to school, school begins promptly at 9:00am. Classroom doors will open at 8:50am. Please refrain from entering the classroom before this time as teachers will still be preparing their classrooms for the children's arrival. Parents/caregivers must walk their children into the classroom and ensure that they have been signed in.

In order to provide your child the maximum opportunity to develop social skills, it is important to bring him/her to on time. It is difficult for a young child to join in activities that have already started.

Children will only be dismissed to their parents/guardians or individuals designated by parents (in writing) on your emergency card as authorized to pick up your child. If you would like someone other than you (the parents) or designated people to pick up on a given day, you must notify us, in advance in writing. Please be aware that we will ask for proper identification from the newly authorized individual.

School Closings

In the event of school closings, delayed opening, early dismissal and any other important information, you will be able to determine if the school is closed or if there is a delayed opening by calling: 973-530-3479. A message will be on this number by 6:30am or you can access the JCC MetroWest website at www.iccmetrowest.org.

The Early Childhood School is closed for legal holidays, major Jewish holidays, teacher professional days, and parent-teacher conferences. Ten and twelve month Extended Day children that attend school 5 days per week have vacation programs and Jewish Holiday programs available to them included in their tuition. Jewish Holiday and Vacation Day programs are for M-F Extended Day children only. Winter Break and the Passover Break vacation days are offered as Mini-Camps and will be for pre-registration at a \$65/day fee. All 12 month, Extended Day M-F registered students will be guaranteed a spot based on their pre-registration.

We do not observe Halloween, Valentine's Day or St. Patrick's Day. Please do not send cards, treats or dress your child in costume for these holidays.

Please note: If the JCC building is closed, All Early Childhood programs will also be closed.

Policies & Procedures

Policy on the Release of Children If a non-custodial parent has been denied access or granted limited access to a child by a court order, the parent must provide the JCC Early Childhood Department with official documentation to that effect. The JCC will maintain a copy on file and comply with the terms of the court order. If the parent(s) or person(s) authorized fails to pick up a child at the time of the center's daily closing, the center shall ensure that:

- The child is supervised at all times.
- Staff members attempt to contact the parent(s) or person(s) authorized by the parent(s)
- An hour or more after closing time, and provided that other arrangements for releasing the child to his/her parent(s) or person(s) authorized have failed and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the NJ Child Protection and Permanency (CP&P) 24-hour Child Abuse Hotline (1-877-652-2873) to seek assistance in caring for the child until the parent(s) or authorized person(s) are able to pick up the child. **

If the parent(s) or person(s) authorized appears to be physically and/or emotionally impaired to the extent that, in the judgement of the Director and/or staff member, the child would be placed at risk of harm if released to such an individual, the center shall ensure that:

- The child may not be released to such an impaired individual;
- Staff members attempt to contact the child's other parent
- If the center is unable to make alternative arrangements, a staff member shall call the CP&P hotline to seek assistance in caring for the child.

** We do understand that on rare occasions an emergency will prevent an authorized person from picking up a child. In these circumstances it is essential that you contact Early Childhood personnel and we will do everything possible to assist in appropriately addressing the emergency. If possible, please establish a contact person for emergency situations.

Extended Day Program

Children arriving between 7:30am and 8:45am should be taken to the Sharon and Stephen Seiden EC wing. All children will be escorted to their individual classrooms at 8:50am. If you should need to reach us between 7:30 and 8:45am, please dial 973-530-3479.

Late Fees:

In the event that you are late, your child will not be left unattended. However, a penalty of \$1.00 per minute will be imposed on parents who are late to pick-up on more than one occasion. The Extended Day Program is open until 6:00pm from Monday through Thursday and 5:45pm on Friday. Arrangements can be made for pick-up as late as 6:30pm for a nominal fee.

Fire Drills & Emergency Building Evacuations

As mandated by our early childhood licensing, we conduct fire drills on a regular basis. We also conduct lock down drills at least twice during the school year. You will be notified when a lock down drill has taken place so that you may address it if your child brings it up in conversation. We will make every effort to do the drill in such a method as to be sensitive to the children and not create alarm.

