

2019-2020 Parent Handbook

BRIGHT FUTURES START HERE!



Shaw JCC
Mandel
Early Childhood
Education Center



Welcome
to the Mandel ECE!

MISSION STATEMENT:

We believe that when a family chooses the Lisa & Thom Mandel Early Childhood Education Center at the Shaw JCC of Akron (Mandel ECE) it is the beginning of a journey together through your child's very important first five years of life. It is our goal to become an extension of your home and to walk alongside you as you raise your children. The Mandel ECE strives to provide a safe, developmentally inclusive environment for infants, toddlers and preschoolers which promotes each child's social/emotional, physical and cognitive development.

It is our mission to create a community based upon Jewish values by providing quality programs and services that promote a sound foundation of education to advance the aspirations of families and individuals and enrich their lives, bodies and spirits. Surrounded by a culture that supports and implements these Jewish values and traditions we welcome each child and their family into our ECE community.

HOURS OF OPERATION:

Monday-Friday, 7 a.m.-6 p.m.

The Mandel ECE is closed for the following days and holidays:

Labor Day, Rosh Hashanah (2 days), Yom Kippur, Thanksgiving and the Friday after, Christmas Day, New Year's Day, President's Day, Memorial Day, July 4th, and the entire last week of August.

There are a few Jewish holidays that will require the Shaw JCC to close prior to sundown. Plenty of notice will be given to our families so that the necessary accommodations can be made.

SCHOOL CLOSING:

The Shaw JCC and the Mandel ECE will close in the event of severe weather. As a rule if Akron City issues a Level 3 emergency, the JCC and ECE will close. While there could be other situations that would require us to close, we do our best to be mindful of our families and their need for childcare each day.

If the Shaw JCC and the Mandel ECE were to close, this information will be shared through WAKR, local television stations as well as our Shaw JCC Facebook page and our REMIND texting tool.

TUITION & OTHER FEES:

A \$100 non-refundable registration fee is due at the time of enrollment to hold your child's space.

Tuition is collected on the 15th of each month for the current month. Arrangements must be made at time of enrollment for automatic withdrawal.

A \$50 (\$100 max per family) activities fee will be charged in September for each child. This is automatically added to your September tuition payment.

All participants must be a member of the Shaw JCC of Akron. You will receive a 25% discount off of your membership when your child attends the ECE.

DROP-OFF & PICK-UP

The Mandel ECE is open Monday-Friday, 7 a.m.-6 p.m. Children may be dropped off at any time during our day. Parents are required to come in through the front doors of the Shaw JCC and check in at the membership desk before bringing children to their classrooms. While we understand that there are circumstances which may cause your child to be late (appointments, sibling schedules, etc.), we encourage you to have your child to school by 9 a.m.

The mornings in our classrooms are of utmost importance in order for children to feel a part of their classroom community. When a child misses circle time and small group time, they miss at least 90% of the learning we have planned for the day. Children that arrive late can often feel left out or confused. They may also miss opportunities to explore art, science and community activities that happen in the morning.

When picking up your child from our program you must enter through the front doors of the Shaw JCC and check-in at the front desk. Your child may either be in their assigned classroom or possibly in another classroom of similar aged children. We gather the children together at the end of the day as our numbers and ratios allow. If your child is not in their assigned classroom, a note will be left on the board outside their classroom indicating their location.

Children in our care are allowed to be released only to parents or other designated adults. Adults picking up children must be at least 18 years of age. We must have a written and dated request to release your child to someone other than you or a listed designee. If a designee comes to pick up your child they will be asked to show photo identification. If there is a court order in place indicating which parent may or may not pick up a child, we are required to follow the court ruling.

If your child is being transported to us from another facility or program and does not arrive, parents will be notified immediately.

LATE POLICY:

We respect your time and our teacher's time. We understand that there are situations that may result in picking up your child late. However, repeat offenders will be charged a 'late fee' of \$5 for every fifteen minutes your child is in our care after 6 p.m.

POLICIES & PROCEDURES:

All students of the Mandel ECE must have the following forms and documents in the ECE office prior to their first day of attendance:

- Registration information – updated annually
- Child enrollment form
- Medical statement-signed by physician and updated annually
- Updated immunization record

The Mandel ECE will not enroll children that have not been immunized.

