



Children's Center

**PARENT HANDBOOK**

# Table of Contents

Introduction Letter.....	Page 3
Program Overview.....	Page 4
Our Core Values.....	Page 4
Our Classrooms.....	Page 5
Our Learning Program.....	Page 6
Feeding and Mealtimes.....	Page 7
Parent Partnership.....	Page 9
Practical Matters .....	Page 10
Policies and Procedures.....	Page 13
Health, Wellness, and Medical Policy.....	Page 16
Our Jewish Connections.....	Page 18
Important Information.....	Page 19
Calendar of Closures.....	Page 22
Handbook Acknowledgement Form.....	Page 24





Children's Center

**Yad B Yad Children's Center LLC**  
**5801 South Rural Road Tempe, AZ 85283**

## Parent Handbook

This program is the second professional dream of its kind: a relationship-based community of teachers, parents, and children bringing together all the best practices for play-based and family style learning that the early care and education field has to offer.

Yad B'Yad Children's Center LLC provides children, teachers, and families a child-centered full day preschool program in an intimate community-based environment. We embrace and incorporate the values of reform Judaism with thoughtful choices, a diverse community, and repairing the world with respect and compassion at the heart of our learning. Our indoor and outdoor environments are equally accessible throughout the program day. Our curriculum presents learning concepts through hands-on exploration of the world around us. Our program naturally introduces academic and social skill concepts within a non-competitive, learning-focused environment. Our primary goal is to provide a philosophically balanced approach to early childhood education, care giving, and teaching; readying children for the adventures beyond our doors.

We have spearheaded the efforts to transform and grow Yad B'Yad with the support of many friends and colleagues, including the Temple Emanuel Board and Clergy. We embrace the collaborative effort of our community to provide an innovative, progressive, and developmentally appropriate learning environment for our children.

We look forward to knowing you and learning with you throughout our years together.

Warmly,

Tanya Stabinsky and Jenn Taylor

# Program Overview

Yad B'Yad Children's Center LLC enrolls children ages six weeks to five years old throughout the calendar year on a space available basis. We self-limit our classroom sizes to meet best practice class size and teacher child ratios. Wait lists are maintained when classroom enrollment has reached capacity and families awaiting enrollment are contacted when placement is possible. We are a full-time, full-day program, operating between the hours of 7:00 a.m. and 6:00 p.m. Our extended program hours, along with the available options of attending five, four, or three days per week allows us the flexibility to meet the needs of a diverse population. Our community of families includes part-time and full-time working parents, children who need a nap or rest time, siblings of school-age children, and Pre-Kindergarten children, who need a longer day of care. In the warm and nurturing environment of our school, teachers provide a developmentally appropriate, educational curriculum for young children. Our goal is to equip your child with the self-confidence to explore the world while learning how to be a valued member of a classroom and peer community. Each child is encouraged to pursue a unique path of discovery making the developmental process more relevant and meaningful to their individualized social, emotional, and cognitive needs.

We add greater challenges in all areas of development as children grow, preparing them fully for the academic rigors of school. We pride ourselves on a well-balanced, non-competitive approach to academics and hold a child's unfolding development as our first and foremost consideration. We want the children in our care to learn to love exploration and discovery, and we seek to help them nurture this process as they build their foundation for future learning. We use best practice standards recognized by the National Association for the Education of Young Children (NAEYC) and monitor quality annually with the Early Childhood Environment Rating Scale (ECERS).

## Our Core Values

### **Respecting and Recognizing Each Individual**

Mutual respect, honesty, and personal responsibility are key elements as we work to build a community of learners.

### **Constructivist Approach**

Attention to each child acknowledges the uniqueness and developmental level of that individual; building upon ..... to progress to the next stage of maturation.

### **Interdisciplinary Learning**

Focused teaching addresses education of the whole child. We strive to provide learning through multiple modalities, which capitalizes on each child's uniqueness. Indoor and outdoor exploration are equally important for growth and development.

**Parent/Teacher Partnership and Reflection**

Shared adult attention and joint expertise for each individual child supports personal growth in and outside our community.

**Ongoing Growth and Assessment**

Continuous observation and documentation designed to recognize individual growth and change allows deep and meaningful assessment of each child. Portfolios, photos, videos, and parent teacher conference records documenting development are integral tools for this process.

**Community Building and Family Style Learning**

A strong community of learners who share strengths, accept support, communicate ideas without competition, and build relationships is of primary focus. Mixed-age grouping encourages mentoring, fosters independence, and allows empathy to develop as siblings and different age friends attend, learn, and grow together within the program.

## Our Classrooms

**Infants and Toddlers (6 weeks - 24 months)**

Yad B'Yad Children's Center welcomes the opportunity to introduce children as young as six weeks old to this nurturing, developmental program. The infant-toddler years are a wonderful and challenging part of a family's life. Our caregivers partner with parents to help create a seamless routine between home and school. We provide an early care environment which allows babies to connect deeply with others in a caring community and foster a sense of security and trust. We encourage babies to make sense of their world by exploring a rich sensory environment filled with a variety of sights, sounds, textures, and sensations. We provide soft safe places to roll over and pull up, creep and crawl and to take first steps.

During these important first two years, our teachers emphasize expressive language development by filling the classroom with conversation, rhyming, finger plays, peek a boo, singing, reading, and an abundance of smiles and hugs. Our infants and toddlers discover how the world around them works, exploring with quality educational materials and experiencing learning through the natural curiosity of the first two years of brain development.

**Preschool (2 years - 5 years)**

Most children attend our school for three or more years. We treasure the moments at every stage and work to meet the developing needs of all children. Our preschool environment is created with this goal in mind. Our intentionally low teacher to child ratios allow us to expand or simplify our activity areas at a moment's notice. In general, the most important goal for **two-year-olds** is to establish rapport with caregiving adults outside of the home environment and learn to feel happy, engaged and safe away from home.

For **three-year-olds and four-year-olds**, we focus on development of social awareness and group play skills helping children strategize and practice executive function through play. We provide a highly enriching routine and environment

as the context for these two years of important social emotional development as the foundation upon which all future learning is based.