Driving Safety & Parking

New Jersey state law mandates that all children under eight years old must be secured in appropriate car seats or seat belt devices. For the safety of your child and those driving with you, please adhere to this directive. Please ensure that anyone authorized to drive your child has access to the appropriate car seat device.

Please do not park or idle in designated Handicapped parking areas. Please drive slowly when on JCC premises.

Taking Photos at the JCC

You are welcome to take pictures and video of your children at school. We ask that you be mindful of online postings and sharing of pictures that include other children. Some parents have strong feelings about the use of photos of their children. We provide all families with an opportunity to indicate on their forms in what circumstances we may use their child's photos. If you are going to post pictures to your personal social media please make sure there are no other faces visible except for your child – showing backs of heads, obscured faces, etc. is permissible.

Incident/Accident & Forms

If a child is injured the staff person attending the accident will complete a report and inform an administrator, parents will be contacted for anything that occurs above the shoulders. An "ouch" report will be issued for all incidents that occur. If the injury requires immediate emergency treatment 911 will be called. We will then call the parents.

Positive Behavior Support

It is our goal to help children develop the conflict-resolution and self-regulation skills they need to function effectively. We foster these skills through modeling, facilitation, conversation, redirection and reflection, always demonstrating respect for the child as a valued member of our EC School community. We clearly and consistently set limits that ensure the safety and well-being of each person at our JCC MetroWest ECC, as well as encourage respect for materials, and the environment. If a child has difficulty observing the limits, we assist him or her by following one or more of the corrective steps below:

1. Prevent the child from committing a behavior that might harm himself/herself, another child, a teacher or property
2. Explain the inappropriate behavior
3. Suggest alternative appropriate verbal and behavioral responses
4. Redirect him/her to alternative activities if he/she cannot handle the current activity appropriately. Then the teacher will invite him/her to return in a more appropriate manner
5. Notify the parents of the child's difficulty and develop a plan of action for home and school
6. Request a specialist or childcare consultant to observe in the classroom
7. With permission from the parents, we may request a specialist or childcare consultant or shadow (at parents expense) to assist staff and parents in working with the child
8. If none of these steps are successful, we may ask the family to find an alternative placement for the child

Biting Policy

At the JCC MetroWest ECC, we recognize that biting, while it may not be acceptable, is normal and natural for toddlers, and not unusual for twos and preschoolers. Biting frequently occurs in groups of children just on the verge of fluent language acquisition. When it happens it can be scary and frustrating for everyone involved. Because biting is a part of the young child's normal developmental process, we take a proactive rather than a reactive approach. And we always take biting seriously. We structure the environment and schedule to reduce frustration and encourage pro-social behavior. The teachers will carefully observe the children at all times. The teachers will model gentle behavior and pro-social skills. In situations where a child is routinely biting, our faculty works with families to develop a school action plan to reduce biting incidents and help the child work through this stage of development. When biting happens, our response is to care for and help the child who was bitten, and then to help the biter learn other behaviors. Our focus is not on punishment of the biting but on the effective techniques to address the reasons for biting. We believe that delayed punishment at home will not be understood by the child.

The individual families of the children involved will be informed of the incident. It is our policy to only discuss a child's behavior with his / her own family. We request that you adhere to this policy as well.

In extreme cases of high frequency and severe biting, additional actions may have to be taken, up to, but not limited to asking that the child be removed from the school.

Toilet Training Policy

Toilet learning is both an exciting and a challenging time for children and parents. As teachers, we are committed to facilitating each stage of your child's growth and development with a positive attitude and approach. If your child is in diapers, be sure to keep your child's diaper supply well stocked. Diapers are changed at a minimum of every two hours. Bring the following supplies (labeled) to class the first day of school or at "Meet the Teacher Open House" event on Sept. 5th. During the process of training, several changes of clothing and underwear should be provided.