- Child and family profile
- Tuition payment form
- Photo release form
- Swim permission slip when applicable or transportation
- Written care plan or medication forms if applicable
- Sunscreen form if applicable

WITHDRAWAL FROM PROGRAM:

The Director of the Mandel ECE must be notified in writing a minimum of 30 days in advance of withdrawal from the program. All notifications must be submitted in writing. Less than 30 days' notice results in an obligation to complete tuition payment for current payment period. This notification does not include your obligation to the Shaw JCC for membership.

DISENROLLMENT OF A CHILD:

The Director and Staff of the Mandel ECE strive to provide a safe, developmentally inclusive environment for infants, toddlers and preschoolers which promotes each child's social/emotional, physical and cognitive development.

If situations occur that put a child or children in danger or if a child requires significant one on one care that takes away from the other children in the program, it may become necessary to create a behavior plan. Collaboratively, teachers and parents meet to discuss the concerns and try to form a plan and implement it both at school and at home.

It is important to us that each child's individuality is supported while keeping all children safe. There may come a time in this process that could require the ECE to terminate enrollment in our program. All efforts will be made to avoid this action, however, we do reserve the right to dismiss a child at our discretion.

MEALS & SNACKS:

Kosher snacks and lunches are provided for your child. Menus will be updated monthly and sent home with each child. Our menus are also posted outside each of our classrooms. Menus are developed by the Mandel ECE administration staff and the Shaw JCC kitchen staff in accordance with the nutritional regulations governing the state of Ohio. Please help us maintain a kosher facility by only bringing in food that is designated kosher.

Special dietary needs require a written care plan to be on file here at the center.

The Mandel ECE is a peanut/tree nut aware facility and will do everything possible to create a safe environment for our students.

RESTING & NAPPING:

Children that attend our program full time will have a rest time each day. Children 16 months and under will rest in a crib. Children 16 months and older will have their own cot for

naptime. Blankets and security items such as stuffed animals may be sent in for your child's rest time. These items will be sent home at the end of the week to be laundered, and cots will be cleaned and disinfected by our staff.

OUTDOOR PLAY:

ODJFS requires every early childhood education center to "provide Outdoor play in suitable weather for any infant over twelve months of age, toddler, preschool, and school-age child in attendance for four or more consecutive daylight hours. Suitable weather is at a minimum of 25 degrees Fahrenheit and a maximum of 90 degrees Fahrenheit."

There are so many benefits to outdoor play. Young children need the opportunity to use their whole body and develop their gross motor skills. It is only when they have mastered these that they will have the ability to control their fine motor skills, such as using a knife and fork or holding a pencil. Giving children the freedom of playing outdoors also helps them to feel happier and calmer. It allows them to get rid of the built up energy which then helps them be more focused when in the classroom.

When inclement weather prevents us from getting outside, we are blessed to be in a facility that has a variety of large spaces for us to move, stretch, run and more. The gymnasium, area rooms, and racquetball courts are great places for us to have an opportunity to enjoy a change of scenery while using our large motor skills in games and activities.

Kindly be sure that your child has all of the necessary outdoor gear here with them at school each day so that they can participate in outside play. Hats, gloves/mittens, boot and snow pants are a must for snowy winter days. We are not staffed in such a way for teachers to stay indoors with children that do not have the proper snow gear.

WATER ACTIVITIES & SWIMMING:

The Shaw JCC facility has two amazing swimming pools on the campus. Children enrolled in our program participate in a weekly swim lesson. Teachers are required to be in the pool with the children. There will also be a swim instructor in the water as well. Our pools are lifeguarded at all times.

To participate in swimming lessons in our program, a swim permission slip must be on file for every child.

TOYS FROM HOME:

Toys from home are discouraged. There are often times that children are invited to bring in toys or other special items for show and tell or other events. Your child's teacher will have more information on this throughout your school year together.

BIRTHDAYS:

In the Mandel ECE we celebrate every chance we get. However, in order to respect the calm atmosphere of our classrooms we ask that parents refrain from full blown parties. Small kosher snacks may be brought in for the class or you may participate

in our Cupcake Fundraiser. This fundraiser allows children and their classmates to make and decorate kosher/allergen free cupcakes to share together for \$18.