Throughout the preschool years, children gain important developmental skills in preparation for a successful start as they transition to kindergarten in school. We offer an in-depth, preparatory **Pre-Kindergarten** program for our four-year-old students. All children eligible for kindergarten entrance in the following school year may participate in this class. Children who are at or near deadline for kindergarten entrance, or whose families desire for them to continue at YBYCC for developmental or programmatic reasons, often choose to remain for an additional year in our Pre-K group.

### **Pre-Kindergarten**

Specifically designed as a small, focused, and highly-interactive learning group, the Pre-Kindergarten class is offered to children turning four years-old prior to December 1<sup>st</sup> of the enrolled year. Children in the Pre-K classroom must be toileting independently and all Pre-K students must be registered for one of the 5-day per week schedules. There are no exceptions to this policy. The design of the pre-kindergarten program is an open classroom, project approach which requires children to attend regularly in order to participate fully. The best readiness indicators for success beyond preschool include social-emotional skills and peer community building as well as pre-academic skillsets.

## **Our Learning Program**

### **Our Curriculum**

Most of the classroom curriculum will be based on themes that have been gleaned from the children's play. Some curriculum will be spontaneous as it emerges from play and a teacher guides an activity in the moment of discovery. Other curriculum will be developed from trends we have seen in group play and will be more formally planned in a collaborative effort with children, parents, and teachers.

As topics emerge from play, teachers provide resources (literature, art experiences, science explorations, field trips or long-term projects) to further the exploration. We also take note of and are inspired by teachable moments throughout the day. When no clear themes are emerging in the children's play, teachers will provide invitations for activities based on concepts we believe children deserve to be exposed to, including seasonal topics and Jewish Holidays, as well as developmentally relevant activities which have potential to inspire further thought such as Letter of the Week, All About Me, The World Around Us, etc.

Our curriculum is designed to change and develop each year based on needs and interests of each unique group of children; studies, learning patterns, and interests change from year to year. The programming is embedded with academic learning goals including language and literacy, number concepts, scientific observation and exploration, gross motor and fine motor experiences, and social-emotional skill building. We provide special attention to expressive language and executive functioning skills as important indicators for future successful outcomes.

### **Our Routine**

We use routine times in our school day (mealtime, small group, circle, and open-choice times) to reinforce the traditional early childhood concepts. We offer opportunities for gardening, sand, water, sensory play, gross motor physical play, block building, free art, age appropriate writing and journaling, language and literacy, pet care, art exploration, numbers/classifying/sorting activities, as well as dramatic art and pretend play throughout the school year. For our youngest children, the routine is the curriculum, so we infuse our entire day with songs, stories, and games during transitions and caregiving moments.

### Our Teachers

At YBYCC we go beyond the State Licensing Standards to seek individuals with natural competencies and related backgrounds to work in our preschool. Once working in our program, teachers participate in professional development, individually and as a team, to stay up to date on professional trends and developmental research. Our professional development informs and enhances our daily teaching practice. Lead Teachers hold degrees and/or have direct, extensive experience in either Early Childhood Education (ECE) and/or closely related fields. Assistant Teachers learn and grow under the mentorship of direct supervisors. Most of all, our teachers are energetic, creative, and loving, and work to instill Jewish values and best practice into all they plan and do.

### Adult Guidance of Learning

Our low teacher-child ratios (1:4 for infants, 1:5 for toddlers, 1:6 and 1:8 for the preschoolers) and nurturing play-based routine is the most effective way to help children develop the crucial thinking skills (executive functioning) for future academic and social success.

Teachers use reflective practice techniques regularly along with parent expertise to make plans for each child. We continually assess the children on an informal and formal basis, rethinking expectations in an ongoing way. Our curriculum model views teachers and parents as guides (not directors) of the learning process. Additionally, the learning environment and the children are equally important members of the teaching team. We are fortunate in our community to have two developmentalists with extensive experience to facilitate adult learning.

## Feeding and Mealtimes

### Nut-Free Environment

**No peanuts or tree nuts (walnuts, almonds, hazelnuts, cashews, pistachio and Brazil Nuts) are allowed at school.**

Foods sent in for snack, lunch, or class events should be carefully checked to make sure they are peanut/tree nut free. Families can help ensure that our school stays peanut/tree nut free by reading packaging labels and reminding children not to share food with other children at school. Some alternatives to peanut butter are WOWBUTTER and Sun Butter. Please make sure that you always check the labels on the food that you are sending into school. The FDA requires all manufacturers to list on their label if peanuts and/or tree nuts are in their products.

### Snacks and Community Fruit Bowl

Families are asked to provide 1-2 pieces of whole, fresh fruit or vegetables each day for our snack time sharing. Organic fruits and vegetables are preferred, and all items must arrive to school in whole form. Children are encouraged to place the fruit or veggies in the friendship fruit basket/bin when they arrive at the classroom. This daily ritual fosters the idea of community sharing and helps bridge the transition between home and school. Many parents choose other healthy items to share as well, such as crackers, dried fruit, or homemade goodies. YBYCC provides healthy snack foods, including yogurt, cheese, and grains, throughout the morning at the snack tables. Challah is served on Fridays. **Parents who wish to provide their child's individual snack from home should pack a healthy morning and afternoon snack for their child in lunchbox each day.**

## **Lunchtime**

Parents provide the lunch meal for their children. No refrigeration is provided for, so lunchboxes should be adequately packed with ice to keep perishable items cold until lunch is served. Lunches must be prepared and ready to eat in age and appetite appropriate portions. Please include all utensils. We request kosher style meals with no mixture of dairy and meat, and no pork or shellfish.

The lunch mealtime at YBYCC is an important part of our day. We gather together to talk about our morning and eat family style. This is an important time for language and vocabulary acquisition, self-help skill development, and community building. Any food allergies or preferences are posted privately (teacher access only) in our classrooms. Whenever we have a life-threatening allergy we will ask parents to avoid those products in specific classrooms. Please send your child with a water bottle or sippy cup labeled with their first and last name daily. We recommend an 8-12 oz. bottle or cup that your child can open and close independently as they get older. We have cold filtered water available for refills.