Your child may be ready for toilet learning if he or she:

- Can sense that his/her bladder and bowels are full
- Can let you know when he/she has to go to the toilet
- Understands what is expected
- Cooperates with your requests

When your child displays most of these signs it may be an indication that he/she is ready to begin toilet learning. Your child's desire to wear underwear is not an indication of toilet learning readiness. Please let his/her teachers know when you are beginning this process so they can support you in your endeavor. If your child has a toileting accident in his/her underwear, staff will attempt to remove solid waste, if it is not imbedded in the fabric. The MetroWest ECC does not have the facilities to do a thorough cleaning of soiled clothes. When it is possible soiled clothes will be sent home in a plastic bag. If needed, the ECC staff reserve the right to dispose of undergarments that we feel are not salvageable. If a child has repeated accidents in his/her underwear, the teacher and/or the director will meet with you to determine a more helpful plan. This is for health and sanitary reasons. Staff will not assist in wiping; they will monitor and verbally guide a child as needed. Be patient with your child during this process. Each child will be toilet trained when he/she is ready.

Napping Policy For children that attend the MetroWest ECC for more than 4 consecutive hours, daily rest or sleep time is required. We shall provide each child with a school mat/cot. A sheet will be provided and become the property of the family to be laundered at home weekly. Please provide your own small comfy blanket. Any child that is not sleeping after 30 minutes will be provided with a quiet play item or book.

Policy on the Management of Communicable Diseases

Please do not send your child to school when he/she is ill. A sick child does not enjoy school and endangers the health of other children and staff. It will be up to the ECC Administration to determine if you need to pick your child up for any concerns we have with his/her health or well-being.

We reserve the right to send your child home if your child has any of the following observable symptoms:

- Excessive runny nose (If it is due to allergies we require a doctor's note to be on file).
- Unusual Behavior
- Child is cranky or less active than usual
- Child cries more than usual
- Child feels general discomfort or just seems unwell
- Loss of appetite

Fever 100.4 degrees or above

- Few exceptions will be decided by the ECC director, for example, immunization with normal behavior.
- A child can return to school 24 hours after the fever subsides without medication.

Diarrhea

- More than one abnormal, loose stool. This is mandated by the Center of Disease Control.
- The child can return to the MetroWest ECC after 24 hours of normal stool. There are NO EXCEPTIONS to this RULE.
- Bowel movement is not contained within underwear or diaper due to a "blow-out".

Vomiting

- The child may return to the MetroWest ECC after 24 hours of no vomiting.

Eye discharge

- Pink or red eyes, tears, redness of eyelid lining, irritation, swelling or discharge or pus.
- Child may return to the MetroWest ECC with visible symptoms ONLY with a doctor's note stating the condition is not contagious.

Severe coughing

- Child gets red or blue in the face
- Child makes high-pitched croupy or whooping sound after he/she coughs or the cough is so persistent that they cannot participate in normal class activities.
- Difficult or Rapid breathing

Skin rash

- Unusual spots or rashes
- Child may return to the MetroWest ECC with visible symptoms ONLY with a doctor's note stating the condition is not contagious.
- Severe itching of body or scalp or scratching of the scalp
- Infected Skin Patch(es)
- Crusty, bright yellow, dry or gummy areas of skin
- Pain, headache and stiff neck
- White or Gray Stool
- Unusually dark, tea-colored urine

It is the ECC administration's right to ask you to pick up your child if there are any concerns.

If we notice your child has any of the above-listed symptoms, he or she will be brought to the office, you will be called and your child must be picked up right away. An ECC representative will attempt to contact a parent first. If the parent is not available or does not pick up the child within 45 minutes, we will begin calling other emergency contacts listed on your child's emergency form.

Table of Excludable Communicable Diseases

A child who contracts any of the following diseases may not return to school without a physician's note stating that the child presents no risk to himself/herself or others:

Chicken Pox,** Giardia, Lamblia, Impetigo, German Measles, Hepatitis A, Lice, Hemophilus Influenza, Salmonella, Scabies, Measles, Shigella, Shingles, Meningococcus, Mumps, Strep Throat, Tuberculosis, Whooping Cough.

These are reportable diseases that will be reported to the health department by the ECC.

** If your child has chicken pox, a doctor's note is not required for re-admitting the child to the center. A note from the parent is required, stating either that at least six days has elapsed since the onset of the rash, or that all sores have dried and crusted.

