

PREsCHOOL
at **ajcc**

Early Childhood Education Program

FAMILY HANDBOOK



Preschool at AJCC

WELCOME

Dear Family,

Thank you for your interest in the Preschool at Arnstein Jewish Community center. Since 1954, the mission of the AJCC Preschool has been to provide a play-based learning center for children that is guided by Jewish values and culture. We embrace all faiths and foster individual learning, peer relationships, and socially responsible values in education. The Arnstein Jewish Community Center Preschool is rooted in Jewish values including that of learning, community, friendship, and acts of loving kindness. Above all, we empower our children to be and do their best to make the world a better place.

We are committed to nurturing our children's imaginations through student centered, play-based learning as a means of developing independence, critical thinking skills and enthusiasm for education. Our educators and families work in partnership to foster social and emotional development principled on compassion and respect for self and others. Our dynamic indoor and outdoor spaces provide an unparalleled opportunity for encouraging healthy, active bodies and minds. Our program stimulates discovery, questioning and creativity. We celebrate the uniqueness of each child and strive to guide them towards a successful and passionate life of learning.

We look forward to getting to know your family. Please contact us, we will be glad to schedule a tour, and answer any questions you may have regarding our school.

Sincerely,

Erin Gaines

Early Childhood Program Director

ABOUT US

History

This Jewish Community Center was dedicated in June of 1929. Donors Max B. and Lalla Block Arnstein wrote, “This center is intended to serve the spiritual, social, and educational life of all Jews and non-Jews, irrespective of their affiliation of any Temple, Synagogue or other faith. It shall be a center where all Jewish activities find expression and promote a feeling of mutual understanding, and where the young and old, and the “stranger within the gates” meet and welcome to enjoy the benefits which the owners wish to bestow.” Since that time, the AJCC has served as a link to all Jews in Knoxville and non-Jews who value the culture and has been a common meeting ground for all segments of the Community. The AJCC Preschool is one of many programs of the Knoxville Jewish Alliance.

Mission

The Preschool at AJCC is a play-based learning center for infants through Pre-K that is guided by Jewish values and culture. We embrace all faiths and foster individual learning, peer relationships, and socially responsible values in education. We are rooted in Jewish values including learning, community, friendship, and acts of loving kindness and we exist to empower children to be and do their best to make the world a better place.

Certification

- Certified by the Tennessee Department of Human Services.



Definition of Family

In this handbook we refer to family as a parent, legal guardian, sponsor or anyone who may provide for the well-being, best-interests and responsibility of the child in our care.

Hours of Operation

Childcare services are provided from 7:30 AM to 6:00 PM Monday through Friday. Core Program runs from 9:00 AM to 3:00 PM Monday through Friday.

Extended Care packages available.

Holidays

We are closed for Jewish Holidays, Bank Holidays, winter break, and spring break.

There will be early closings on the eves of some Jewish Holidays

Admission & Enrollment

All admission and registration forms must be completed with a registration fee paid prior to your child's first day of attendance.

A registration fee of \$50 is due at the time of application. This fee is non-refundable.

A one-month, non-refundable tuition deposit is required for each child enrolled. This deposit will be held without interest and will represent tuition payment for the first month of the child's enrollment.

Based on the availability and openings, our facility admits children from eight weeks to five years of age.



Inclusion

The Preschool at AJCC believes that children of all ability levels are entitled to the same opportunities for participation, acceptance, and belonging in childcare. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on his/her individual capabilities and needs.

If your child has an identified special need, we are often lucky enough to have children with different abilities attend our preschool. While it is rewarding to make sure each child is accepted into our program for their unique talents, we must ensure their safety and needs can be accommodated. If your child has any special needs, please make an appointment with the ECP Director to discuss your circumstance.

Non-Discrimination

At the Preschool at AJCC **Early Childhood Education Program** equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation, or special needs, or any other consideration made unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of all students.

Family Activities

Each family is a child's first teacher. We value families as partners in the growth and development of children in our program. We encourage parents and other family members to be involved in the program, visit children's classrooms, participate in events, and provide feedback on the program. We offer a variety of ways in which families can participate in helping us establish and reach our program goals.

Please see the list of family activities at the end of this booklet.

Confidentiality

Unless we receive your written consent, information regarding your child will not be released except for that required by our regulatory and partnering agencies. All records concerning children at our program are confidential.