## **Infant Feeding (6 weeks - 15 months)**

Specific information for classroom schedule and procedures is provided by teachers. A written outline of the infant's eating and sleeping schedule should be provided to staff on the child's first day of attendance and updated as needed throughout the year. Breastmilk or formula provided in bottles will be warmed with tap water or a bottle warmer; a microwave is not allowed for warming bottles or infant food. Infants and toddlers will be held for bottle feedings or, when developmentally appropriate, will be offered their bottle while seated. Arizona DHS guidelines prohibit children from having bottles while lying down. Cow's milk should not be sent for children younger than 12-months old and whole milk should be sent for children 12-24 months of age. Written dietary instructions from the child's doctor must be provided if the child is to continue drinking formula or other milk alternatives following their first birthday. Bottles cannot contain any medication or solid foods unless the doctor provides written instructions to do so. Teachers will discard any formula or human milk that is served but not totally consumed or refrigerated after one hour. Solid foods and fruit juices should not be sent for infants younger than six months of age unless that practice is recommended by the child's healthcare provider and approved by families. Only 100% fruit juice may be sent, and the amount to be served is limited to no more than four ounces daily.

Yad B' Yad Children's Center supports breastfeeding by:

- accepting, storing, and serving expressed human milk for feedings in ready to feed sanitary containers labeled with the infant's full name and date provided.
- storing breast milk in a refrigerator for no longer than 48 hours (or no more than 2 hours if the breast milk was previously frozen) or in a freezer at 0 degrees Fahrenheit or below for no longer than three months.
- gently mixing or shaking breastmilk before feeding to preserve special infection-fighting and nutritional components in human milk.
- welcoming breastfeeding mothers to nurse their infant in our classrooms.
- coordinating feeding times with the parents to support breastfeeding schedule.

## **Toddler Feeding**

Families with toddlers should send enough food each day to provide your child with a hearty lunch and ample bottles or sippy cups of milk and or juice. Meals should be ready-to-serve with food items cut to your child's feeding needs.

Because good nutrition is an important part of our program, we suggest that you strive to pack nutritious snacks and lunches representing a healthy and balanced diet. Fresh fruits and vegetables are always a great choice and ideally should represent half of the food provided in your child’s lunch. Refer to the “Choose My Plate” website for more guidelines on nutrition: <http://www.choosemyplate.gov/index.html>

All food sent to school, aside from that for the community fruit bowl, should be pre-cut for the younger children and in age-appropriate portions. We are happy to warm lunch items, but all food should be ready to eat aside from a quick warming. ***Be sure to pack utensils.*** Children under four are encouraged to bring foods that promote independent eating but **may not include** hot dogs that are cut in rounds, whole grapes, popcorn, or cut or mini carrots. Best practice in an early childhood setting dictates that teachers and children sit together during mealtimes. To focus on the learning time, staff should not be asked to peel, prep, cut, or create parts of children’s meals.

#### Healthy Lunch ideas:

Sandwich or wrap (no nut butters)	Hummus & cucumber slices	Cheese & crackers
Soups	Macaroni & cheese, vegetables added	Pasta with vegetables
Lunch meat roll up	Fried rice or Lo Mein	Bagel & cream cheese
Quesadilla	Apple slices and sunbutter	Raisins or other dried fruit
Dinner leftovers	Bread & jam	Freshly sliced vegetables

## Parent Partnership

### Parent-Teacher Partnership

Our “way of being” is most closely aligned with the principles and assumptions of the Brazelton’s Touchpoints Approach to early care and development, as well as best practices in early childhood settings.

Providers who learn about and use Touchpoints:

- welcome families with respect and understanding
- value families’ questions about their child and their care giving
- listen without judgment
- treat parents as the most important person in their child’s life
- respect and value a family’s culture and experiences
- share in the excitement of a child’s development
- join caregivers in advocating for the best care and services
- help families connect with community resources

- offer guidance and support to help caregivers understand and respond to the predictable ups and downs of each child's growth and development
- collaborate through shared expertise

### **Parent Involvement**

Family involvement is essential to the success of our program. Families are encouraged to take an active role by sharing ideas, energy, and support. Parents and other family members are offered opportunities during the year to volunteer in a variety of ways including, but not limited to, coordinating parent group, assisting with special events, and participating in our work days. Parents interested in generally volunteering for projects or events should contact a member of our Leadership Team. Parents are always welcome to come and share skills and interests in the classroom, whether it be through cooking, help with a holiday, photos, music, art, or a story. Please discuss interest with the classroom Lead Teacher and work together to make sure any projects are age appropriate and relevant to the children.

### **Open Door Policy**

Parents are always welcome to express enthusiasm, address concerns, or bring issues to our attention. We encourage all parents to participate in all YBYCC activities, events, and celebrations.

We want everyone to feel heard within our community. Whenever possible, and as appropriate, we will consider all points of view in our policy and decision-making process. Communication between the home and school provides a better understanding of each child's needs and development and ensures success for every child. We will make every effort to communicate effectively and regularly with you about your child, and about program information. We expect parents will stay informed by checking emails from our program, checking your child's cubby for event flyers, watching for social media updates, and reading classroom documentation, notes and newsletters from the teachers. We do not anticipate any issues arising between parents and staff, yet to preserve a community partnership we ask parents to address questions or concerns directly with staff in a timely manner. Please be mindful of staff teaching responsibilities and supervision of children and understand that if an issue cannot be resolved within a quick conversation, an additional meeting time might need to be arranged to discuss matters.

### **Save and Send**

YBYCC accepts donation items such as noncommercial books in good condition, outgrown clothing and socks, dramatic play props (phones, dress up costumes, jewelry, purses, real clothing to dress up in), pots, pans, spools, yarn, buttons, ribbons, yogurt containers, paper towel rolls, washed meat trays, etc. A requested donation list is prepared and distributed each year with our re-enrollment letter. Other items may be specifically requested during the year.