We do not distribute birthday party invitations unless the entire class is included. Parents may request a class roster and mail invitations.

CLOTHING:

School is fun and having fun often means getting dirty. Children should arrive each day dressed comfortably in easy to wash clothes. Outside play is a part of our daily curriculum so please dress your child in weather appropriate clothing and label everything! An extra set of clothes should be kept here at school in your child's cubby.

ROSTERS:

Family rosters are available in the ECE office upon request. Note: not all families in the program authorize the publication of their information. These rosters are for ECE family usage only.

MANDATED REPORTING OF CHILD ABUSE:

The Director and Staff of the Mandel ECE are mandated reporters of suspected child abuse or neglect. It is our obligation to report any suspicion to the local children's service agency. Our staff has received appropriate training in the prevention and recognition of abuse and neglect.

CLASS RATIOS:

Per ODJFS each class has predetermined staff/child ratios. In most cases we try to go above and beyond the recommended ratios.

CLASS RATIOS		
AGE	TEACHER/CHILD RATIO	GROUP SIZE
Young Infants (0-12 mo.)	1:5 or 2:12	12
Older Infants (12-18 mo.)	1:6	12
Young Toddlers (18 mo.-2 yrs.)	1:7	14
Older Toddlers (2.5 yrs.-less than 3)	1:8	16
Older Preschoolers (at least 4 rs.)*	1:14	28

*not enrolled in or eligible to be enrolled in kindergarten

SUPERVISION & GUIDANCE:

The safety and well-being of the children attending the Mandel ECE is our number one priority. We want children and their families to feel as if our staff is a part of their family. Child/teacher ratios are followed in every classroom as mandated by ODJFS. In many of our classrooms, (primarily infants and

toddlers) there are more staff than required as we find that it is best practice for the capacity of the room and the age group. From the time, your child is signed in to their room until the time they are signed out they will be supervised by the staff assigned to their classroom. These teachers have the responsibility of providing safe activities and experiences for children, supporting and guiding them while in our care. Our role in the lives of your children is to lead by example.

We guide your children to think of others, do for others, support one another and help to make the world a better place as modeled by our loving staff.

SAFETY OF CHILDREN:

All efforts will be taken to maintain a secure and safe environment for your child. If there is a life threatening emergency we will contact 911 first and then the parent. For the safety of your child, we encourage you to be sure that all emergency contact information for you and other authorized pick up persons is current and updated often. Please forward any changes to the ECE office in writing so that your file can be updated when needed.

All staff has received ALICE training as well as instructions on lockdown locations. In the case of an active shooter, all students within the ECE will remain in their rooms and follow instructions from their teachers.

In the event of a necessary emergency evacuation, all efforts will be made to contact parents about the location of their child. We will use the REMIND texting tool to contact them for instant updates. We will also use the Shaw JCC Facebook page as well as email to communicate instantly with parents.

TRANSPORTATION FOR FIELD TRIPS & EMERGENCIES:

Children in our Pre-K classes (age 4) often attend field trips that enrich a particular theme they might be studying. Teachers and children will ride Shaw JCC busses to their destination. Our drivers are required to have a CDL license as well as CPR, First Aid, Communicable Disease, and Child Abuse awareness trainings in order to drive children in a licensed program. These drivers have a one-hour training monthly as well as a four hour training at the beginning of each school year.

Our vehicles are inspected annually by Ohio Highway Patrol as well as our licensing specialist from ODJFS. A pre-trip and post-trip inspection is conducted by our drivers for every field trip. A field trip permission slip is required for every child that rides the bus and attends the trip.

In the event that emergency transportation is needed. We will call 911 immediately as well as notify parents. Parents MUST give The Mandel ECE permission to authorize emergency medical transportation. **We will not enroll a child if we do not have this permission.**

ATTENDANCE:

We would appreciate if you would email your child's classroom if/when you know they will not be attending school on a particular day. Each classroom has their own email which is roomX@shawjcc.org. Example room10@shawjcc.org

When you register your child for our program you are committing to a specific schedule. Other families are doing this as well. The possibility of changing days once our school year has started is rare. Any schedule changes need to be approved by the director.