Staff Qualifications

Our preschool staff are hired in compliance with the state requirements and qualifications as a base minimum.

Preschool Staff participate in orientation and ongoing training in the areas of child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism.

We strongly discourage families from entering employment arrangements with staff (i.e. babysitting). Any arrangement between families and our caregivers outside the programs and services we offer is a private matter, not connected or sanctioned by **Preschool at AJCC Early Childhood Education Program**.

Child to Staff Ratios

Children are always supervised. All caregivers receive scheduled breaks which reduce fatigue and help to ensure alertness.

We maintain the following standards for child to staff ratios:

Age	Child to Staff	Maximum Group Size
≤ 12 months	<u>4 to 1</u>	<u>8</u>
13-35 months	<u>6 to 1</u>	<u>10</u>
3-year-olds	<u>7 to 1</u>	<u>14</u>
4-year-olds	<u>8 to 1</u>	<u>16</u>
5-year-olds	<u>13 to 1</u>	<u>20</u>

Communication & Family Partnership

Daily Communications. Daily notes from center staff will keep you informed about your child's activities and experiences at the center. These are sent out electronically via our app, Procure.

Bulletin Boards. Located throughout the center, bulletin boards provide center news, upcoming events, faculty changes, holiday closing dates, announcements, etc.

Newsletters. Newsletters provide center news, events, announcements, etc. These newsletters are sent out electronically.

Email. We encourage you to provide an email address that you use regularly so that we may send you announcements, event invitations, newsletters and general updates.

Family Visits. Family participation is encouraged. Visit our classrooms, volunteer, or eat a meal with your child. Signing in is required for the safety and protection of our children.

Conferences. Family & teacher conferences are available two times a year. During these conferences, we will discuss your child's strengths, likes and dislikes, and styles of learning. We will work together to set goals for your child's growth and development. You may request additional conferences regarding your child's progress at any time. We encourage you to communicate any concerns.

Open Door Policy

We are delighted to have family members participate in our program. Parents/Guardians are welcome to visit the program any time during regular program hours. The infant room welcomes parents/guardians to nurse or feed their infants.

Our open Door Policy does not mean the doors will be unlocked. For the safety and protection of the children, external doors and classroom doors will be kept locked.

Our team will always do their best to speak with parents/guardians. Since staff days are devoted to caring for children, it is usually not feasible to have a long discussion during regular program hours. If a situation requires a longer discussion, kindly arrange for an appointment.

Publicity

Occasionally, photos will be taken of the children at the center for use within the center or on our website and social media. Written permission will be obtained prior to use of photographs.

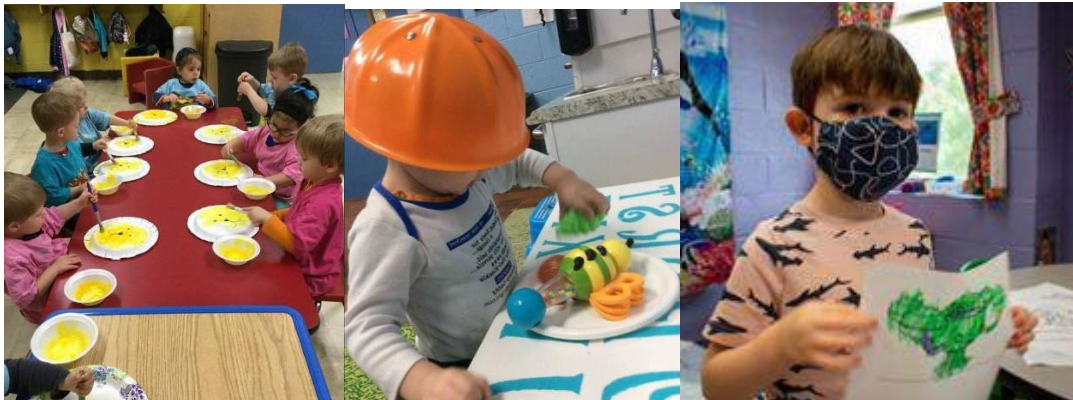
CURRICULA & LEARNING

Learning Environment

We provide a rich learning environment with curricula that are developmentally appropriate to the specific ages in each classroom. We have a flexible day routine that allows children to advance at their own pace. We strongly believe that learning happens through play. Learning and exploring are hands-on and are facilitated through interest areas. Our program is designed to enhance children's development in the following areas: creativity, self-expression, decision-making, problem-solving, responsibility, independence, and reasoning. We encourage openness to that which is different from us and the ability to work and play with others.