Contagious Diseases

If your child contracts a contagious disease or if your child has vomiting or diarrhea please contact the ECC office as soon as you receive the diagnosis. The ECC can then send an exposure notice to all parents. The notice lists symptoms of the illness so that parents can be alerted. This policy is for protection of all children.

Policy for Administration of Medication

- The parent is urged, with the help of the physician, to work out a schedule of giving medication outside of ECC hours whenever possible.
- The form "Permission of Administration of Medication" must be completed and signed by the parent and the physician. No medication, even over the counter medications, will be administered by ECC staff without a completed form.
- Medication must be brought to the ECC office in the original container clearly labeled with the child's name, the name of the medication, the dosage, and name of the prescribing physician (if it is a prescription).
- Bring the medication to the ECC office, not the classroom. DO NOT give your child medicine to self-administer during the day.
- We will refrigerate medications that need to remain cool.
- ECC staff cannot administer fever reducing medications or cold medications with fever reducers. Children with fevers are not permitted to attend school.

- Inform the ECC immediately of any change or discontinuation of the prescription.
- No medication, including vitamins, is allowed in the child's lunch box, backpack, or anywhere in the classroom. This is for the safety of your child and the other children. We will strictly enforce this safety policy by removing any medication found, and returning it to you at pick-up time.
- Diaper cream is considered a medication and needs a signed "permission of Administration of Medication". If your child needs diaper cream, bring it to the office and fill out the form. We will bring the cream to the classroom. Diaper cream is the only medication allowed in the classrooms. It is stored out of reach of the children.

Allergy Management

With the growing number of children having food allergies, the JCC has instituted several policies and procedures. Working together, we as a community can help create this safe environment.

- Parents of children with allergies must return the Allergy Alert Form. Upon receipt, of your form, we will schedule an appointment with you so that one of our staff can review your child's specific needs with you.
- Daily snacks provided by the JCC will ALL be nut free. If your child has allergies other than nuts, we ask you to provide a supply of safe snacks for your child for us to keep on hand.
- If your child's allergy requires an epi-pen, please send an epi-pen pack with the expiration date and dosage with the epi-pen form signed by your child's physician. This epi-pen will need to be left in school. If your child is in our extended day program, please be prepared to leave two epi pen packs.

Lice Policy

If we discover a case of lice in the ECC or JCC community, communication will go out to families about how to check for lice at home and how the ECC plans to check for lice in school. Please know that while lice can be highly contagious in a social environment like camp, it is not caused by a lack of cleanliness or by not regularly shampooing.

Reminder of what lice and nits look like and how to check for them: Live lice look like very small black bugs that will be actively moving around in the hair. Nits often show as white spots directly on the hair, do not move and must be pulled down and off the hair. Please check your child's hair for lice and nits. Children may not have live lice or nits at school.

If parents discover that their child has lice and/or nits, please do not send them to school. Please take the proper steps to remove all lice and nits. We highly recommend purchasing a lice kit that includes a comb, shampoo and gel that you can use on your child. Regular shampoo will not kill lice. Lice kits can be purchased in the pharmaceutical section of a grocery store or drug store. Make sure to remove all nits as they will turn into live bugs. Additionally, if parents find lice or nits on their child, they must place all linens and articles of clothing he/she would have come into contact with, in a hot wash, hot dryer and then, a large garbage bag for a period of two weeks. This recommendation exists to ultimately kill lice as they can live off their host for a period of time. Children cannot return to school with nits--all live lice and eggs must be removed. Once families have gone through the lice killing treatment, they can continue to wash their child's hair with tea tree oil, rosemary oil and/or peppermint oil shampoo to help protect their hair from lice. Some people also recommend applying tea tree oil to the scalp at night (for family members living in the same house) and then sleep with a shower cap on, as it traps them with no air, if there are any left. There are also local area Lice treatment professionals that you can access: Lice Be Gone: 973-718-9730

Handwashing Policy

To reduce the risk of introducing new germs into the ECC environment and to help set good habits, we require that your child wash their hands with soap and water before they enter the classroom for the day. Parents may wash their children's hands upon arrival to the building in any of the available restrooms. Children are also directed and assisted in hand washing routinely throughout the day.

