



Charlotte Jewish Preschool

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Family Handbook 2018-2019

Funded by
Jewish Federation
OF GREATER CHARLOTTE



Contents

Contact Information.....	4
Mission Statement.....	5
Identity Statement	5
Code of Conduct.....	5
Violations of the Code of Conduct	5
Organization and Stakeholders.....	5
Program Schedules	6
Curriculum/ Learning Goals	7
Communication.....	8
What Your Child Should Bring to School.....	8
Clothing/ Attire	8
Rest Period.....	9
Food Policies.....	9
Kosher Policy	9
Snack	9
Lunches	9
Birthday Treats	10
Passover.....	10
Family Participation.....	10
Parent Teacher Organization	10
Open Door Policy	10
Fair Share.....	11
Donations	11
Annual Fund.....	11
Shabbat.....	11
Tzedakah.....	12
Birthday Invitations.....	12
Release of Children Policy for Full Day	12
Half Day Safety Procedures for Carpool	12
Unloading Children from the Car	13
Loading Children into the Car.....	13
Late Pick-Up Fees.....	13

Entrance Door Policy	13
Playground Policy.....	14
Emergency Preparedness Response Plan	14
Policies and Procedures	14
Parent Feedback and Grievance Policy	14
Stage 1: Open Dialogue.....	14
Stage 2: Submit a Grievance.....	14
Stage 3: Review by the Board of Directors	15
Potty Training Policy	15
Child Development Philosophy	16
Child Development Referral Policy.....	17
Support Services	18
Involvement in Family Law Matters	18
Allergy/ Medical Condition Policy.....	18
Allergies in the Class	18
Your Child’s Allergies or Medical Condition	19
Accommodations.....	19
Health Requirements & Policies	20
Immunizations & Medical Reports	20
Biting Policy.....	20
Medications	21
Health Policy	21
Inclement Weather	22
Power Failure	23
Reporting Policy	23
Data Privacy.....	23
Registration/ Financial Policy	23
Registration Fee	23
Priority Registration.....	23
Open Registration	23
Tuition	24
Late Payment Tuition Policy	24
Scholarship.....	24

Contact Information

The Charlotte Jewish Preschool can be reached at 704-944-6776. If voice mail picks up, please leave us a message. Additional contact information can be found below:

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CJP Website	www.charlottejewishpreschool.org	

Mission Statement

Our mission is to provide young children with a secure and loving atmosphere in which to grow, develop a positive self-image, and learn the joy of Jewish life.

Identity Statement

Charlotte Jewish Preschool provides high quality half and full day early childhood education programs within an enriched Jewish environment. We are dedicated to providing a secure and loving atmosphere so that young children can develop a positive self-image and grow intellectually, physically, emotionally, and socially. We welcome children of all religions, and are dedicated to instilling within each child an excitement towards learning and a joyful attitude towards Judaism. Our educational approach values learning experiences through play, with activities and materials that encourage creativity, self-expression, and inquiry. Our well-qualified staff, combined with low student/teacher ratios, enables teachers to discover the uniqueness within each child and to help each child develop a sense of mastery and self-confidence in their abilities. Our staff's constant renewal of their students' excitement and positive self-worth fuels each child's courage to explore and expand their horizons.

We are sustained by and benefit from the Shalom Park community, especially our partners: Temple Israel, Temple Beth El, and the Leon and Sandra Levine Jewish Community Center. Our location on Shalom Park enables our students to take advantage of opportunities unavailable elsewhere, such as afternoon specialty class at the Leon and Sandra Levine Jewish Community Center, Shabbat services at Temple Israel and Temple Beth El, access to the Center for Jewish Education, the Sandra & Leon Levine Playground, and much, much, more. We are also generously supported by our parents, grandparents, alumni and friends, and the Jewish Federation of Greater Charlotte. As a result of our educational approach and strong community connections, our students thrive at school, at home, and in the community. We are proud that our students move confidently and successfully to their next level of education, while always remembering the lessons of family and community first learned here at CJP.

Code of Conduct

All members of the CJP community (employees and staff, students and their parents/guardians, Founder representatives) are expected to act in furtherance of CJP's Mission Statement and to also abide by a culture of respect (kavod), learning (limud), and community (Kehillah). All members of the school community must conduct themselves in a constructive, respectful, and civil manner at all times.

Violations of the Code of Conduct

The Executive Director reserves the right to release any constituent from the Charlotte Jewish Preschool program whose behavior violates the letter of spirit of this Code of Conduct.

Organization and Stakeholders

CJP is a joint venture of Temple Beth El (TBE), Temple Israel (TI), and the Sandra & Leon Levine Jewish Community Center (LJCC). The Charlotte Jewish Preschool, Inc. is a North Carolina non-profit corporation, and is exempt from income taxes pursuant to Internal Revenue Code 501 (c) (3).

CJP's Board of Directors oversees the school's policies. The Board is made up of Board appointed representatives, as well as appointed representatives from Temple Beth El, Temple Israel, and the LJCC. To find a list of our Board of Directors, please visit www.charlottejewishpreschool.org

The Parent Teacher Organization (PTO) is a committee of the Board of Directors. Our PTO creates a caring school community, as well as organizes all volunteer opportunities. All parents are encouraged to join and become active in the PTO.

Program Schedules

Full Day Program	7:00 am – 6:00 pm (Monday through Friday)
Half Day Program	9:00 am – 1:00 pm
TK Program	8:00 am – 1:00 pm
LJCC Babysitting Transfer	8:00 am – 9:00 am

Three Day classes (twos & threes)	Monday, Wednesday, and Friday
Five Day classes (all ages)	Monday through Friday

Please check the school calendar for the dates of holiday closings. The preschool is closed for all major Jewish holidays. Please note Jewish holidays begin at sunset. Therefore, the full day program will have early close times on the day prior to the “day of” closing.