Judaica Curricula

Preschool at AJCC Early Childhood Education Program emphasizes teaching in Jewish moral and ethical concepts: Mitzvot (good deeds), Tzedakah (charity), and sharing, compassion, caring and helping others. We are sensitive to diverse Jewish practices and not affiliated with any Judaic movement. We introduce basic Hebrew and incorporate Jewish melodies while learning about the holidays.



Curricula & Assessment

Preschool at AJCC Early Childhood Education Program uses a play-based curriculum. As part of this approach, we gather information about each child's developmental abilities and evaluate progress so that we can modify and adjust what we are doing in our classroom to deliver the best individualized instruction for each child. This evaluation is communicated to families periodically during the school year using various formal and informal tools, forms, and resources.

For information about your child's day, please see copies of daily schedules, lessons plans posted in each classroom, and check Procure for updates.

Developmental Screening

Preschool at AJCC Early Childhood Education Program uses the CDC's Developmental Milestones checklist. To coincide with curriculum-based assessment(s), we monitor each child's achievement of developmental milestones, share observations with parents/guardians, and provide resource information as needed for further screenings, evaluations, and early intervention and treatment. The developmental screening process is a collaborative one, involving parents/guardians and completed in conjunction with the child's primary care provider and health, education, and early intervention consultants.

Outings and Field Trips

Weather permitting; we conduct 30 to 60 minutes of supervised outdoor play and/or walking trips around the property two times a day for all children. A permission statement for participation in walking trips is included in the enrollment package.

From time to time, there could be supervised field trips for our older classes, *Permission Slips* for each trip must be signed by the child's family.

For field trips, please dress your child appropriately for the season. Walking shoes are a must. Sandals and flip-flops are not appropriate for walking and make it difficult for your child.

The safety of children and staff will be guarded in all activities of childcare programs. Any field trip will be walking, so no transportation will be required.



Transitions

Your child's transition in childcare should be a positive and exciting learning adventure. We will work with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced.

Transition from home to center

Prior to your child's first day, you will have an opportunity to tour the center, meet your child's peers and teachers, and communicate any anticipated concerns.

Transition between learning programs

Children are transitioned to the next program based on age, developmental readiness, state licensing requirements, and space availability. This transition usually happens at the end of summer going into fall. You will have the ability to meet with current and future teachers during Fall Open House to propose a plan to introduce your child into the new program.

Electronic Media

Our normal daily routine does not include electronic media (television/TV, video, DVD) viewing and computer use, but from time-to-time, we may use a television show without advertisements as a teaching aid and discussion stimulator. All electronic media will be screened prior to use and will consist of non-violent and high-quality educational material. Our focus is to provide your child a positive experience with increased understanding of the world.

Multiculturalism

Multiculturalism is vital for all children because it sets social goals and promotes respect for all people and the environments we inhabit. We utilize books, music, games, and a wide range of activities as aids to teach our children respect for our world and the diversity of life upon it.

Celebrations

Our holiday policy encourages an enhanced understanding of and respect for different cultures and beliefs of children, families, staff and community. We will discuss various holidays from around the world.

According to our Jewish curricula, we will celebrate Shabbat, Rosh Hashanah, Yom Kippur, Sukkot, Simchat Torah, Hanukah, Tu B'Shevat, Purim and Passover. Our Judaica teacher shares the meanings of the holidays and their traditions in seasonal newsletters.



Rest Time

Rest time is provided for all students attending Preschool. Infants sleep according to their own schedule and are put to sleep on their backs in cribs. Caregivers directly observe infants by sight, sound, and check on sleeping infants every 15 minutes. Sleep checks are recorded. Infants in cribs may not sleep with a blanket. Sleep sacks are permitted if their arms are not restricted.

At 12 months of age children transition to a 2-inch-thick mat which is provided by parents and can be purchased through the AJCC for naps. Children may have a receiving size blanket and crib sheet to cover their mats. No stuffed animals or large blankets will be permitted.