Birthday Policy

We love birthdays and we are delighted to celebrate with the children and welcome you to visit the classroom on that day. We ask that you keep it simple. Be sure to communicate your intention with the teacher in advance.

- We suggest a healthy snack, like strawberries with whipped cream or vegetables and dip. All food must be nut free, kosher dairy. **Nothing home-made is allowed.**

Dietary Guidelines

Our JCC MetroWest Early Childhood Programs observe MetroWest Jewish community standard kosher dietary guidelines for all foods served in our programs.

- ✓ To assure that each individual is able to maintain his or her own dietary standard, **children will not be allowed to share lunches** (any food) brought from home. Such food is for personal consumption only.
- ✓ When sending food to school on special occasions (i.e. birthdays) we ask that you assure that all prepared and or packaged food bear one of the following rabbinical endorsements:
- ✓ Fresh fruit and vegetables, canned or frozen fruits without grape juice and without additional ingredients (e.g. sauce, butter) do not require the above Kashrut designations.

Some suggestions for lunches include the following:

Fruit Salad
Vegetable Soup
Falafel & Pita Pockets
Tuna salad
Egg salad
Quesadilla
Fish Sticks
Pasta Salad
Cheese Pizza
Cheese & Crackers
Rice Salad/ Rice & veggies
Meatless taco Bean and Cheese Burrito
Veggie Burger
Corn on the Cob
Cheese Muffins
Spaghetti, Pastas/Sauces
Vegetables & Dip
String Cheese
Macaroni & Cheese
Guacamole & Chips
Yogurt & Fruit
Tofu Sandwich
Bagels & Cream Cheese

Lunch

Lunch is an important social part of your child's day as well as physically nourishing. Deciding menus and packing lunches are activities that can be shared with your child. As you pack your child's lunch for school each day, consider different things: likes and dislikes, variety, and which menu will give your child a healthy and balanced lunch.

- ✓ We strongly suggest that parents send alternatives to sugar-laden desserts. Some good alternatives are pretzels, raisins, dried fruit, fruit rolls, rice pudding and applesauce.
- ✓ **Because of our dietary guidelines at the JCC, we ask our families to send in a dairy or pareve lunch (neither meat nor dairy; i.e. vegetables, tuna fish or eggs also fall in this category) keeping within the general guidelines of our Kosher policy. *We ask you not to send meat, poultry or shellfish.***
- ✓ **FOR THE GOOD HEALTH OF ALL OF OUR CHILDREN - PLEASE REMEMBER:**
 - * No peanut or tree nut products. Peanuts and tree nuts are airborne allergens and children can have an allergic reaction by breathing in the nut odors.

LUNCH PROGRAM:

It is our pleasure to offer a lunch program for purchase. The form is included in this packet or available at the reception desk. We offer flexibility in that you may purchase one day or five days or none at all. Whatever you choose we will bring the lunch to your child on that day. We will accept additions or cancellations along the way.

- Registration for the *Lunch Program* occurs twice/year along with sign-up for other enrichment classes.

Registration for fall semester takes place in August; registration for spring semester takes place in December.

Clothing

Please dress your child in sensible, comfortable school clothes. We are a "doing" school and we get dirty often.

- Please label all clothing your child wears to school.

- Please send a seasonal change of clothing, socks, underwear, shirts, shorts/pants in a large zip lock labeled with your child's name

- Please dress your child for the weather as we will go outside daily in most weather

Gym and Swim

Children in the JCC's Early Childhood Preschool program benefit from the special features of the JCC facilities – gymnasium and indoor pools.

- An age appropriate program is designed for our preschool students, including physical exercise in our gym.

Parents will receive a schedule for your child's gym day/time. Please outfit him/her appropriately with sneakers and pants/shorts on gym days.