SAMPLE DAILY SCHEDULE

8:50 am to 9:10 am	Arrival & Free Play
9:10 am to 10:00 am	Learning Centers
10:00 am to 10:15 am	Snack & Bathroom
10:15 am to 10:45 am	Daily Specials
10:45 am to 11:15 am	Circle Time
11:15 am to 11:30 am	Bathroom
11:30 am to 12:00 pm	Playground
12:00 pm to 12:30 pm	Lunch
12:30 pm to 12:50 pm	Shalom Circle time, dismissal preparation for Half Day
12:50 pm to 1:00 pm	Dismissal or preparation for naptime
1:00 pm to 3:00 pm	Naptime
3:00 pm to 3:30 pm	Wake Up/ bathroom/ snack
3:30 pm to 4:00 pm	Outdoor Play
4:00 pm to 4:45 pm	Afternoon Activity
4:45 pm to 5:30 pm	Free Play
5:30 pm to 6:00 pm	Shalom Circle Time

Each teacher adapts the class schedule according to the age of the group and specials schedule.

Curriculum/ Learning Goals

Our approach to learning and early childhood development is multi-disciplinary, holistic, student centered, and through a Judaic lens. At CJP, we know that children begin to learn and understand the world around them best through play and experiential learning. Preschool children learn by doing, touching, tasting, hearing, smelling, experimenting, and wondering. Our emergent curriculum is designed to respect each child as a unique individual and foster the diverse ways in which they develop and learn in a nurturing environment.

We utilize developmentally appropriate goals that are research based from North Carolina Foundations for Early Learning and Development developed by a North Carolina Foundations Task Force. These goals serve as tools within our curricular framework that support our teachers in facilitating a student centered, inquiry based learning environment that is focused on providing appropriate learning goals and opportunities within specific stages of development.

Foundations is broken up into five (5) different learning domains, followed by subdomains, and finally specific learning goals (goals not listed):

Approaches to Play and Learning (APL) Goals:

- Curiosity, Information-Seeking, and Eagerness
- Play and Imagination
- Risk-Taking, Problem Solving, and Flexibility
- Attentiveness, Effort, and Persistence

Emotional and Social Development (ESD) Goals:

- Developing a Sense of Self
- Developing a Sense of Self and Others
- Learning About Feelings

Health and Physical Development (HPD) Goals:

- Physical Health and Growth
- Motor Development
- Self-Care
- Safety Awareness

Develop and Communications (LDC) Goals:

- Learning to Communicate
- Foundations for Reading
- Foundations for Writing

Cognitive Development (CD) Goals:

- Constructions of Knowledge: Thinking and Reasoning
- Mathematical Thinking and Expressions
- Scientific Exploration and Knowledge

These domains are the roadmap of our curriculum. We teach through themes and provide the students with rich learning experiences to drive inquiry and development.

Communication

Effective communication between teachers and caregivers is essential to your child's education. Feel free to contact the school about any matter. You are encouraged to first discuss questions or concerns, at any time, with your child's teacher. If you have further questions or concerns, please discuss them with the Executive Director.

Please remember that teachers cannot make or receive phone calls during their teaching time, but will return your calls or emails within 48 hours. Messages asking staff to return your call may be left with the CJP office staff. After school hours, messages can be left on the school voice mail.

Our staff is completely devoted to your children's needs during school hours. Phone calls and emails are the only appropriate professional communication between teachers and parents. Social media, such as Twitter™ and Facebook™, as well as texting are not allowed. Calls to teachers and staff at their homes are strongly discouraged.

- **Backpack Communication Folder:** The folder will be sent home each day. Please check it for information.
- **HiMama:** You will be periodically updated by your child's teacher as needed.
- **Email:** Teachers will provide you with a school email address that will allow you to communicate with them directly.
- **CJP Facebook:** Like us and check frequently for photos and information.
- **Website:** Visit us at www.charlottejewishpreschool.org for your questions regarding the school calendar and upcoming events.
- **Conferences:** Teachers are available to discuss your child's needs at any time. Formal conferences are scheduled in January. Spring conferences are held upon request.
- **Emergency Communications:** All emergency communications will be sent to parents via text and email.

What Your Child Should Bring to School

- Complete seasonal change of clothes (please label and place in a gallon size Ziploc bag).
- Backpack. The backpack needs to be large enough to accommodate your child's lunch box, winter coat, sheets (if needed), and communication folder (folder to be provided by CJP).
- Crib sheet and blanket for Full Day (sheets will be sent home on Fridays for washing).
- Dairy or pareve lunch labeled with your child's name and date (see Kosher policy).
- Individually labeled diapers and wipes as needed.
- Three sippy cups for children enrolled in the Full Day one year old program, labeled with name and date.

Clothing/ Attire

When dressing your child for school, consider the following:

- Closed toed shoes that allow children to run and play safely.
- Casual comfortable clothes.
- Label all clothing with your child's name, including outerwear.
- If potty training, please provide three (3) sets of extra clothing.

Rest Period

According to NC Law GS 110-91, children are required to have a rest period. Children in our Full Day program will begin rest period at 1:00 pm each day. After 30 minutes, if a child is fully awake, the child will be provided quiet activities for the remainder of the rest period. CJP will not enforce a child to stay awake. Children registered for the Full Day program may bring their favorite stuffed doll or blanket to use for comfort during naptime.