Credits are not given for illness, vacations or absences.

MEMBERSHIP BADGES:

It is a requirement of the Shaw JCC that members have their membership badge with them to enter the building. These badges are also coded to get you into the ECE department. Please carry your Shaw JCC badge at all times. For security purposes, we ask that members scan their membership card at the front desk prior to entering the Mandel ECE. Babysitting passes are available for those families who have a non-family member picking up their children. Please make sure that guests or substitute pick up persons check in at the front desk. We ask that you do not hold open the security doors for unfamiliar people. Do not hesitate to stop an unfamiliar face in the hall and direct them to the front desk or Mandel ECE office.

OPPORTUNITIES FOR PARENT INVOLVEMENT:

We welcome guests and encourage parent/grandparent involvement. We have a variety of opportunities throughout our school year for guests to participate in special events.

OPPORTUNITIES FOR PARENT/TEACHER COMMUNICATIONS:

Communication takes place daily between home and school. Our Kaymbu communication tool allows us to share pictures, important notices, and specific classroom information.

The Remind text program is a tool that our entire Shaw JCC community uses for instant notifications on happenings within the JCC. We also have a list specifically in Remind for ECE parents to receive immediate updates. A bi-weekly newsletter is also sent electronically from the director.

Parent/Teacher conferences generally take place in late February. These are created to allow parents and teachers one on one time to discuss their children's progress, goals and expectations.

A meeting with your child's teacher can take place at any time at your request.

ASSESSMENTS:

The Mandel ECE will assess children annually to measure physical, social/emotional and cognitive growth. The assessments will be shared with parents. If there are areas of concern in these assessments our staff will work with children and their families to create measurable goals and if necessary, contact outside support professionals.

COMMUNICATION BETWEEN PARENTS, TEACHERS & ECE DIRECTOR:

Parents are encouraged to keep the lines of communication open with their child's teachers. If an issue arises that you wish to address, we first ask that you discuss it directly with your child's teacher. If the issue isn't resolved to your satisfaction, the ECE Director must be notified.

Collaboratively we will work to resolve the issue or concern. If a parent is not comfortable speaking directly to a staff member, the ECE Director is available and will mediate if necessary.

INFANT CARE:

Our infant program welcomes little ones six weeks and older. We understand that starting a little one in child care is often an emotional process. Our staff will do all they can to support parent and child and make this a smooth transition for all.

There are a few necessary supplies that we ask that you to provide for your infant.

- Diapers – cloth or disposable
- Wipes
- Sleep/swaddle sack (blankets are not permitted in infant cribs)
- Pacifier
- Extra clothes
- Diaper cream if needed
- Baby food
- Bottles
- Formula/Breast milk
- Bibs
- Burp cloths

Mothers that are nursing may visit the classroom at any time to feed their infant. If you prefer privacy, the women's locker room has a beautiful, quiet sitting area.

Diapers are changed every two hours (unless of course it is needed prior to that). If you have a preference of a different diaper changing schedule you may indicate that to the infant room teachers and also make the necessary change on your child's enrollment form.

DAILY SCHEDULE:

Each class is special and unique, but in general we follow a daily schedule. This is just a general guide.

7 – 8:20 a.m.

Drop Off, breakfast, free play in classrooms

8:20 – 9 a.m.

Free play, clean up, music

9 – 10 a.m.

Circle time (weather, calendar, etc.), art activity, center play

10 – 10:30 a.m.

Indoor specials (music, gym, etc.)

10:30 – 10:50 a.m.

Snack

10:50 – 11:15 a.m.

Second circle time/story time, diapers and/or bathroom breaks

11:15 – 11:45 a.m.

Gross motor/outdoor time, group games

11:45 a.m. – Noon

Transition time: wash up, clean up room, set up for lunch

Noon – 12:45 p.m.

Lunch

12:45 – 1 p.m.

Transition for Nap, clean up/wash hands/diapers, etc.

1 – 3 p.m.

Nap time/quiet time

3 – 3:15 p.m.

wake up/bathrooms; set up for snack

3:15 – 3:45 p.m.

Snack

3:45 – 4:10 p.m.

Small group, motor skills (gross/fine), art center

4:15 – 5 p.m.