After lunch, all children participate in a quiet rest time. Children are not required to sleep and may be given quiet activities after a short rest period.

Pacifiers will only be given during nap time. Once a child turns one year of age, we will begin weaning the child from the pacifier.

Toilet Training

The most important factor in making the toilet learning experience successful and as low-stress as possible is a family/teacher partnership that supports the child. Research indicates that children cannot successfully learn how to use the toilet until they are physically, psychologically, and emotionally ready. Many pediatricians say that most children under 24 months of age are not physically capable of regulating bladder and bowel muscles. Most positive toilet training occurs only after children show signs of physical control or awareness of their bodily functions and when they demonstrate an interest or curiosity in the process. We are committed to working with you to make sure that toilet learning is carried out in a manner that is consistent with your child's physical and emotional abilities and your family's concerns.

GUIDANCE

General Procedure

Preschool at AJCC is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our center works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.

Thoughtful direction and planning are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem solving help children develop their ability to become self-disciplined. We encourage children to be fair, to be respectful of other people, of property, and to learn to understand the results of their actions.

Challenging Behavior

Children are guided to treat each other and adults with self-control and kindness.

Each student at **Preschool at AJCC Early Childhood Education Program** has a right to:

- Learn in a safe and friendly place
- Be treated with respect
- Receive the help and support of caring adults

When a child becomes verbally or physically aggressive, we intervene immediately to protect all the children. Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent and understandable to the child. We maintain a zero tolerance to bullying. If you have any concerns about this at any time, please report it to the Preschool Director of the Center.

Discipline Policy

Occasionally, challenging behaviors occur, any repeated pattern of behavior, or perception of behavior, that interferes with or is at risk of interfering with optimal learning or engagement in pro-social interactions with peers and adults, is defined as a challenging behavior. These challenging behaviors may lead to a suspension, the temporary removal of a child from the assigned early childhood setting for disciplinary purposes. Challenging behaviors may also lead to an expulsion, the permanent dismissal of a child from the assigned early childhood setting for disciplinary purposes.

Steps for Responding to Challenging Behaviors at Preschool at AJCC:

1. Identify and adopt specific strategies to include positive behavior interventions and discipline and guidance practices to effectively manage challenging behaviors in the early learning setting.
2. Provide opportunities for family engagement activities such as but not limited to parent teacher conferences, parent meetings, and developmental monitoring and screenings to allow educators, parents, and partners to develop strong partnerships and healthy support systems. We will communicate with parents and ask them to share any techniques that may work at home.
3. Provide parent resources to give parents additional information about community support such as, but not limited to brochures, handouts and websites, on a variety of topics such as child development, social and emotional health, early mental health counselors, developmentally appropriate behavior management, support groups, family activities, etc.
4. We will document behaviors to reduce and prevent challenging behaviors; examples include teacher observations, teacher and classroom modifications, daily progress reports, parent conferences, consults with early mental health professionals.
5. If no improvement is made with these challenging behaviors after the above steps, then suspension and/or expulsion may occur.

Physical Restraint

Physical restraint is not used or permitted for discipline. There are rare instances when we need to ensure a child's safety or that of others and we may restrain a child by gently holding her or him only for as long as is necessary for control of the situation.

Notification of Behavioral Issues to Families

If a child's behavior/circumstance is of concern, communication will begin with the parents as the first step to understanding the child's individual needs and challenges. We will work together to evaluate these needs in the context of our program.

On rare occasions, a child's behavior may warrant the need to find a more suitable setting for care. Examples of such instances include:

- A child appears to be a danger to others.
- Continued care could be harmful to, or not in the best interest of the child as determined by a medical, psychological, or social service personnel.
- Undue burden on our resources and finances for the child's accommodations for success and participation.

TUITION AND FEES

Important Notice

All payment and fee processing will be completed by Tuition Express, a service of ProCare Software. All payments will be automatically processed on the first of the month. All billing information is due at the time of registration and must be updated yearly. If you have a question or concern regarding a payment or fee, please contact preschool@jewishknoxville.org or 865-690-6343.

Tuition Rates

Families contract for a specific weekly schedule as indicated on the *Enrollment Agreement* Form. Payment for this contracted schedule is required monthly year-round whether your child attends; this enables us to pay teachers a stable salary every week all year. No credits are given for sick days, holidays, staff training closure or closure due to inclement weather.