Food Policies

Kosher Policy

Our Kosher policy is set forth by our Temple Israel and Temple Beth El Clergy according to our CJP bylaws. All lunches, snacks, treats, etc. brought to the school must be pareve, dairy, or vegetarian. No shellfish, meat, or meat by-products of any kind such as animal shortening, beef fat, or lard is allowed. Please be sure to check the ingredients if you are unsure of the contents of a certain product.

Snack

CJP provides a morning snack for all students and an afternoon snack, including milk, for children in our Full Day Program. If you choose to provide your child with an alternative snack and/or milk, you must complete a Nutrition Opt-Out Form which will be provided by your teacher. Water will be provided throughout the day and as needed.

Lunches

All students eat lunch at school each day. According to NC Division of Child Development, student lunches brought in the school must conform to the state standards for nutrition. If you choose to pack your child's lunch, below are the guidelines:

- Protein or meat alternative (1 oz. for 1 to 3 year olds, 1 ½ oz. for 3 to 6 year olds). Since only dairy can be served at CJP, please refer to the lunch suggestions for meat alternative.
- Vegetables and fruits (1 fruit and 1 vegetable).
- Bread or bread alternative. This includes sandwiches, bagels, crackers, granola bars, pasta, or rice.
- Milk- **For children enrolled in our Full Day program, CJP will supply 2% milk for children two years of age and above and whole milk for children in our one year old classes at lunch and snack times.** If your child cannot have milk, you will need to supply a milk substitute with lunch. This includes soy milk or rice milk.

CJP is mandated to make sure all children have the appropriate nutritional requirements. CJP is responsible for "filling in" any missing item. Parents will be charged \$1.00 per item we are required to add to a child's lunch.

- **Each student brings a lunch and beverage with his/her name and date clearly marked.** Meals from restaurants are not permitted to be brought in for lunch.
- All lunches are refrigerated and cannot be heated.
- If your child comes to school without a lunch, CJP will provide a lunch at the cost of \$5.00 per meal.

LUNCH SUGGESTIONS

Rice cakes with spread	Couscous	Pasta
Bagels & cream cheese	Grilled Cheese	Tortillas with cheese
Cheese with veggies	Veggie/ Soy quiche	Veggie/ Soy nuggets
Yogurt and granola and fruit	Hard boiled eggs	Rice
Tuna		

SIDE SUGGESTIONS

Carrot sticks	Applesauce	Granola bars
Celery sticks	Coleslaw	Trail mix
Red pepper strips	Pickles	Pudding/ Rice pudding
Broccoli	Potatoes	Jell-O snacks
Fruit	Dried fruit	Raisins
Chips	Granola	Hummus

CJP offers a hot lunch program through the Charlotte Jewish Day School as an alternative to packing lunch. Menus can be found on the website, and orders must be placed one week in advance.

Birthday Treats

If you plan to bring something in for the children in the class, please keep in mind the following guidelines:

- All treats must be kosher, dairy, pareve, or vegetarian.
- All treats must be store bought, and in a sealed package with ingredients listed.
- Prior to bringing treats to school, please discuss with your child's teachers concerning date, time, and any allergies.

Passover

In order to adhere to Passover observances, all full day students that attend during Passover will be required to purchase Passover lunches from the school. In addition, parents will provide 2 servings of fresh fruit and vegetables for snack daily. Parents do have the option to take their child out to lunch, and families will not be charge for Passover lunches.

Family Participation

Parent Teacher Organization

All families are encouraged to become members of the PTO. The PTO is in partnership in enhancing our school community. The PTO is led by the PTO Board which oversees different committees. The PTO will provide communication in August to all CJP families regarding their calendar of events and opportunities to get involved.

Open Door Policy

The Charlotte Jewish Preschool has an open door policy. Family members of children enrolled in our program are always welcome to observe and participate in their child's classroom activities. Please note the following:

- All visitors must sign in with the office and wear visitor badges while at CJP.
- Siblings must be accompanied by an adult
- Classroom visitation is an opportunity for family members to be involved in their child's learning.

Fair Share

The Fair Share program engages each family in the CJP community by encouraging volunteer hours. Adult family members will have ample opportunities to complete your Fair Share. The Fair Share program is mandatory for all families.

The Fair Share program volunteer annual requirements are as follows:

Child in school 3 days per week	6 hours
Child in school 5 days per week	10 hours

Families with two or more children will work the number of hours of the child who is in school for the greater number of days. For example, a family with a child in school for 5 days, and a child in school for 3 days will be expected to volunteer 10 hours during the school year.

CJP is aware that some parents will need activities outside of school hours. We will strive to provide a variety of work opportunities from which families can choose. Parents will receive credit for actual hours worked and will be required to record hours periodically in the "Fair Share" notebook kept in the preschool office.

Because CJP recognizes that some families would prefer an alternative program, we have created a "Fair Share" payment program. Parents may make monetary payment in lieu of "Fair Share" time at a rate of \$15 per hour. Combinations of "Fair Share" work with a monetary payment are also permissible. It cannot be stressed enough, however, that we would prefer to have a parent provide hands-on participation in the events and activities of the Charlotte Jewish Preschool than give a monetary contribution.

Donations

As a non-profit organization, CJP always appreciates donations, which are tax deductible. Examples of donations include:

- Books and toys in good condition
- Annual Fund
- All donations that you wish to receive an acknowledgement for, should be brought to the office.

Annual Fund

The CJP Board of Directors and PTO will operate the Annual Fund Campaign. This campaign continues to provide enhancements to students and staff that complement our existing programs. Please consider contributing to the Annual Fund as we are striving for 100% participation from our families.

Shabbat

Parents are welcome to join us for Shabbat celebrations every Friday. Times and locations will be posted on our website. On your child's birthday, your child will be honored by helping with the blessings. Children that have birthdays when CJP is not in session will be honored at Shabbat, at a date decided by the teacher and will be communicated.