Outside play or Gym time, weather depending

5:00 – 6 p.m.

Combine classrooms, quiet activities/free play

BITING POLICY:

Biting is a normal stage of development, and frequently occurs in children just on the verge of fluent language. When it happens, it can be scary and frustrating for everyone involved. It simply means that a child is going through that particular stage in his or her development. As with all stages that children go through, biting usually diminishes over time. At the same time, for safety and health concerns, we take biting seriously.

In situations where a child is routinely biting, our staff works with families to develop a school action plan to reduce biting incidents and help the child work through this stage of development. When biting happens, our response is to care for and help the child who was bitten, and then to help the biter

learn other behaviors. Our focus is not on punishment of the biting, but on the effective techniques to address the reasons for biting. We believe that delayed punishment at home will not be understood by the child.

ALLERGIES:

If your child has an allergy or sensitivity, please inform the Mandel ECE office in writing. This includes food, seasonal, insects, etc. We have a widespread curriculum that will give your child experiences with many things in the Shaw JCC environment. Please be thorough in your descriptions of allergies so we can better prepare our entire staff.

If your child has an allergy or other health condition that may require intervention treatment, it is required by ODJFS that a Medical/Physical Care Plan be kept on file at the center with the appropriate medications and medication forms.

MEDICATION & MEDICAL CARE PLANS:

If your child requires medication during the school day a medication administration form must be on file. If medications are needed in the event of an allergic reaction, a Medical Care Plan will be necessary along with instructions on how to administer as well the expected results after the medication is given. Medications are kept in your child's classroom along with all of the required paperwork. These medications are kept secure and out of reach of children.

Older children in the School Age program are not permitted to carry their medications. These are kept with the staff and given to the child as needed. Medication forms as well as care plans are also required for school-aged children.

If your child is vegetarian, vegan or requires additional food supplements, we can easily accommodate that upon request. A Medical Care Plan will need to be on file indicating what your child's dietary restrictions are and what will be provided to accommodate this dietary need. A Medical Care Plan is good for one year.

HEALTH POLICY:

The Mandel ECE holds the health and safety of our children and families as one of our number one priorities. If your child becomes ill while at school we will keep him/her isolated and comfortable while we wait for him/her to be taken home. We have implemented a full set of health policies and procedures which we expect all of our families to adhere to.

REASONS TO KEEP YOUR CHILD HOME FROM SCHOOL:

- Fever of 100.4° or greater
- Diarrhea
- Vomit (beyond spitting up)
- Undiagnosed rash
- Conjunctivitis (Pink Eye)
- Nasal discharge, cold and persistent cough

- Strep infection
- Head lice-must be nit free and have had at least 1 application of lice treatment
- Mouth sores, especially if drooling occurs
- Any communicable disease
- Any illness that prevents your child from participating comfortably in program activities
- Any illness that results in a greater need for care that staff can provide without compromising the health and safety of others
- Ear infection treated less than 24 hours
- Rash combined with irritability
- Chicken pox, and has not been cleared by the doctor to return to school
- Whooping cough, until five days after antibiotic treatment
- Mumps, until nine days after onset or parotid gland swelling

WHEN CAN MY CHILD RETURN TO THE MANDEL ECE?

When your child has been symptom free for 24 hours, he/she may return to school. In the case of a fever, your child must be symptom free without the use of fever reducing medicine for 24 hours.

WHAT DO WE NEED TO RETURN?

The staff at the Mandel ECE will inform you if a doctor's note is required for your child to return. If a note is required, it must be from your child's physician or associate doctor as identified on the enrollment application or from a local urgent care/ER facility. Your doctor may fax the information to us at 330-867-7856. Please note that if we have not received the note or a fax BEFORE your child is to return, your child will not be readmitted to the center.

The Mandel ECE reserves the right to make the final decision as to whether or not your child is well enough to be in attendance. Our decision is based on the health and welfare of all the children at our center.

If you have questions whether your child should attend school, please contact the school office at 330-835-0044.

Thank you for choosing the Mandel Early Childhood Education Center. We appreciate the opportunity to share our days with your children. It is an honor to be a part of their early years and we look forward to watching them grow and thrive.

Kim Garra, Director

(330) 835-0044 Direct

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