- On an age appropriate basis, certain groups of students are afforded the advantage of swimming via our preschool program. The swim program is offered to the following groups:

- 3 year olds in our Full Day + Extended Day program

- 4 year olds in our Full Day + Extended Day program

- Parents will receive a schedule of your child's swim day/time so you can assure that your child comes to school prepared to participate by wearing or bringing a bathing suit, towel and pool shoes. Always send a plastic bag for the wet items to be sent home.

- Children must wear a bathing cap which the JCC provides and the teacher maintains in the room.

Emergency Forms

In order to enter school on the first day the following paperwork **MUST** be in the possession of the ECC office:

- Universal Health Forms w/ immunizations

- Emergency Card

- Medication Permission Form

- Authorization Form

- Food Allergy & Anaphylaxis Emergency Care Plan (if applicable to your child)

- Emergency Administration of Epinephrine Permission Form (if applicable to your child)

Payment of School Tuition Fees

As indicated on your school application, The JCC offers two (2) payment options:

- Annual tuition paid in full prior to the beginning of the school year

- Annual tuition paid monthly via our **FACTS Tuition Payment Service (1st payment drawn 8/1)**

- For more information about **FACTS**, or questions concerning payment, please contact Dale Maciag in Accounting at DMaciag@jccmetrowest.org or at 973-530-3438.

JCC MetroWest Early Childhood School Programs are tuition based. As such:

- Monthly tuition is fixed, and there will not be tuition adjustments based on attendance or the number of ECC days in a month

- If a child is withdrawn **before July 31** of the upcoming school year, the registration fee and entire deposit are forfeited
- You are responsible for all fees, tuition after July 31st of that school year regardless of your child's attendance
- Any and all changes you wish to make to your child's enrollment must be in writing. This can be done via email.

FACTS Information

If you **used FACTS last year**, you do not need to do anything to set up your account, it has already been done. If you would like to change the way you are being charged (the credit card, bank account, or day of the month you are charged) you may log in with your user name and password from the current school year and do this at any time. If you have a sibling coming to school this year, they will simply be added to your existing account by us.

If **you are new to using FACTS** you must set up an account, creating your own user name and password. You will input the credit card or bank account you would like the money withdrawn from as well as the day of the month you would like to be charged.

To get to the FACTS webpage please follow this link, <http://www.jccmetrowest.org/schoolforms> , then click on FACTS Tuition Payment Sign-Up link.

Please see below; if you have any further questions, please contact Paula Almiron, Early Childhood Administrator at PALmiron@jccmetrowest.org or at 973-530-3479

Financial Assistance

Emanating from our Jewish tradition, a cornerstone policy of JCC MetroWest is that we endeavor to assure that no one is denied an opportunity to participate due to an inability to pay the stated fees. Our members and community funders entrust the management of JCC MetroWest with establishing fair and equitable guidelines for the distribution of the limited funds available on a need basis.

- ✓ Financial Assistance applicants will be required to submit certain supporting documentation along with their financial assistance application. **All financial assistance applications are confidential.**
- ✓ Financial Assistance applications and supporting documentation must be re-submitted **each year** there is a request for such funding.
- ✓ For more information on Financial Assistance please contact Leslie Fleischman, Early Childhood Director or Jennifer Helprin, VP Finance, at JHelprin@jccmetrowest.org or 973-530-3433.

School Registration/Enrollment Procedures

Registration/enrollment for the school year commencing in September of any given year begins the previous December (i.e. for school year beginning September 2018, registration will begin December 2017).

For those currently enrolled in our school, you will receive a re-registration form the preceding November (i.e. those enrolled in our school for the 2017-2018 school year will receive their re-registration form in or around November 2017 for the school year beginning September 2018). This form must be completed and returned, with a non-refundable registration fee, so we can make appropriate arrangements for your child for the following year.

- ✓ For all students, returning or new, an enrollment includes a completed registration form **and the required deposit.**
- ✓ Registration is confirmed on a first-applied basis in accordance with our registration priority levels.
- ✓ To confirm placement priority, a non-refundable deposit is due with the registration.
- ✓ You must be registered for *FACTS Tuition Payment Service* no later than July 1 prior to the upcoming school year, as first FACTS payments will be withdrawn from your account in August, just prior to the beginning of the school year. *FACTS* payments are withdrawn from your account one (1) month in advance (i.e. in August you will pay September's payment).