Tzedakah

Each Friday, CJP students will participate in the mitzvah of giving tzedakah (charity). Each child is encouraged to bring in monetary donations for tzedakah. A communication will inform you of the charities chosen.

Birthday Invitations

When planning a birthday celebration for your child, the following guidelines will apply only if you are sending your invitations through the school:

- All invitations must be brought to the CJP office with unsealed envelopes. A staff person will deliver them to your child's class. Only a CJP staff member will be able to put the invitations in book bags.
- All children in the class must be invited.
- Celebrations may not be on Shabbat (Friday sundown through Saturday sundown) or Jewish holidays.

Release of Children Policy for Full Day

Children may only leave the building with adults (18 years or older) who have been authorized in advance. You will be asked to list the names and phone numbers of individuals on the Child Information Sheet, authorized in advance, to pick up your child. Parents are required to update the list of authorized adults as changes occur. If a child is to be picked up by an adult that is not listed on the Child Information Sheet, prior written permission is required. The CJP will not release any child without written permission from a parent.

Parent/guardians and other authorized persons will be asked to present photo identification at the CJP office. Staff members may also ask for photo identification if our staff does not recognize the person arriving to pick up the child. Authorized persons are responsible for signing in and out their child on a daily basis.

Children will not be released to an authorized person who is suspected to be under the influence of alcohol or drugs. In such a situation, CJP administration will be called to mediate the situation and decide whether the child can be released to the authorized person.

Half Day Safety Procedures for Carpool

For the safety of all children and staff, please abide by the following:

- Cell phone use is prohibited in the carpool line.
- Do not pull out of the carpool line until the cars in front of you are exiting. Please stay with the flow of traffic.
- Turn off your engines.
- Children must be released to an adult. An adult is any person 18 years of age or older. NO child will be permitted to leave on their own to meet a parent/guardian.
- North Carolina requires any child under the age of 8, or weighing less than 80 pounds, to be secured into a car seat.

Unloading Children from the Car

- Keep your child buckled in their car seat until the teacher is ready to take him/her from the car.
- If you have a child buckled into a third row seat, the driver must unbuckle the child. Teachers are not permitted to climb into the car to unload a child.
- Only children unloaded in the carpool lane will be escorted to their classrooms by teachers.
- Please know we want to make the transition to preschool a positive experience. If carpool makes your child upset, please park your car and walk your child in. For the safety of the child and teacher, teachers are not allowed to take a child from the car that is visibly upset.

Loading Children into the Car

- Children's names and class **MUST** be displayed in your car when picking up children. Placards will be distributed during Parent Orientation.
- Our staff will not put a child in a car without a proper car seat. The adult will have to park and pick up their child, ending CJP's responsibility.
- Children seated in the third row, street-side, and/or picking up more than child will require driver assistance in buckling in the child.

Children will not be released to an authorized person who is suspected to under the influence of alcohol or drugs. In such a situation, CJP administration will be called to mediate the situation and decide whether the child can be released to the authorized person.

Late Pick-Up Fees

We ask that all CJP parents are aware of the hours of operation of your child's program. We expect that all children enrolled in CJP are picked up at the designated times. Late pick up fees will start at 1:10 for Half Day and TK classes, and 6:00 for Full Day classes.

In the event you are late picking up your child, the following procedures will be in place:

- A late fee assessment of \$5.00 will begin at the end of your child's program. An additional charge of \$1 per minute will apply after the initial \$5 charge.
- If you are late five or more times, a meeting with the Executive Director may be required to discuss alternate pickup arrangements.
- In order for our staff to prepare for Jewish holidays, the early close times must be honored. In the event you are late picking up your child on a scheduled early close day, the late fees will double.

Entrance Door Policy

For the safety and security of your child, doors to CJP will be locked at all times unless it is attended by Shalom Park Security or CMPD. Please use your personal pin number to enter the building during your child's preschool day. When Temple Beth El Religious School is in session, there will be Shalom Park security placed at building F.

To help maintain our safety, we ask that you do not hold the door for anyone behind you. All visitors must be buzzed in by the office staff, or have their own code.

Playground Policy

CJP families are welcome to use The Schwarz Family Playground (children 3 and up) and The Karro Family Playground (children 2 and younger) from 1:00 pm to 3:00 pm, Monday through Friday, as long as you adhere to the following guidelines:

- Children must be properly supervised by an adult or guardian.
- No food is allowed on the playground.
- The gate between The Schwarz Family Playground and The Karro Family Playground must be kept closed at all times.

Emergency Preparedness Response Plan

In the event of an emergency, the CJP staff and administration adhere to school-wide and Shalom Park Emergency Procedures. Each year the procedures are assessed, and revisited with emergency response professionals to ensure that we provide our families the utmost safe and secure learning environment possible. The CJP drills below are practiced consistently for the following emergencies:

- Fire
- Potential threats
- Medical emergencies
- Missing children
- Inclement weather

If you would like more information about our emergency procedures, please feel free to contact CJP Administration.

Policies and Procedures

Parent Feedback and Grievance Policy

CJP encourages any parent or legal guardian of a CJP student (a “Parent”) to provide feedback regarding their children’s experience at CJP. CJP endeavors to address such feedback with diligence, objectivity, fairness, and in accordance with CJP’s Code of Conduct.

Stage 1: Open Dialogue

In any instance where a parent or guardian of a CJP student (a “Parent”) wishes to raise a concern or provide feedback with respect to a student’s experience, the Parent may reach out to the teacher or other appropriate CJP representative, including the Executive Director, the Director of Operations, or the Curriculum Coordinator, for an informal conversation. It is the hope of CJP that most concerns will be resolved informally between Parents and teachers or the appropriate CJP representative.