Tuition Deposit

A Tuition Deposit equal to one month of care is required at the time registration is confirmed. This deposit is applied to the first month of care provided. You will have two-weeks after the deposit has been applied to withdraw and receive a refund. After two weeks, the deposit is non-refundable.

Overtime Rates

Overtime rates apply to all families and are contingent on prior agreement of hours and days of care needed.

Payment

Payment is always due in advance with no deduction for any absences, holidays, or closures due to inclement weather, power outages, or other situations beyond our control. Payment is due monthly on the date indicated on registration form and will be automatically deducted via Tuition Express as outlined in the *Registration Forms*.

A non-refundable registration fee of \$100 is due one-time at student's initial registration to the program. If your student is applying for our summer camp program separately, registration must be paid for that program at the time of applying.

Late Payment Charges

Late payments can pose serious problems for our program and as a result, the business does not have the latitude to allow families to accrue a balance equal to more than one month of tuition. **Late payments will result in the imposition of late payment fees. Failure to pay childcare payments will result in childcare services being terminated.**

Any payments made will be applied to the oldest charges and late fees may still apply if the account is not paid in full by the next tuition due date.

If payment is more than 90 business days past due, we may attempt to recover payment in small claims court and/or your account may be sent to a 3rd party collections agency. You will be responsible for all expenses associated with these actions including all court and attorney fees.

Returned Checks/Rejected Transaction Charges

All returned checks or rejected ACH (automatic debits) or credit card transactions will be charged a fee of \$30. This charge may be collected electronically. Two or more returned checks or rejected transactions will result in your account being placed on "cash only" status.

Late Pick-up Fees

Late pick-up is not a normal program option and will only be considered as an exceptional occurrence. Late fees of \$20 per minute will be assessed beginning at 6:00 PM and will be due upon arrival. **Repeated late pick up may result in childcare services being terminated.**

Other Fees

From time-to-time there will be additional fees associated with special activities. These fees are due prior to the event or activity.

Credits & No Credits

Families contract for a specific weekly schedule as completed on the *Enrollment Agreement* Form. Payment for this contracted schedule is required every month year-round whether your child attends; this enables us to pay teachers a stable salary every week all year. No credits are given for sick days, holidays, staff training closure or closure due to inclement weather, infectious disease (except as noted below), or weather-related or environmental issues.

Each family will receive two weeks' vacation credit per school year (August-July). Vacation credit must be approved by the ECP Director and the credit will appear on the next month's billing statement.

Weather-related or Environmental Disaster or Pandemic – in the event of a crisis during which we are prohibited from operating, families shall pay at least 50% tuition for the next four weeks. Payment of your Tuition allows us to retain staff, pay operating expenses, and hold open your child's spot for when we are safely able to reopen.

Credit may be given for Serious Illness/Injury – In the unfortunate event of extenuating circumstances such as your child is hospitalized, absent due to a serious contagious disease or serious illness or injury, credit may be issued. A written doctor's note is required to receive a credit.

ATTENDANCE & WITHDRAWAL

Absence

If your child is going to be absent or arrive after 9:30 AM, please call us at 865-690-6343 or email at preschool@jewishknoxville.org or drop a note on our communication app.

Vacation

Vacation days only apply if your child is normally scheduled to attend on those days.

Withdrawal

A written notice, at least two weeks in advance, is required by the center when a child is being withdrawn, (Early withdrawal before completion of 9- or 12-month agreement) from the program will result in one month's tuition due at time of withdrawal. Failure to notify will result in forfeiture of your deposit.

Transfer of Records

Whether transitioning to the next program setting or to a new classroom, your child's records will be transferred internally.

If your child is transitioning to a new school, a written request from you with instructions on where the records should be sent is required.

Closing Due to Extreme Weather

Should severe weather or other conditions (i.e., snow, storms, floods, tornadoes, hurricanes, earthquakes, blizzards, loss of power, loss of water) prevent us from opening on time or at all, notification to the families will be announced on our communication app.

If it becomes necessary to close early, we will contact you or your emergency contacts as soon as possible. Your child's early pick-up is your responsibility to arrange.



DROP-OFF AND PICK-UP

General Procedure

We open at 7:30 AM. Please do not drop-off your child prior to the opening. Parents are expected to accompany their children and check them in.