## **Practical Matters**

### **Diapering**

YBYCC provides hypoallergenic, non-chlorine, quality diapers, pull-ups, and wipes. Diaper creams must be provided by parent and labeled with child's full name. All creams and sprays are stored out of the reach of children in a locked cabinet. Children should arrive at school well-fed and in a freshly-changed, clean diaper. In turn, children will be changed and ready for departure in a fresh, clean diaper at the end of their scheduled day. Diapers are checked throughout the day (minimum of every 2 hours), and they are changed when wet or soiled.

### **Toilet Learning**

Teachers will work with families when the child is showing signs of readiness to learn to use the toilet. Before your child begins the process of toilet learning at school, speak to your child's teachers to discuss readiness and the developmental milestones necessary for successful learning. Together, parents and staff will develop a mutual plan of action. This is the best way to ensure your child's success. Children who are in the toilet learning process should bring several extra pairs of underwear and a minimum of two complete changes of clothing (shirt, pants, socks, underwear, and shoes). Toilet accidents will be handled in a calm, pleasant and casual manner. Further information about toilet learning will be provided upon request.

Clothing that is soiled by urine or feces will be placed in a bag (without rinsing or avoidable handling) and sent home that day for laundering. Please be sensitive to your child's needs during this phase of toileting and toilet learning by dressing them in child-friendly clothing that is readily and easily removed. Ideally, children should be able to quickly remove their clothing and successfully and independently re-dress themselves for true, autonomous learning. We treat toilet learning as a developmental milestone and work with each individual child and family to promote toileting skills. Your child does not need to be self-toileting for enrollment in our preschool classroom, although independent toileting is a requirement for enrollment in the pre-kindergarten group. We do ask that families have two successful weeks of potty-learning at home prior to transition into underpants at school. The toilet learning discount requires endorsement from the classroom teacher and is based on observation of toileting independence in the school environment. Independent toilet learning discount is offered after a child has reached 3 years of age or older.

### **Discipline and Guidance**

Teachers emphasize what children CAN DO in our program rather than focusing on what they "aren't allowed to do." Teachers guide children to have respect for themselves, for others, and for our learning materials. We focus on the development of empathy, kindness, and perspective-taking and, whenever possible, we encourage wondering about others. We teach children safety, kindness, and social problem-solving; modeling the actions and words people use to get along with others. We work together with children in "peace meetings" or "business meetings" as well as individually, to help establish rules, negotiate solutions, and help children develop individual and community responsibility for conflicts. We strive to foster the development of an internal locus of control as we guide the social development between peers. We do not use the traditional method of time out. We find ways to support a child's regulation in a safe, loving way. This sometimes means shifting to another activity or to a cozy corner until the child can return with a calm body to an activity.

The demand on a child in a group setting is often very different from home. Families are asked to keep teachers informed about routines at home and any changes (temporary or permanent) that occur. Teachers and parents work together to find a consistent approach; this sometimes means collaborating on variations in routine or approach at either home or school.

### **A Note on Biting**

Biting is a common and age-appropriate behavior for children acquiring verbal skills. Until a child has gained sufficient verbal skills, biting can occur regularly. When biting happens, it can be scary, frustrating, and stressful for the child and adults involved. We do our best to provide an environment where minimal biting occurs and there are alternatives to

sensory-seeking oral behavior. That said, it is a developmental challenge not uncommon to young children in group settings. If a child is biting or bitten at school, teachers or administration team will communicate with parents regarding the incident(s) to address individual concerns or answer any questions.

### **Assessment**

The educational team uses a variety of formal and informal measures to routinely assess the growth and development (physical, social, emotional, cognitive, and language) of each child. Documentation of children's learning journey will be stored in a portfolio, and will include your child's drawings, conversations, stories, and photos. These portfolios will formally and informally record developmental milestones and will be kept by the classroom teacher during the year and shared with parents at annual parent teacher conferences, or upon request. Portfolios are presented as a "goodbye book" when children leave our care and are offered as a visual record of our learning time together.

### **Inclusion Services**

For children with special developmental needs or challenging behaviors, teachers, families and other professionals will work to develop and implement an individualized program which supports the child's success in our environment. Parents are expected to meet with the teaching team to work with the program. In addition, we have staff with expertise in Early Childhood Mental Health and Special Needs available for consultation.

### **Safety and Security**

The safety and security of children is our top priority. All entrance doors to our school remain locked throughout the day. Only individuals with children in our program, prospective parents, and special visitors are allowed admittance to our school. Security doors separate our school area from Temple Emanuel during the school day. No entrance is granted through security doors or our entrance doors to anyone other than known individuals or planned visitors. YBYCC is included in the comprehensive security plan for Temple Emanuel.

### **Emergency Drills and Evacuation Plan**

Temple Emanuel and YBYCC hold close relations with the appropriate Tempe Police contacts. Our program conducts monthly fire evacuation drills with the children. Lockdown training is provided for teachers only, with a focus on the fluid nature of an unknown threat or emergency. Our policy is to have the adults in the environment vigilant and prepared, so the children can be children. If an evacuation is deemed necessary by the local police or fire department, Yad B'Yad Children's Center reserves the right to follow the evacuation and transportation orders to a safe location determined by the authorities. It is not recommended to publicize our evacuation plans. In the event of an evacuation, the safety of children comes first. Parents will be notified as soon as possible after the children are safe and secure. A backpack with supplies and emergency contact information for all families is part of the emergency or evacuation drill.

### **Anti-Violence/Commercial Play Policy**

To better support natural play processes, we ask that toys, books, clothing, and props representative of TV shows, movies, or branded destinations stay at home. These items include, but are not limited to, toy weapons, super hero/action figures, princess toys, and war/soldier figures. Please use your best judgment when dressing your children and purchasing lunch bags and backpacks. In general, we discourage bringing any toys or items from home to school and any personal items brought to school will be placed in your child's cubby to avoid loss or damage.