Stage 2: Submit a Grievance

CJP recognizes that, at times, formal escalation may be necessary for certain types of concerns or complaints. A Parent may submit a formal complaint (a “Grievance”), if, after proceeding through Stage 1 of this Parent Feedback and Grievance Policy, a Parent believes that the issue has not been or cannot be resolved through the mechanisms described in Stage 1.

A Grievance must be submitted in writing to the Executive Director and must include:

1. A full description of the circumstances and basis of the Grievance;
2. A narrative timeline of relevant events, including any steps already taken toward resolving or attempting to resolve the issue; and

3. The Parent's request as to the outcome of the Grievance.

Upon receipt, the Executive Director will confirm receipt of the Grievance with the Parent and inform the Parent of the anticipated timeline for addressing and responding to the Grievance, which should generally be within than two (2) weeks from the receipt of the Grievance but may vary depending on the particular circumstances of the Grievance. The Executive Director will provide all relevant parties, as determined by the Executive Director, with a written response summarizing the Executive Director's determination regarding the Grievance. Thereafter, the Executive Director will be available for a meeting with the Parent to discuss the determination, at which time, the Grievance process will be closed.

Stage 3: Review by the Board of Directors

After the Grievance process has concluded, the Executive Director's decision will be presumed to be the appropriate and final disposition of the Grievance.

In the extraordinary case in which a Parent believes it necessary to escalate a Grievance to the Board of Directors, the Parent may do so by emailing the President of the CJP Board of Directors the following specific information:

1. The details of the underlying Grievance and the Executive Director's response to the Grievance;
2. An explanation of how the Executive Director failed to carry out the Grievance process in accordance with the administrative policies, philosophy, and curricular objectives of CJP; and
3. How such failure affected the outcome of the Grievance.

Within seven (7) days of receipt of the letter, the President of the CJP Board of Directors will confirm receipt of the letter to the Parent and will provide an approximate timeline in which the Parent can expect a response.

The President will then review the matter and decide upon an appropriate course of action in accordance with the Board of Directors' Policies and Procedures to verify whether the Executive Director carried out the Grievance process in accordance with the administrative policies, philosophies, and curricular objectives of CJP. Once an appropriate response has been determined, the President of the Board of Directors will issue a written response to all relevant parties, as determined by the President of the Board of Directors, in accordance with the Board of Directors Policies and Procedures, thereby disposing of the matter.

Potty Training Policy

Potty training is a part of your child's physical growth. We will begin working with children who are ready for this milestone. Your child's readiness for toilet learning depends on his/her level of muscular, neurological, and psychological development. The teachers are here to help with that training and will cooperate with the home effort of the parents. The parents need to continue the same pattern at home that is encouraged at school. Parents will be notified about their child's progress on an as-needed basis.

1. Potty training should be initiated at home. Teachers should be notified when parents have initiated the process.
2. If a child requests to use the toilet in school, even if he/she is still in diapers, the teacher will take the child to the toilet and then notify the parents of the child's request.
3. When the parents are satisfied that their child is making progress with potty training at home, they can then send the child to school in underwear.

4. While a child is potty training at school, parents must send three (3) complete sets of clothing, including socks and 1 pair of extra shoes, to school while the child is in training.
5. We will not force, cajole, or bribe children to use the toilet at school. We will provide them with opportunities to have positive associations with using the toilet and will actively support the process when children show us that they are ready through cues. Learning to use the toilet is a long process and does not usually happen overnight; having accidents is part of the learning process. Please make sure your child has extra clothes. We encourage open communication between teachers and parents about your child's process in learning to use the toilet. We will work together when your child shows signs of readiness.
6. The teachers will work with the child, using positive reinforcement in the form of praise, when the child either urinates or has a bowel movement on the toilet at school.
7. Absolutely no form of punishment or negative reinforcement will be used in connection with potty training.

Two or more accidents daily for three days in a row, is an indication from your child that he/she is not ready to be toilet trained at school. CJP will place the child back into diapers until the child is showing signs of potty training readiness at school.

Child Development Philosophy

We believe praise, positive reinforcement, and redirection are effective methods of behavior management for children. When children receive positive, non-violent, and understanding interaction, they develop good self-concepts, problem solving abilities, and self-discipline. Based on our belief of how children learn and develop values, CJP utilizes the following behavior management techniques, adapted from the North Carolina Division of Development and Early Education:

WE DO:

- Praise, reward, and encourage the children.
- Reason with, and set limits for the children.
- Model appropriate behavior for the children.
- Modify the classroom environment to attempt to prevent problems before they occur.
- Listen to the children.
- Provide alternatives for inappropriate behavior to the children.
- Provide the children with natural and logistical consequences of their behaviors.
- Treat the children as people and respect their needs, desires, and feelings.
- Ignore minor behaviors.
- Explain things to children on their levels.
- Use short supervised periods of time-out sparingly.
- Stay consistent in our behavior management program.
- Use effective guidance and behavior management techniques that focus on a child's development.

WE DO NOT:

- Spank, shake, bite, pinch, push, pull, slap, or otherwise physically punish the children.
- Make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse the children.

- Shame or punish the children when bathroom accidents occur.
- Deny food or rest as punishment.
- Relate discipline to eating, resting, or sleeping.
- Leave the children alone, unattended, or without supervision.
- Place the children in locked rooms, closets, or boxes as punishment.
- Allow discipline of children by children.
- Criticize, make fun of, or otherwise belittle children's parents, families or ethnic groups.

