

PARENT HANDBOOK



Contact information:

Phone Number:

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Contact Email:

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SCHOOL HOURS

Turning Twos:

Wednesday/Friday

9:00AM-12:00PM

Twos:

Monday/Wednesday/Friday

9:00AM-12:00PM

Optional extra hour from
12:00-1:00PM (includes a lunch
brought from home)

*Note, parents can drop off
between 9:00-9:15am daily

ARRIVAL PROCEDURE

Prior to arriving at school, complete the daily health questionnaire.

One vaccinated parent or caregiver per child will be allowed to accompany their child into the classroom during the separation process.

Once your child has separated, your child will be greeted by his/ her teacher at the door, where you will say goodbye. (Each child will be temperature checked before coming into the building.)

There will be a security agent on the premises at all times.

LATE ARRIVALS

If your child is late to school, please approach the security agent, who will contact the school and someone on staff will come and bring your child to his/her classroom.

DISMISSAL

After your child has separated, dismissal will take place in the same way as arrival and you will meet your child at the entrance to the school.

Please note, children can only be dismissed to adults who are authorized to pick them up. If a new adult will be picking up your child who you have not previously authorized, please provide consent for pick up through email and include the person's name and phone number.

CALENDAR HIGHLIGHTS

Important Dates

Wednesday, October 20,
7:30pm Curriculum night

Wednesday, November 10
Parent Teacher Conferences

Friday, November 19
Pre Chanukah Special

Wednesday, December 1
Chanukah Celebration

Wednesday, March 16
Pre Purim Celebration

Wednesday, March 30
Parent Teacher Conferences

Wednesday, April 8
Grandparent and Special Visitors Day

Wednesday, April 13
Pesach Model Seder

Friday, June 10
End of Year Celebration

SAMPLE DAILY SCHEDULE

9:00 am: Arrival & Exploration

9:30 am: Circle Time

9:40 am: Wash hands & snack

10:00 am: Art or Special Workshop

10:30 am: Outdoor Play

11:15 am: Center Time & Diapering (snack if needed)

11:45 am: Story & Goodbye

SPECIALISTS:

Every Friday: Music for all

Twos: Movement every week

Turning Twos: Monthly specials in addition to music, animals and movement

SEPARATION

We believe that, first and foremost, a child must feel comfortable in their environment and trusting of the new adults in the classroom, in order to be ready to separate from a parent/caregiver. We work towards this “transfer of responsibility” from parent to teacher by designing an inviting classroom environment, using intentional language and body language, and creating a thoughtful “phase-in” schedule to allow for a slower and more positive transition to the full classroom day. We look forward to sharing more details with parents as the school year approaches.

COVID PROTOCOLS

Daily

- Daily Health Questionnaire prior to arriving at school through the Remini app.
- Temperature check and overall wellness check before entering the building

Vaccinations

- The staff is fully vaccinated
- Parents or caregivers must be fully vaccinated, or present a COVID PCR test taken within the past 72 hours, to enter the classroom for separation and indoor classroom events.

Masking

- Children ages 3 and above will be required to wear masks indoors
- All staff members, regardless of their vaccination status, will be masked indoors
- Children and staff members can remove their masks

outside **Travel**

- If you will be travelling (domestically or internationally), you will be required to notify the school and provide a negative PCR test upon return

Quarantine

- If a child tests positive for COVID, he/she must quarantine for 10 days and may return to school on the 11th day (you are not required to present a negative covid test to return).
- If a child is exposed to someone who tested positive for COVID, he/she must quarantine for 7 days, receive a PCR test on day 5, and if the test is negative, return to school on day 8. Alternatively, the child can quarantine for 10 days and then return to school.

- Vaccinated adults who are exposed to COVID are not required to quarantine unless they are symptomatic.

*As the status of covid tends to fluctuate, our guidelines will always reflect the local health covid regulations.

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ILLNESS

Illness at Home

If your child has any symptoms (cold with yellow/green mucus, cough, sore throat, fever, vomiting, diarrhea, etc.) you must notify the school and either provide a doctor's note with a diagnosis or a negative COVID PCR test.

Illness at School

If your child becomes ill at school, a teacher will take him/her to an area separate from the group, and you will be immediately notified to pick up your child.

HEALTH

Medication

If your child has an allergy that requires an EpiPen or Benadryl, we will require a doctor's order and will keep medication at school. Any other medications need to be given at home before or after school.

Minor Injury

If your child receives a minor injury at school, we will record it on a note that we send home with you. For more significant injuries, we will call you.

TOILET TRAINING

Your child is not required to be toilet trained to attend school, we just ask that you provide diapers and wipes for your child, which we will label with their name, and notify you when we need a replenishment. Teachers will change your child's diaper with gloves on, and using a diaper liner. When you begin toilet training your child, please let us know so that we can support you in that process.

DISCIPLINE & BEHAVIOR

Our approach is based on:

- Respect for the child and his/her feelings
- Validation
- Limit setting
- Conflict resolution
- Modeling positive language and behavior
- Positive reinforcement

BITING POLICY

If a child is bitten, he/she will immediately be tended to by a teacher. Then, the child who bit will be asked to help the bitten child (i.e applying an ice pack). The teacher will set a clear limit with the biter and provide language to help the child consider more positive behavior ("your teeth are not for biting, but what are your teeth for? Your teeth are for brushing, eating, drinking, etc.). Both parents will be notified of the incident however we will not be able to share any names. If a second biting incident happens, the same protocol will be followed. If there is a third incident, a meeting will be held with the parent to discuss next

steps.

FOOD & ALLERGIES

Snack

- We will provide a dry snack and fruit or vegetable for snack once a day · Our school is nut free
- Please do not bring any food from home

Allergies

Please notify us if your child has any allergies; we will work with you to ensure the food in the classroom is safe for your child.

Challah

Your child will come home with challah dough every Friday, which can be baked in the oven when they get home.

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BIRTHDAYS

Class Birthday Parties

Vaccinated parents are invited to participate in a class birthday party. Please contact your child's teacher in advance, to schedule a day and time for his/her in class party

Class Gift (optional)

Parents are welcome to purchase an item from the school's Amazon wish list for their child's classroom (a link will be provided)

COMMUNICATION

We will be using the app, Remini, to communicate with parents. We will post pictures of the children, have a daily health check in

form, and other daily updates and notifications. There will be a zoom call for parents to become familiar with the app.

Parent Teacher Conferences

Twos:

There will be 2 Parent Teacher Conferences; one in the late fall, and one in the spring. Teachers will also more formally check in with parents a few weeks into the school year, and a few weeks after we return from the winter break, to provide updates on your child.

Turning Twos:

There will be 1 Parent Teacher Conference in the spring; teachers will check in with parents through a series of phone calls in the first semester.

Teachers are happy and available to communicate with parents through the Remini app or through email, and will respond within 24-48 hours. Please always feel free to reach out with any questions or concerns!

WHAT TO SEND TO SCHOOL

- Full change of clothes (including socks), please make sure everything is labeled
- Comfortable school attire
- Diapers and wipes (if applicable)

SCHOOL FORMS

1. Medical Form
2. Emergency Contact Form
3. Student Profile
4. Consent Form (medical emergency, COVID protocols, social media)

Each child is required to have a completed set of forms prior to the first day of school: children will be required to have a medical record signed by a pediatrician including record of immunizations, as well as an emergency form and a student profile form.

PARENT ASSOCIATION

Please let us know if you are interested in leading the formation of a Parents Association. We look forward to working on this together with you!