### **Clothing**

**Children should dress in comfortable, school-appropriate clothing each day. Please ensure clothing is readily able to be changed and easily removed for diaper changes, toileting, or other needs.** Our program promotes exploration and direct experiences of many kinds. These kinds of experiences can be messy. Our art exploration sometimes includes

mediums which are not so washable. Additionally, outdoor play is an important element of the program. Please keep this in mind when selecting your child's clothing for school. Children will play outdoors daily (weather, air quality and environmental safety permitting). In extremely hot weather, outdoor play is time-limited and drinking water is frequently offered to children. If conditions prevent outdoor play, similar large motor activities will be provided indoors. In cold weather months, ample clothing should be provided by families. Layering your child's clothing is desirable during cold weather, so they may adjust clothing to maintain a comfortable body temperature. Throughout the year, children should wear sunscreen or sunblock, adding sun-protective clothing (sunhats, covers, sunglasses) during the heat-intense summer months.

**Rubber-soled, closed-toe athletic shoes are best for active young children.** Boots, sandals, and shoes with slippery bottoms can be dangerous in play and present hazards to physically busy young learners. Please send children to school in well-fitting, closed toe, closed back, and rubber soled shoes. Shoes that are easy to put on and take off are preferred to encourage autonomy in this self-help, developmental skill.

**All children at YBYCC must have (at least) one complete change of clothes in personal cubby or backpack at all times.** All articles of clothing (including removable ones like jackets and hats) should be clearly labeled with child's name. A limited reserve of extra clothing is available should no personal extra clothing be located. If your child uses items out of the reserve, please wash and return them as soon as possible. Outgrown clothing for our reserve is always welcome!

### **Birthdays at YBYCC**

Parents may bring homemade or store bought mini-treats for birthday celebrations. Birthdays are celebrated on or near the actual birthdate and we kindly ask parents to alert staff regarding a specific celebration day (if child's birthday falls on a weekend or holiday). We also welcome the donation of a favorite book in honor of your child to be read at circle time.

### **Special Events**

YBYCC schedules special activities and events throughout the year. Because of the varied days of attendance of the children, some activities may take place on a day your child is not in attendance. In these cases, your child is welcome to participate in the special event with an accompanying parent/guardian.

## **Policies and Procedures**

### **Enrollment**

All enrollment forms must be completed and returned prior to the child's first day at YBYCC. Enrollment is registered when a completed enrollment packet is submitted along with all applicable deposits, and the requested schedule is approved. Our staff will review records regularly to ensure each child's records are current. Parents must provide, in writing, any changes to the enrollment information, any updates of immunizations, or an update to child's emergency contacts that occur during the year.

## **Immunization Requirement Policy**

Immunization records must be current and up to date at the time of enrollment. Immunizations are to be kept up to date following the Arizona immunization guidelines and schedule. Parents should provide a copy of updated vaccination record immediately following inoculation. We follow all state guidelines for immunization exemptions. However, we assure herd immunity in our classrooms and will enforce an immunization requirement if we fall below that threshold at any time.

## **Change of Schedule**

A 30-day written notification of any schedule change is required. Schedule changes are based on availability and requests are considered on a first-come first-served basis. We recommend families enroll in the hours-package that best meets the flexible needs of their schedule as staffing hours are closely associated with those published enrollment schedules. Schedule changes (increase or decrease of days or change of scheduled hours) may be requested up to two times per year and is dependent upon Director approval. Once approved, schedule changes become effective on the 1<sup>st</sup> of the month after the 30-day notice is given.

## **Withdrawal**

**A (minimum) 30-day written notice of withdrawal from YBYCC is required. Submit all notices to YBYCC Director. Notice of withdrawal submitted with less than the minimum of the 30 days may require families to pay one full month's tuition following the date of withdrawal.** A pro-rated, half-month tuition is available for an exit date prior to the 15<sup>th</sup> of the month (following a 30-day written notice). Exit dates after the 15<sup>th</sup> of the month will be billed the full month's tuition. Final fees or outstanding payments are due and payable by the last day of attendance. We want to support changes for your child in a constructive and proactive manner whenever possible. Do not hesitate to discuss leaving our program with the Director so that we may help with the transition.

## **Late Fees and Additional Hours**

Children picked up past their scheduled pickup time will be charged a \$15 late fee *in addition* to being billed for the additional tuition. Pick-ups should occur with enough time to gather belongings and be out the door by program end time. You may request extended time for your child(ren), but it will be approved pending available space and must be approved by Director *in advance*. Our staffing and group size limits may not allow for extension of contracted hours. We do not allow trading or make up of days or hours. Requests for additional time are weighed against the considerations of availability, staffing patterns, and classroom group size. If additional hours are approved, families will be billed accordingly for the applicable tuition. Extra hours are billed at \$10 per hour. Extra days are either full (\$80) or half day (\$40). Our program is not designed for drop-in care. *However, we will accommodate genuine emergencies that are beyond the control of parents and caregivers.*

## **Notification of Absences**

Parents should notify the YBYCC office when child(ren) will be absent from school. There are no make-up days or refunds for absences. The phone number (for text or phone call) is 480.249.4557

## **Arrival and Departure**

We strive for arrival and departure time to be a pleasant transition for everyone. Teachers are eager to help with this and will assist parents and children throughout transition times. In some cases, it is not clear when assistance is needed so please let the teacher know if help is required. Arrivals and departures can be hectic, confusing times for parents, children, and teachers. Although communication is very important, we ask that parents refrain from lengthy conversations with teachers and understand when a teacher needs to end a conversation to tend to and supervise the children in their care. Extended discussions between parents and teachers should be reserved for a time when the

teacher is not responsible for the supervision of children. When saying goodbye to your children, be consistent, follow the routine, and always say goodbye to your child.

**PLEASE NOTE: teachers and staff do not access cell phones while supervising children. Important and timely communication should come through the phone or by emailing the Director.** Use the office phone for all texts and calls at 480-249-4557.