Refunds and Credits Policy

There are no credits or refunds given for vacations or temporary withdrawals from the Early Childhood School.

State Licensing Requirements

In compliance with State regulations and out of respect and desire for full transparency with our JCC Early Childhood families, we make you aware of the following New Jersey State licensing requirements. In keeping with recent amendments to New Jersey's Child Care Licensing Requirements, you, as the parent of a child enrolled at our school, should be aware of the following informational statements. These statements highlight, among other things: your right to visit and observe our center at any time without having to secure prior permission, the center's obligation to be licensed and to comply with licensing standards, and the obligation of all citizens to report suspected child abuse/neglect/exploitation to the State's Child Protection & Permanency (CP&P). Please read these statements and policies carefully. If you have any questions please feel free to contact Leslie Fleischman at 973-530-3430.

Calls to Staff

The Staff is committed to keeping you updated on your child's progress. Pick-up and drop-off are not appropriate times to speak with our child's teachers at length, as they need to be focused on the children in their room. If you need to speak with our child's teachers, please arrange a meeting time with them via email or call the ECC office. We will make sure that the teachers receive the message. The teachers will return your call as soon as they are able. Please do not call staff at home or on their cell phones without their permission and please use discretion. If you need to provide the teacher with information during classroom hours, please call 970-530-3479 and we will get the information to the teacher on a timely basis.

Parent-Teacher Conferences

Parent-teacher conferences are held formally twice per year unless you or your child's teacher feels more frequent conferences are appropriate. If you have a concern that you want to discuss with your child's teachers at other times during the year, please feel free to approach your child's teachers directly to set up an appointment.

On-going Communications

In order to build relationships and to help your child through family transitions, it is important to keep us informed of any change in your child's life. Things that seem like "grown-up business" such as a parent's job change, can affect your child's behavior and adjustment at school. Please let us know through email, in person or a note when things come up.

Drop off & Pick up

Early arrival begins at 7:30am, we will let you know where children are gathering according to age groups. School begins at 9:00am. Classroom doors open at 8:50. Please do your best to arrive on time for a 9:00am arrival as some children find encounter discomfort entering into the classroom when the class is underway.

Afternoon curbside pickup will take place at the South Entrance at 2pm. Enrichment pickup will be at 3pm at the theatre entrance.

Transitioning

- Creating a regular transition routine with your child. Arrive on time to allow your child time to acclimate with the other children, read him/her a story, guide him/her to an activity that looks particularly engaging, give your child hugs and kisses, and promise to return at a specific time which is meaningful for the child (e.g. after lunch, after closing circle, etc.).

- Depart from the classroom efficiently (once you feel comfortable leaving and having said goodbye) without pausing for other conversations in the room or peeking through the window. If you would like updates on your child's progress during the day, let your child's teachers know. Remember that young children thrive on routine, and you are a strong influence in setting the tone for their day at the MetroWest ECC. The teachers are here to provide support and are available to work with the parents to ensure drop off and pickup progress smoothly.

The ECC leadership and classroom teachers work in partnership with parents to support the whole family during the important transition to school. To whatever extent we can be helpful in this process, we hope you will seek us out and together we can formulate a plan for success.

When your child goes to the Early Childhood School she or he is taking the first big step away from dependence on his or her parents. She or he may need your help in adjusting. You can help by:

- Remaining calm and supportive during first days of school if your child clings to you, is aggressive and will not share, cries easily, feels ill or has trouble with bathroom accidents—even for a child who has already learned to use the toilet. Any of these can be symptoms of tension in a new situation and will disappear as your child gets used to the other children, the teacher, and the ECC environment. Be empathetic, understanding and positive.
- Acting out the experience of going to our school with your child at home. Discuss in detail what she/he can expect. When she/he gets to school, let your child stand and observe – observing is taking part.