Child Development Referral Policy

We at CJP understand that children develop at different rates and demonstrate individual areas of strength. As it is important to you as parents, our staff wants to ensure that your child is able to fully and safely participate in and benefit from daily activities at CJP. We want to be sure to address early any developmental challenges and/or maladaptive behaviors that may be causing distress for your child and keeping him/her from participating effectively and safely in the classroom environment. If our staff members have concerns, CJP will use our referral process. This process was put in place to help us guide and monitor our work together as we develop specific strategies, modifications, interventions, or support that may be implemented in the classroom. This collaboration may also include any other community professionals, and resources to support the child at CJP. The referral steps include:

1. The teacher will fill out the referral form for the student and return it to the CJP Administration. The referral form will address the focus of concern and will identify any challenges that the student may be having in the classroom and the impact it has on their safety or learning.
2. Observations will be made by the CJP Administration in regard to the intensity, frequency and duration of the challenges.
3. The CJP Administration determines strategies need to be implemented to help the child, and contact will be made to set up a meeting with the parents.
4. The initial meeting will involve teachers, administrators and parents to create a plan of action. Parents will sign off on a document that will state that the parent agrees with the interventions and plan.
5. Teachers and CJP Administration will implement agreed upon interventions for appropriate time period.
6. Teachers and CJP Administration will monitor interventions and have follow up conferences or communications with parents.

Throughout the above referral process, if the child is unable to function in the classroom environment without one-to-one assistance, the parents will be notified. CJP is not able to provide extended one-to-one assistance to any child on an on-going basis. If the teacher and the CJP Administration agree that keeping the child in the classroom is in the best interest of the child, an additional person, approved by CJP and the parents, shall be provided at the parents' expense to assist their child. Specifics will be discussed with the CJP Administration and agreed upon in writing.

In addition to the above, the following steps may be required:

- To better meet the developmental and learning needs of the child, the CJP Administration may request that a professional assessment be completed by an independent consultant within a designated time frame. Parents will be asked to notify the CJP Administration within a reasonable time of the date of the assessment.

- The consultant of the parents' choice will provide CJP with a written assessment, report, and/or treatment plan for the child within two week of the appointment. To ensure a more comprehensive evaluation, it is recommended that the consultant observe the child in the classroom setting, as well as, discuss teacher observations.
- Administration will meet with parents to discuss written assessment and recommendations. In order to provide coordinated, comprehensive care, CJP will continue to monitor and record child's progress and may collaborate with outside specialists and consultants.

CJP will make every possible effort to provide the best learning environment for each student. We will work as a team with the child, teacher, family, and outside experts to ensure the best possible care for your child. However, if the needs of the child exceed our resources here at CJP (as determined by the CJP Administration), we will request additional outside services and/or a different setting that would benefit the child. CJP will always act in the best interest of the child.

Support Services

CJP understands that children enrolled at the preschool might be receiving outside support services like, but not limited to, occupational therapy, physical therapy, speech therapy, and play therapy. Students enrolled in these programs may have an Individualized Education Plan (IEP) or Individualized Family Service Plan (IFSIP).

- CJP will make reasonable efforts to adapt the classroom to accommodate the learning needs of the individual child.
- IEPs, IFSPs or evaluation reports should be made available for review by the child's teacher and Curriculum Coordinator
- The Curriculum Coordinator will manage the comprehensive care plan of the child and will coordinate communication with the teacher when there is a new recommendation or change in the support services.
- The teacher, Curriculum Coordinator and Executive Director will determine the feasibility of implementing the new recommendations.

Please note that there may be occasions that parents will need to sign communication and/or a program services waiver to share confidential information.

Involvement in Family Law Matters

CJP acknowledges that its families may be involved in family matters from time to time, including but not limited to, divorce, custody and domestic violence matters. Such matters should be brought to CJP's attention at the earliest time possible. CJP will follow court directives as required. Accordingly, a valid subpoena will be required before any information (written or verbal) regarding a CJP student is disclosed or shared with any party other than parents and/or legal guardians.

Allergy/ Medical Condition Policy

Allergies in the Class

CJP will coordinate with the child's parent and teachers to develop an individualized action plan that meets the needs of the individual child and the school. If special accommodations need to be made in the classroom that affect children in the class, the Director of Operations will

communicate these accommodations to all families & teachers in the class. It is the highest priority that the CJP keeps all of the children safe. CJP works hard to ensure that we can accommodate allergies and medical conditions within the classroom.

Your Child's Allergies or Medical Condition

In order to ensure CJP can accommodate a child's medical condition or allergies in the classroom, CJP will require necessary paperwork from the parents. Prior to the start of each school year (or at enrollment if a child enrolls during the school year), the parents of children with medical conditions or allergies will be contacted and provided with the forms listed below. **If a parent does not receive the following information via e-mail, it is the parents' responsibility to contact the office.**

The following paperwork will be required in order to make special room or other accommodations:

- **HIPAA letter-** the HIPAA letter gives us permission to post an allergy or medical condition (if necessary). This will provide important information to staff working with the children.
- **Permission to Administer-** Written authorization on a "CJP Permission to Administer" form must be provided for staff to administer prescription or over-the counter medication to a child when needed for chronic medical conditions and allergic reactions. Medicines must be provided in its original container and labeled clearly with the child's name. Please note CJP is not allowed to store or administer any expired medication.
- **Action Plan-** It is important that the CJP management of each allergy is done on an individual basis. Allergies vary in severity, which impacts the way we respond to them. We require an action plan that provides us with a detailed description of how to handle the allergy or medical condition in the event of an emergency and/or reaction. Please include onset symptoms, medicines needed at each stage of the reaction.
- **CJP Allergy Communication Form & Waiver-** Please see below under "Accommodations."