Please do not allow your child to run away from you during arrival and departure. Keep in mind that the parking lot is nearby and can be very dangerous for children without an adult. **For the safety of all children, please refrain from talking on your cell phone and from exceeding a 5 MPH speed limit while driving in the parking lot.** Park in designated parking spots only. The curb along our entrance is for emergency vehicle access and loading/unloading only.

Each child must be accompanied to and from their classroom by an adult who is responsible for ensuring that a staff person is aware of the child's arrival as well as their departure. **The adult accompanying the child must record the child's arrival and departure times on the sign-in and sign-out sheet, signing in ink with a full signature. This is a state requirement.**

**The policy for the release of children is as follows:**

1. A child is released only to a parent/guardian, or an adult designated in writing by the parent.
2. Individuals not listed on your emergency card to pick up your child must be added to the ADHS emergency contact form in the office. Parents may use a supplemental form to add names to their authorized pick up list.
3. If a person authorized to pick up a child is unknown to staff, an official photo identification is required to be shown upon request.
4. If a parent calls to authorize the emergency release of a child, we will require verification in writing from the parent through fax or email.

### **Child Custody Arrangements**

YBYCC requires documentation regarding the legal custody of children in the case of parents' divorce or separation. Both parents have the right of access to Yad B'Yad Children's Center records and are allowed pick-up of children unless court orders in place and on file dictate otherwise. It is the responsibility of the custodial parent to provide court-ordered documentation. This includes providing written permission for the non-custodial parent to pick up a child on a regular basis or for a special occasion. Any court orders must be submitted to the Director. Please highlight areas which are relevant to the child and school. In case of conflicts, the proper authorities will be contacted.

### **Address, Telephone, or Employment Changes**

Any changes in address, telephone number, work location, email address, or emergency contact information must be reported promptly to the YBYCC office and updated on the ADHS Emergency Contact form. Changes must be initialed and dated by the parent/guardian.

## **Confidentiality**

The protected privacy of YBYCC families is of paramount importance. We address confidentiality issues seriously and abide by the NAEYC Code of Ethical Conduct. No information is shared regarding individual families or children without permission. Please respect the appropriate boundaries in our group setting.

## **Termination of Enrollment**

Families may withdraw their child(ren) for any reason, provided the exit protocol is followed. A family may be asked to leave Yad B'Yad Children's Center for any of the following reasons:

- Determination that the center cannot meet the needs of the child or family.
- Lack of cooperation between parent and administration/staff.
- Inability of parents/guardians to adhere to policies or procedures.
- Inability or unwillingness to adhere to payment plans.
- If any family member poses a threat to other parents, staff, or children.

## **Operational Policy Updates**

Parents will be notified, in writing, of any changes to operational policies or to the enrollment agreement. An official update supersedes all previous copies and will always be available on the website for your review.

# **Health, Wellness, and Medical Policies**

## **Accidents/ Emergencies**

Staff members are certified in Pediatric First Aid and Cardiopulmonary Resuscitation (CPR). Should emergency action be needed, staff will provide immediate care, call emergency medical services, and call parents to notify.

Staff will contact parents/guardians if their child sustains an injury that requires follow up care beyond typical first aid. If the injury requires medical attention by a healthcare professional, a written report will be completed and signed by the supervising teacher and the Director, outlining the nature of the accident, the action taken by staff, and any first aid given. Parent signature on the incident form is required and reports must be filed in the YBYCC office within 48 hours of the incident.

## **Child Abuse and Neglect**

Teachers and administration working in early childhood settings are mandated reporters. We are required by law to report suspected abuse to appropriate authorities. The program is required by law to cooperate with any investigation of child abuse or neglect. Parents/guardians will be notified if their child is questioned as part of an investigation.

## **Hand Washing**

Children must wash their hands upon arrival to the classroom. Throughout the day, children and staff wash their hands according to posted guidelines before snacks and meals and after toileting/diapering, after outside play-time, before and after water play and other times as needed such as after nose wiping and encountering any bodily fluids.

## **Rest Time**

All children rest during nap time. It is an important way to help children learn to pace their day. If your toddler or preschool child will be napping at school, please send a blanket and any security item such as lovey or pacifier that your child needs to feel comfortable while resting. Personal nap items will be stored in child's cubby before and after nap and should go home at the end of the week to be laundered. We provide nap sheets which are laundered weekly.

### Health & Illness: Child Inclusion & Exclusion

One of the most serious challenges facing group care for young children is preventing illness. The staff strives to maintain the highest standards in cleanliness. Proper hand washing procedures are followed and taught to the children. Toys that are mouthed, eating surfaces, and diapering equipment are sanitized between children's use.

Parents know their own child(ren) best. If your child has a loss of appetite, shows unusual signs of listlessness, irritability, or fatigue, be aware your child may be coming down with an illness and should be kept home. Many illnesses are infectious. Please do not send your child to school if you suspect your child might be getting sick. The Director has the final decision as to whether a child will be excluded from school activities. One of the best ways to prevent the spread of disease is to have strictly enforced standards regarding the exclusion of ill children. As per Arizona Department of Health Services regulations, **parents, or designated caregivers, of children who exhibit any of the following symptoms are called to come to pick up their child within ONE HOUR.**

Fever of 100.4 degrees (a fever this high is not teething)

Diarrhea (2 or more loose stools in short order)

Abnormal Behavior

Vomiting

Unknown rash

A child without outward symptoms may also be sent home if it is determined that the child is not feeling well enough to participate in the regular classroom routine (lethargy, general malaise, etc.).

If, due to medical conditions, your child is unable to play outdoors a note from a health professional must be presented to the Director. The note must indicate the reason and time-period for this restriction. Our program will make every effort to accommodate this request, however, this may not always be possible, depending on the situation.

#### **Additionally, a child must not be brought to school if one or more of the following exists:**

- Oral temperature recorded at 100.4 degrees or higher, rectal temperature recorded at 101.4 degrees or higher, or armpit temperature recorded at 99.4 degrees or higher within the immediately preceding 24 hours.
- Rash with a fever, discharge from the eyes, mouth sores with drooling, wheezing, behavioral changes or other unusual signs, until medical evaluation indicates the child can be included in classroom activities.
- Diagnosis of any communicable disease, with return to the center only after a medical evaluation determines that the disease is no longer communicable, and the child is able to participate in classroom activities.