We close at 6:00 PM. Please allow enough time to arrive, check your child out, and leave by closing time.

In the event we need to alter Drop-Off and Pick-Up procedures, a special announcement will be sent to parents in our communication app.

Cell Phone Usage

The times you spend in the center dropping off and picking up your child are the primary windows of time we must communicate with you about your child. In order to make the best use of these opportunities, as well as to be attentive to your child and other children, we ask that you NOT use your cell phone at any time while visiting the center.

Authorized & Unauthorized Pick-up

Your child will only be released to you or those persons you have listed as Emergency and Release Contacts. If you want a person who is not identified as an Emergency and Release Contact to pick-up your child, you must notify us in advance, in writing. Your child will not be released without prior written authorization. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of our policy.

In order to safeguard your child, we will need copies of any court ordered custody agreements. Without a custody agreement, we are not able to prevent the release of your child to a parent.

If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you, and the contacts listed as Emergency and Release Contacts. Provisions will be made for someone to stay with your child as long as possible, but if after 1 hour we have not been able to reach you or a person listed as an Emergency and Release Contact, we will call the local child protective services agency.

Right to Refuse Child Release

We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another adult listed as an Emergency and Release Contact pick-up the child or we may call the police to prevent potential harm to your child. Recurring situations may result in the release of your child from the program.

PERSONAL BELONGINGS

What to Bring

- **Infants:** enough clean bottles for a day's use, at least six diapers per day, and at least two changes of clothes per day. All bottles must be labeled and dated.
- **Toddlers:** enough clean bottles for a day's use (if applicable), six diapers and at least two changes of clothes per day. All bottles must be labeled and dated.
- **Older Toddlers:** at least two changes of clothes or more per day if going through the toilet training program. [click to insert any other requests for toilet training items]
- **Preschoolers:** at least one change of clothes, socks and shoes.

Please label all items brought from home with your child's name (i.e., clothes, bottles, diapers, pacifiers, crib sheet, blanket, etc.) to prevent items from becoming misplaced or lost. We are not responsible for lost or damaged items. Sheets and soiled clothing will be sent home on an as-needed basis for laundering and return to the center. A more detailed What To Bring to School list is in your enrollment packet.

Cubbies/Take Home Folders

Upon enrollment each child will be assigned a "cubby." Cubbies are labeled with your child's name. Outside your child's classroom will be a Take-Home Folder with important papers, artwork etc. Please check your child's cubby and Take-Home Folder's daily for items that need to be taken home.

Toys from Home

We request that you do not allow your child to bring toys from home into the center unless they are part of a show-and-tell activity. These activities will be sent out by your child's teachers.



NUTRITION

The Preschool at AJCC is a Kosher facility, therefore all meals will follow Kashrut Laws. We receive federal grant funds for food. We serve AM & PM Snack and Lunch each day.

Children will be encouraged to try new foods. Teachers will model this each day by engaging with children during mealtimes.

Foods Brought from Home

Food brought from home is permitted under the following conditions:

- Perishable food to be shared with other children must be store-bought and in its original package.
- Foods may not contain NUTS or be processed in a facility with Nuts as we are a Nut Free Facility
- All foods must be vegetarian to coincide with Kashrut Laws.
- Baked goods may be made at home if they are fully cooked, do not require refrigeration and were made with freshly purchased ingredients. A list of ingredients is required, and there must be enough food for all children.
- Foods should be labeled with the child's name, date, and type of food.
- Children will not be allowed to share food provided by the child's family unless the food is intended for sharing with all the children.
- Leftover food will be discarded except for foods that do not require refrigeration and/or come in a commercially wrapped package that was never opened.

Food Prepared for or at the Center

Food prepared for or at the center will be properly planned, prepared and portioned according to the Child and Adult Care Food Program (<http://www.fns.usda.gov/cnd/care/>) and the state requirements for food service.

Food Allergies

If your child has a food allergy, you must notify us in writing so that we can make appropriate substitutions. The written notification should list appropriate food substitutions and must be updated at least annually.

Food allergies can be life threatening and each child with a food allergy should have an action plan for emergency care completed by the family physician.