Reasons for Dismissal

The Administration reserves the right to dismiss or refuse admission to anyone unwilling to comply with the JCC MetroWest ECC requirements. Reasons for termination shall include (but not be limited to) the following:

- Any account delinquent for more than 30 days
- Three incidents of Late Tuition payment.
- If the parent or guardian refuses to complete and sign forms required for the entrance or the continued enrollment of their child.
- Refusal by the parent, guardian or emergency designee to pick up a child deemed unable or unwilling to participate cooperatively in classroom activities due to illness, possible impending illness, lethargy, or uncontrollable harmful and/or disruptive behavior.
- When a child is causing repeated harm to himself/herself or others due to dangerous or unsafe behavior.
- In the event the JCC MetroWest ECC is unable to meet the needs of the child and/or parents or guardians.
- Behavior of the parent/guardian or caregiver that may be reasonably interpreted as harassment, verbal abuse, or physical abuse toward the JCC MetroWest Staff or others present at the Center. This behavior will not be tolerated by the JCC.
- A parent/guardian or caregiver who is observed physically touching or speaking to a child other than their own in a way deemed inappropriate. This type of behavior is unacceptable and will not be tolerated by the MetroWest ECC.
- Unescorted arrivals and/or lack of parental supervision of children prior to classroom admittance and during pick-up.
- Refusal to comply with the policies and procedures outlined in the JCC MetroWest ECC Family Handbook.

Please see below for signature page which we require for our files.

The JCC MetroWest ECC classroom serves as an ideal place for children to explore, experiment, Question, learn and grow, both as individuals and as a group.



JCC MetroWest

2017-2018

EARLY CHILDHOOD PRESCHOOL AUTHORIZATION FORM

Authorization for Pediatric – Emergency – Medical and/or Surgical Treatment

Explanation: It is the firm hope that the authorization granted by this form would never need to be used. For the safety of your child, however, sound medical practice calls for such authorization. In emergency situations, where for some reason the parents cannot be contacted immediately, this form may be extremely important. The authorization granted by this form would be used only when absolutely necessary and only after every attempt has been made first to contact the parent. Please indicate below two (2) emergency numbers at which we may be able to reach one of the parents or obtain information as to their whereabouts. We find that doctors and hospitals refuse to give any treatment regardless of how minor, unless they have authorization from the parents. As you know, time can be a factor in being of assistance to your child when medical attention is needed, and this will assure us that no time will be lost in giving immediate treatment.

AUTHORIZATION

In the event my child requires medical care (and the determination thereof shall rest solely with the JCC), I hereby authorize the doctor and/or hospital to which he/she may be brought to take and perform all necessary life-saving procedures and render any indicated life-saving treatment. This includes the administration of anesthesia if needed, and the performance of an operation, if in the opinion of said doctor or doctors the same is necessary, to save my child's life while he/she is under the JCC jurisdiction. The undersigned agrees to indemnify and hold harmless the JCC collectively and individually as well as its employees and agents against any claims arising out of or related to actions taken by the JCC and/or its employees and agents pursuant to this authorization.

Signed _____ Relationship to Child _____ Date _____
Name of Child _____ Birthdate _____ Phone _____
Address _____ City _____ Zip _____
Cell Phone _____

NAME OF INSURANCE CO. PHONE NUMBER HOSPITALIZATION POLICY NO.

Please sign and return form, below.

Please complete and return this portion to the JCC MetroWest Early Childhood Department. Licensing requires that we keep on file a signed statement from each child's parent(s) indicating that they have received a copy of the JCC Early Childhood Handbook containing the Information to Parents statement, our expulsion policy and the list of communicable diseases prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families.

I have read and received a copy of the JCC Early Childhood Parent Handbook containing the Information to Parents statement, Social media policy, our expulsion policy and the list of communicable diseases prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families.

(Please print)

Name of Child: _____

Name of Parent(s): _____

Parent Signature: _____

Please return to: Paula Almiron, Administrator

JCC MetroWest Early Childhood Department

760 Northfield Ave.

West Orange, NJ 07052

Or:

Email a signed and scanned copy of this form to PALmiron@jccmetrowest.org

Or:

Sign and return this form to PALmiron at reception in the *Sharon & Stephen Seiden Early Childhood Center* at JCC MetroWest.