**Please do not bring children who are ill to school.** If an illness prevents your child from participating comfortably in activities or creates a greater need for care than the staff can provide without compromising the health and safety of other children, then the child will be made comfortable until you can pick them up. If possible, the child will be located where new individuals will not be exposed. Before returning to school following an illness, **children must be fever free without the use of fever reducing medicine, and free from other symptoms of illness for 24 HOURS. If fever stems from a non-contagious condition, a doctor's note is required stating the child is not contagious. Children who have diarrhea or vomiting must be symptom free for 24 hours before returning to school. No child may attend if any fever**

**reducing medication is administered for fever prior to coming to school. The program reserves the right to ask for a statement and program clearance before the child returns to school.**

Please notify the school if your child has contracted a contagious disease such as pink eye, head lice, ringworm, chicken pox, etc. You will be notified by email or with a printed notice of the presence of a diagnosed contagious illness in the school.

### **Head Lice**

YBYCC has a no nit policy. Children with active cases of head lice or nits are not permitted to attend school. Treatment must include removal of all live bugs, eggs and nits. We ask affected families to follow the treatment protocol outlined by the Center for Disease Control: <http://www.cdc.gov/lice/head/>

Eggs and nits require a manual removal after treatment. To contain any outbreak, all children in school will participate in periodic lice checks by trained Yad B' Yad Children's Center staff. Children who have had an active case will be checked every few days to help avoid re-infestation. We have a vacuum and hot wash protocol for every active case reported. It is important to be forthcoming about any lice infestation in your child.

### **Medication**

All medication needed during school hours should be brought directly to the YBYCC office. A medication dispensing permission form will need to accompany any request to administer medicine to children in our care. To ensure the safety of all children, medication must not be placed in your child's backpack or lunch box. Additionally, medication may not be placed in a bottle or cup to be given at school. For our staff to administer prescription medication, both written permission from the parent/legal guardian AND the original prescription label must be available. Prescription medications will be administered only when the medication is in the original container with the child's name, date, and physician's name, along with prescription label that details the name and strength of the medication as well as directions for administration and storage.

Over-the-counter (OTC) medication will only be administered if it is accompanied by an official doctor's note indicating condition and dosage instructions. When the label states "children under 2 (or 6) years, consult a physician", the proper dose of the medication must be indicated in writing by your child's licensed health provider. OTC medication must be labeled with your child's first and last name. No medication will be administered to a child without written permission on the Medication Authorization form. Office staff will document each dose of medication given.

### **Individualized Medical Action Plan**

If your child requires individualized medical attention such as a nebulizer treatment for asthma, a daily ongoing medication, or other special treatments, you must provide YBYCC with a written individualized medical action plan from the prescribing healthcare provider. Additionally, you must meet with the Director and your child's teacher to discuss the medical action plan. Our program may not be able to accommodate children with certain medical conditions.

## **Our Jewish Connections**

### **Reform Jewish Perspective**

Temple Emanuel is a reform Jewish Congregation that honors tradition. Jewish values and traditions, along with liberal Jewish perspectives are incorporated into many of our activities and experiences. Children will have the opportunity to celebrate Shabbat with one of our Rabbis each week during the school year.

As complement to the preschool experience, we encourage families to participate in the religious and social life of the temple. Please join us for Shabbat, holiday celebrations, and other community events. Our program is grounded in Judaism and the Jewish religion. These themes are present daily in the classroom.

### **Shabbat and Holidays in our Curriculum**

We observe and explore holidays in a relevant meaningful way throughout the school year. Our weekly observance of **Shabbat** on Fridays is a special time at our preschool. On Friday mornings, the opportunity to prepare individual challahs is offered. Special toys and equipment to encourage child-led Shabbat celebrations are accessible during our play. Mid-morning, the whole learning community of YBYCC experiences the joy of Shabbat together, where we sing and share a story with our teachers and the Rabbi. Following the gathering, we enjoy pizza lunch with our peers. Parents and families are always welcome to join our celebration.

Modern reform Judaism is an inclusive welcoming institution. At YBYCC we embrace cultural diversity in many ways and never dismiss children sharing stories or ideas from home. That said, we do not as a school community participate in the celebration of Halloween, Christmas, St. Valentine's Day, St. Patrick's Day, or Easter.

### **Respect for the Synagogue Environment**

Please remember that Yad B'Yad Children's Center is a shared community space at Temple Emanuel and we are so happy to be here. As Temple Emanuel welcomes all of us as an extended community, we encourage mindfulness and respect for any sacred spaces within and around the synagogue. We feel a strong community program has the potential to create a community building opportunity. In keeping with the desire to care for our earth, we encourage carpooling, biking, and walking to school whenever possible. When driving in the parking lot please remember to drive slowly and carefully and be free of driving distractions. When parking for drop-off and pick-up, be courteous and park in a parking space. The curb area alongside our entrance doors should remain available for emergency vehicles only. When coming and going by foot make sure you are holding hands with your child in the parking lot.

### **Important Hebrew Words**

*Tikkun Olam*: a Hebrew phrase that means "repairing the world" which suggest humanity's shared responsibility to heal, repair, and transform the world. An example of how we practice Tikkun Olam in our program is teaching not to be wasteful of resources and recycling.

*Mitzvah* (Plural- Mitzvot): often translated as a good deed. However, mitzvah literally means a religious commandment, imperative or duty.

*Tzedakah*: comes from the root tzedek, meaning justice and righteousness. Although tzedakah is translated as "charity", it has the wider connotation of giving back, or doing justice.

*Mensch* (Yiddish): what a human being is meant to be like—a person of integrity and honor.

*Kavod*: respect and respectful conduct towards people, self, and property.