Children with a Parent Preference must provide an approved substitute (for example Cow's milk can be substituted with Rice or Oat milk, but not Almond Milk due to Nuts)

Mealtime

At mealtime the dining table is set with flatware and napkins, food is pre-platted from the kitchen to ensure proper serving sizes. Everyone sits at the same table. Good table manners are modeled and encouraged. Weekly menus are posted for viewing by parents/caregivers.

A caregiver who is trained in first aid for choking is present at all meals.

Infant Feedings

Infant feedings follow these procedures:

- Infants will be held for bottle-feeding until able to hold his or her own bottle. Bottles will never be propped.
- Infants are fed “on cue” to the extent possible (at least every 4 hours and usually not more than hourly) and by a consistent caregiver/teacher.
- Breastfeeding is supported by providing a place for nursing mothers to feed their babies. Expressed breast milk may be brought from home if frozen or kept cold during transit. All breast milk and formula shall be returned to the child’s home or discarded at the end of each day. Previously frozen, thawed breast milk must be used within 24 hours. Bottles must be clearly labeled with the child’s name and the date the milk was expressed. Frozen breast milk must be dated and may be kept in the freezer for up to 7 days.
- Breast milk and formula brought from home must be dated and labeled with the child’s name.
- Labels on all milk/formula containers should be resistant to loss of the name and date/time when washing and handling.
- Solid foods will only be introduced after a consultation with the child’s family.

Children 24 Months and Older

- No child shall go more than 4 hours without a meal or snack being provided.
- Children are encouraged to self-feed to the extent that they have the skills. Children are encouraged, but not forced to eat a variety of foods.
- Round, firm foods that pose a choking hazard for children less than 4 years of age are not permitted.
- AM and PM snacks are provided each day. Otherwise, please make sure your child has had breakfast before arriving at childcare.



HEALTH

Immunizations

Immunizations are required according to the current schedule recommended by the U.S. Public Health Services and the American Academy of Pediatrics, www.aap.org. Immunizations and proof of physicals must be received on a TN Twist form which can be obtained from your local pediatrician or County Health Department. Every August, we undergo an immunization audit with the public health department. Unimmunized children are not allowed in our program at this time. Families are responsible for ensuring that their child's physicals and vaccinations are kept up-to-date and that a copy of the new immunization forms are given to the program on the TN TWIST form.

All caregivers, teachers, and staff are required to be current with all immunizations routinely recommended for adults by the Advisory Committee on Immunization Practices (ACIP) of the Centers for Disease Control and Prevention (CDC).

Physicals

Routine physicals are required according to the current recommendations of the American Academy of Pediatrics, www.aap.org. A copy of your child's physical on a TN Twist Immunization Record must be received before your child begins the program. Families are responsible for assuring that their child's physicals are kept up-to-date and that a copy of the results of the child's health assessment is given to the program.

Illness

We understand that it is difficult for a family member to leave or miss work, but to protect other children; you may not bring a sick child to the center. The center has the right to refuse a child who appears ill. You will be called and asked to retrieve your child if your child exhibits any of the following symptoms. This is not an all-inclusive list. We will try to keep your child comfortable, but he/she will be excluded from all activities until you arrive.

- Illness that prevents your child from participating in activities.
- Illness that results in greater need for care than we can provide.
- Illness that poses a risk of spread of harmful diseases to others.
- Fever (100.4°F or higher).
- Diarrhea – stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet. A child will be sent home after 2 diarrheas.
- Vomiting – green or bloody, and/or more than 2 times during the previous 24 hours for infants (under one year of age). For children over one year, they will be sent home after 1 episode of vomiting.
- Mouth sores caused by drooling.
- Rash with fever, unless a physician has determined it is not a communicable disease.
- Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours.
- Impetigo, until 24 hours after treatment (must show proof).
- Strep throat, until 24 hours after treatment.
- Head lice, until treatment (must show proof) and all nits are removed.
- Scabies, until 24 hours after treatment.

- Chickenpox, until all lesions have dried and crusted.
- Pertussis (Whooping Cough), until 5 days of antibiotics.
- Hepatitis A virus, until one week after immune globulin has been administered.
- Tuberculosis, until a health professional indicates the child is not infectious.
- Rubella, until 6 days after the rash appears.
- Mumps, until 5 days after onset of parotid glandswelling.
- Measles, until 4 days after onset of rash.
- Has a physician or other health professionals written order that child be separated from other children.