Accommodations

After receiving the above completed forms, a meeting with the parents and CJP Director of Operations will be scheduled to review the Action Plan. After this meeting, a final Allergy Communication Form and Waiver to be signed by the parents will be completed to ensure all accommodations and expectations have been communicated. This form will be countersigned by the CJP Director of Operations to acknowledge CJP's receipt and will also be signed by the lead teacher in the child's primary classroom to acknowledge the lead teacher's awareness of the allergy and any accommodations.

This form will acknowledge items such as, but not limited to:

- Forms required
- Medication required
- Classroom environmental accommodations
- Special Days/Events Parent Responsibilities (for providing food and safety for the child)
- Parent Waiver

Despite the good faith efforts by CJP, children may encounter allergens or other environmental agents while at CJP due to the nature of the school environment and exposure to other children. Children at CJP spend time in different classrooms in the school building and other facilities on our campus and those environments may not be maintained as allergy free.

Health Requirements & Policies

Immunizations & Medical Reports

All children attending CJP are required to have a current medical & immunization report on file. The medical report must be dated within one year of the exam for all students. If there are any changes to the medical report and immunizations within the year, you are required to contact to CJP office so we may update your child's file.

Updated immunizations must be provided as students receive new immunizations. Immunization medical exemptions/delays may be granted if it is for medical reasons and accompanied by a physician's note with an explanation for the exemption/delay. Signed letters of documentation must be on physician's letterhead.

Biting Policy

Biting is a very common behavior among children birth to three years of age. Biting is a form of communication and is almost always a response to the child's needs not being met or coping with a challenge or stressor. At CJP, we believe by understanding the developmental stages of the children in our care and their individual needs, we can proactively prevent many biting behaviors by the environment which we create for the children.

We understand that children biting other children is one of the most common and most difficult behaviors to deal with in group child care settings. It can occur without warning, can be difficult to defend against, and provokes strong emotional responses in the biter, bittee, the families, and caregivers involved.

For other children, biting is a persistent and chronic behavior. They may bite for a variety of reasons: teething, frustration, boredom, inadequate language skills, stress or change in the environment, feeling threatened, or to feel a sense of power.

In order to alleviate some of the triggers for biting, CJP uses the following strategies to prevent biting: sensory activities, biting rings, adequate resources and staff who recognize when children need more stimulation or quiet times. We will treat each incident with care and patience, offering comfort to intense emotions, helping children to manage their feelings, and talk about them to help resolve issues and promote understanding.

When biting occurs in the classroom, the following steps will be taken:

- Children involved in the incident will be immediately separated and the child that has been bit will be consoled.
- Teachers will fill out a Health Assessment and Contact Form, which will be sent home in the children's folder.
- If there is blood and saliva exposure, both parents will be notified immediately.
- The Director of Operations will be notified and check that the students involved have completed three (3) Hepatitis B vaccinations. According to the Mecklenburg County Public Health Department, "If a child bites another child, and both children have received three Hepatitis B vaccinations in the past, the risk of transmission of HIV, Hepatitis B, and Hepatitis C does not meet the threshold of 'significant risk' and mandatory testing is therefore not required under North Carolina rules (10A NCAV 41A.0203, .0204, .0214)" If one or both children have not completed three Hepatitis B vaccines, we will consult with the Mecklenburg County Health Department.

Medications

CJP will administer medication **only** in the cases of **chronic illness or medical emergencies**. In order for CJP to administer medication in these instances, parents must provide:

- A physician's explanation and approval for medication given during school hours.
- A completed Authorization of Medication form filled out and signed by the physician and the parent or guardian.
- Authorization of Medication must be completed every six months.
- Emergency prescription medication must be in its original container with pharmacist label intact.

Upon request, CJP will provide you with an Authorization of Medication form, ensuring that you provide CJP with all pertinent information, including child's name, dosage, dates, times of dosage, and name of medication. Medication will not be administered after its expiration date.

Over the counter or non-emergency medication will not be administered. Parents must complete a "Permission to Administer" form in order to apply any diaper creams and sunscreen. No aerosol cans are permitted.

Health Policy

The CJP strives to preserve the wellness of the entire community. You will be asked to keep your child at home when he/she is unable to participate in all activities including outdoor play, due to illness, fever, diarrhea, or vomiting, or is not well enough to participate.

If your child displays any of the following symptoms, do not send your child to school. If a staff member recognizes any of the following symptoms of illness in your child, the staff member will notify the parent immediately. The parent, or emergency contact person, will be expected to pick up your child within 45 minutes of initial communication, or a late pick-up fee will apply. You will be given a Health and Contact Assessment form at the time of pick-up outlining the time of symptoms and when they are eligible to return to CJP. **Your child must remain fever-free and symptom-free for twenty four (24) hours, prior to returning to school, or have a doctor's note saying your child may return to school.**

- Fever of 100° F or more taken axillary (armpit) method.
- An unidentifiable skin rash other than a localized diaper rash.
- Diarrhea and/or vomiting.
- Evidence of lice infestation.
- Severe coughing, or making a whooping sound.
- Rapid or difficult breathing.
- Yellowish skin or eyes.
- Conjunctivitis (Pink Eye).
- Unusually dark urine and/or gray or white stool.
- Untreated infected skin patches

Communicable diseases spread very quickly in a school setting. In order to protect the wellness of all children, CJP works with the Mecklenburg County Health Department and the Center for Disease Control to develop specific policies for communicable diseases. CJP reserves the right to determine when a child needs to be picked up from school, and when a child may return.

You are required to notify the school as soon as you become aware that your child has a communicable disease (i.e. strep throat, pink eye, chicken pox), so the school can respond promptly. Communicable diseases that require immediate reporting to the Health Department will be communicated to the entire school via e-mail. Examples of these communicable diseases are Chicken Pox, Measles, Hepatitis A, B, and C, Meningitis, Mumps, Tuberculosis, and the Whooping Cough. Other more common communicable diseases will be communicated to the affected child's class via e-mail and a hard copy. Below are common communicable disease in schools that require exclusion from school.