# Important Information

## Tuition Rates

Staff compensation is 90-percent of our budget costs. There is no hidden source of cash flow and no surplus. Our staff salaries and benefits are dependent upon full enrollment throughout the year. Our fees and enrollment policies are solely based upon annual budgetary needs and divided into a monthly fee. Profit-making is not part of our mission, however, worthy wages and benefits for worthy work to maintain a qualified workforce is essential to our mission.

## Payment of Fees

Monthly automatic withdrawals are done through the Tuition Express system on the 28th day of the month as payment for the following month. Payment by check should be made payable to: *Yad B Yad Children's Center LLC* and must be received by the 28<sup>th</sup> of the month. No paper bills are generated for tuition payments.

<b>Monthly Fee Schedule</b>			
<b>2018-2019</b>	<b>5 days</b>	<b>4 days (no PreK)</b>	<b>3 days (no PreK)</b>
<b>Full Day</b> 7:00 a.m. – 6:00 p.m.	\$1,145 <i>Priority Admission</i>	\$925	\$815
<b>Early Extended Day with Nap</b> 7:00 a.m. – 3:30 p.m.	\$895	\$820	\$665
<b>Extended Day with Nap</b> 8:30 a.m. – 3:30 p.m.	\$790	\$665	\$590
<b>Part-time</b> 8:30 a.m. – 12:30 p.m.	\$590	–	–

## Tuition Discounts

A \$30 per month, per child, discount is offered to families who pay by check or auto checking withdrawal (payment deadline is the 28<sup>th</sup> of each month, applied to the following month's tuition). Tuition payments made by credit card or FA do not qualify for this discount.

A 10% family discount for siblings (of the same or lesser fee) is available.

A 10% discount for independent toileting (3 years or older only) is offered. Please see toilet learning section in this handbook for more information.

Work credit jobs are offered to families who receive financial assistance. These jobs are non-child care related and do not offer direct monetary compensation, but they are essential to our day-to-day operations. Work credit jobs, when available, are a regular on-going commitment to the leadership team and the operations of YBYCC programs.

## Vacations and Illness

Full fees are due during vacations and when a child is excluded due to illness. The cost to run the program remains constant year-round. Our program closes for most federal holidays, significant Jewish holidays and for a winter and a summer break. Please see calendar of closures in this handbook.

### **Year-Round Programming and Annual Re-enrollment**

As a small-group, intimate community program, the annually contracted schedules allow YBYCC to maintain teachers' salaries and provide an enriching environment for students. YBYCC re-enrollment occurs in February/March of each year. At this time, families are asked to indicate whether they will continue enrollment for the following YBYCC year (June-May) and/or to indicate their desired exit date. There are no alternate tuition arrangements for families with extended vacation schedules at any time during the school year. However, a 10-month registration option is available, which allows families August-May programming and re-enrollment in August, provided the August tuition is paid prior to the summer break. Re-enrollment spaces are held when all fees (non-refundable annual deposit and the following month's tuition) are paid in full. There are no exceptions to this policy.

### **Deposit Policy**

When a space for class placement becomes available and is offered, YBYCC requires a non-refundable \$250 annual registration fee, payable immediately to hold the offered space. All enrollment deposits are non-refundable.

### **Parent Work Days /Work Credit**

Four times per year our program will host a parent staff work day to help maintain a healthy, enriching environment. Parents are required to attend at least one work day per year as part of their commitment to YBYCC. Parents will be given a "buy out" donation amount if they are unable or unwilling to attend. This amount will go directly to supplies needed for the work day. **For families who request and receive financial assistance for tuition, work credit opportunities are available throughout the school year. Please see Director for more information.**

### **Holidays and School Closures**

We are a year-round full-time program at YBYCC. To provide teachers and families time to schedule vacations and holiday celebrations, closure dates are judiciously selected. YBYCC closure dates align with Tempe and Kyrene school district holiday schedules whenever possible. During school closures there is no child care available.

### **Licensing Agency**

Our program is licensed by the Arizona Department of Health Services. Families may review a copy the DHS standards and the most recent licensing inspection report upon request. Parents may contact the local licensing office at:

Arizona Department of Health and Services

150 N. 18<sup>th</sup> Avenue Phoenix, AZ 85007

(602) 364-2539

<http://www.azdhs.gov/als/childcare/>

### **Insurance**

A copy of our certificate of liability insurance is available for review.

### **Pesticide Application**

Pesticide application will occur only after a notice is posted the information board near the entrance doors for YBYCC for 48 hours prior to application.

## Parent Handbook

Families are responsible for reviewing all procedures and policies outlined in the YBYCC Parent Handbook. Your signature on the final page of this handbook, or in the re-enrollment packet, indicates you have read, understand and agree to abide by the policies and procedures outlined herein. Policies are updated periodically, and electronic copies are provided via email listserv. The most current update is always available on our YBYCC website.

<https://emanueloftempe.org/yad-b-yad/>

## Calendar of Closures for 2018~2019

July 2 - 6	Summer Break
September 3	Labor Day
September 9 - 10	Rosh Hashanah
September 18 (early dismissal)	Erev Yom Kippur
September 19	Yom Kippur
November 12	Veteran's Day
November 21 - 23	Thanksgiving Break
December 24 - January 1	Winter Break
January 21	Martin Luther King Jr. Day
February 15	Staff Development Day
February 18	Presidents' Day
April 19	Passover
May 27	Memorial Day



Children's Center

**PARENT HANDBOOK ACKNOWLEDGEMENT STATEMENT**  
**(please print, fill-in, sign, and return to YBYCC office)**

Parent/guardian name(s) \_\_\_\_\_

Child's name \_\_\_\_\_ Today's date \_\_\_\_\_

I acknowledge that I have received a copy (electronic or otherwise) of the Yad B'Yad Children's Center Parent Handbook of policies and procedures. I read the handbook and I understand its contents. I understand that it is my responsibility to be familiar with and comply to these standards. I further understand that the policies and procedures stated within are subject to modification or changes, if necessary.

\_\_\_\_\_

Signature

Signature