In order to protect all CJP children, parents must follow the guidelines listed below:

Chicken Pox	Exclude 7 days or until vesicles are completely dry/scabbed over.
Diarrhea	Exclude while symptomatic. Return after 2 negative stools in 24 hours.
Fever with Rash	Exclude. Re-admit on resolution, i.e. physician's note required.
Flu	Exclude until completely resolved.
Measles	Exclude for four days after rash onset.
Mumps	Exclude for nine days after onset of swelling.
MRSA	Exclude until wound/boil is no longer draining. Physician note required.
Strep Throat/ Sore Throat/ Scarlet Fever	Exclude 24 hours after onset of medication.
Vomiting	Exclude for at least 24 hours after vomiting has stopped.
Whooping Cough	Exclude two weeks after onset of cough if untreated or after 5 days of antibiotic

CJP is unable to list all potential illnesses. Therefore, CJP Administration will use the guideline and recommendation provided by NC Division of Public Health located at <http://epi.publichealth.nc.gov/cd/report.html> to determine an appropriate return date for your child.

Inclement Weather

The Executive Director of the CJP will make decisions regarding school closings. CJP will communicate closings via the following:

- Our CJP Facebook page at : <https://www.facebook.com/TheCJP/>
- WCNC-TV or WSOC-TV
- Hi Mama for any communication (text or e-mail message)

For excessive closings due to extenuating circumstances, CJP may schedule up to two (2) make-up days. Tuition will not be credited due to inclement weather or “Acts of G-d” closings.

Power Failure

In the event of a power failure in the building, the Executive Director, in conjunction with The Foundation of Shalom Park and state consultants, will determine school closings. Please be aware that during a power failure, the phone will not ring. CJP will provide you with an alternate emergency contact number at which you can get in touch with the school if needed. **Outgoing calls will have to be made via a mobile phone. We will make every effort to contact parents quickly and efficiently.**

Reporting Policy

North Carolina has a mandatory reporting statute. Any and all staff members must report any **suspected** physical abuse, sexual abuse, or neglect to the proper authorities.

Data Privacy

All records concerning your child (enrollment forms, health records, observation records, written parent-teacher conference reports, and all other information about your child) are confidential. Any and all information in the records will be accessible only to you, the Executive Director, your child’s teacher, and a person designated by the state licensing board to review our records for licensing purposes.

Registration/ Financial Policy

Registration Fee

A registration fee is due annually upon enrollment in order to ensure your child’s place for the upcoming school year. This fee is non-refundable.

Priority Registration

Pre-registration for current students, their siblings, and alumni will begin in early January of the preschool year. Forms will be sent home with the students. Priority is on a first-come, first-served basis. If the pre-registration form is not returned prior to CJP’s Open House in January, the student will lose his/her priority registration status. Every effort will be made by CJP to contact families that have not participated in priority registration.

Open Registration

Open Registration begins with Open House for new families in January and continues until spaces are filled. We will notify parents no later than the end of February of their child’s enrollment status. CJP’s Open Registration is prioritized into the following categories: (a) Siblings of current students/alumni and alumni of CJP; (b) Members of both Temple Israel/LJCC or members of both Temple Beth El/LJCC; (c) Jewish members of only one organization; (d) Jewish unaffiliated families; (e) LJCC non-Jewish members; (f) non-Jewish unaffiliated families, according to the date of registration.

Tuition

CJP would like you to be aware of information regarding tuition:

- Tuition is based on an annual fee and for the convenience of our families, tuition is payable on a monthly basis.
- All tuition for CJP programs is due on the first of the month.
- The CJP does not send out monthly tuition bills.
- The tuition deposit is non-refundable, except with 30 days notice for family relocation 50 miles or further from Shalom Park.

For your convenience, Tuition Express is available and encouraged to process tuition and fee payments by automating monthly drafts from your checking account for no additional charge. Alternatively, tuition and fee payments can be paid by automating your credit card, either Visa™ or MasterCard™. American Express™ and Discover™ will not be accepted. Please note that there is a \$15 monthly charge per child for credit card payments. Automated Processing Payment forms are available online and in the CJP office.

Late Payment Tuition Policy

Tuition is due on the first of each month and considered late if not received by the 10th of the month. CJP does not send out monthly tuition bills but does send out a monthly payment reminder as a courtesy if payments are not received. A late fee of \$25 will be assessed on the 11th day of the month.

Scholarship

CJP understands the importance of a Jewish early childhood education. A limited amount of scholarship funding is available for families who want a Jewish education for their child. Scholarship funding is awarded annually by using FAST. FAST, a third party software, which receives and reviews the information and makes their recommendations. Once a recommendation is made by FAST, the CJP scholarship committee will make a final determination and a letter will be sent with award information. The confidentiality of all financial and personal information is strictly maintained. Scholarships are determined in June for the following school year.

The CJP Scholarship Committee, which consists of three members of the CJP Board, the CJP Executive Director & JFS consultants, is responsible for ensuring that funds designated for financial aid are awarded in a fair manner and on an as-needed basis as recommended by Jewish Family Services.



**Charlotte
Jewish Preschool**
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I have read a copy of the 2018-2019 Charlotte Jewish Preschool Family Handbook. I understand the policies and procedures. I will abide by all the school policies that are found within. I acknowledge that these policies are effective through June 2019.

Student's Name: _____

Parent's Name: _____

Parent's Signature: _____ Date: _____

Please sign and return this form to the CJP office no later than Friday, September 7, 2018