Children who have been ill may return when:

- They are free of fever without fever reducing medication, vomiting, and diarrhea for 24 hours.
- They have been treated with an antibiotic for 24 hours.
- They can participate comfortably in all usual activities.
- They are free of open, oozing skin conditions and drooling (not related to teething) unless:
 - The child's physician signs a note stating that the child's condition is not contagious, and;
 - The involved areas can be covered by a bandage without seepage or drainage through the bandage.
- If a child had a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to our care is required.

Updated illness policy will be in your enrollment packet and will require a signature before the child starts the program.

Allergy Prevention

Families are expected to notify us regarding children's food and environmental allergies. Families of children with diagnosed allergies are required to provide us a letter detailing the child's symptoms, reactions, treatments and care. A list of the children's allergies will be posted in the main area, kitchen and classrooms. We are trained to familiarize ourselves and consult the list to avoid the potential of exposing children to substances to which they have known allergies.

Communicable Diseases

When an enrolled child or an employee of the center has a (suspected) reportable disease, it is our legal responsibility to notify the local Board of Health or Department of Public Health. We will take care to notify families about exposure so children can receive preventive treatments. Included among the reportable illnesses are the following:

- Bacterial Meningitis
- Botulism
- Chicken Pox
- Diphtheria
- Hemophilus Influenza (invasive)
- Measles (including suspect)
- Meningococcal Infection (invasive)
- Poliomyelitis (including suspect)
- Rabies (human only)
- Rubella Congenital and Non-congenital (including suspect)

- Tetanus (including suspect)
- H1N1 Virus
- Any cluster/outbreak of illness
- Tuberculosis
- Covid-19

Medications

All medications should be handed to a staff member with specific written instructions for administration. Medications should never be left in the child's cubby or with the child to administer on their own. Our staff will ensure that the medication is recorded along with the directions and proceed to dispense the medication as directed.

- **Prescription medications** require a note signed by the family and a written order from the child's physician. The label on the medication meets this requirement. The medication must include your child's name, dosage, current date, frequency, and the name and phone number of the physician. All medications must be in the original container (you may request pharmacies to fill your prescription in two labeled bottles). Please specify the dosage and time(s) to be administered for each medication.
There is a Prescription medication form that must be filled out.
- **Non-prescription medications** require written permission and instructions signed by the child's primary care physician or parent or guardian. The written permission must include your child's name, dosage, current date, frequency, and all medications must be in the original container. Non-prescription medication should not be administered for more than a 3-day period unless a written order by the physician is received.
- **Non-prescription topical ointments** (e.g., diaper cream or teething gel), sunscreen and insect repellent, lip gloss/chap stick require a note signed by the family, specifying frequency and dosage to be administered as well as the length of time the authorization is valid which cannot exceed 12 months.

A Sunscreen permission form will be sent out in the Enrollment packet and at various times throughout the school year.

SAFETY

Clothing

Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child will be involved in a variety of activities including painting, outdoor play, sand, weather, and other sensory activities. Our playground is used as an extension of the center, and daily programs are conducted outside whenever weather permits.

One aspect of concern is the risk associated with children's clothing that may become entangled with climbing or sliding equipment that could lead to choking or other serious harm. All drawstrings from children's clothes should be removed as a precaution.

Sandals and flip-flops are not appropriate for center play and make it difficult for your child to participate in some activities.

Extreme Weather and Outdoor Play

Outdoor play will not occur if the outside temperature is greater than 95 °F or less than 32 °F degrees. Additionally, outdoor play will be cancelled if the air quality is hazardous.

Communal Water-Play

Communal, unsupervised water play is prohibited. Supervised children are permitted to engage in water-play. Precautions are taken to ensure that communal water-play does not spread communicable infectious disease.

During Preschool summer camp, all children 6 months or older will use the swimming pools on site with teacher and lifeguard supervision. In addition, we have Pool instructors that work with the children on pool safety and basic swim instruction. Pool ratios are as follows:



Under 1	1 adult: 1 child
1 years	1 adult: 2 children
2 years	1 adult: 2 children
3 years	1 adult: 4 children
4 years	1 adult: 6 children

Injuries

Safety is a major concern in childcare and so daily safety inspections are completed inside and outside the center area in order to prevent injuries. First aid will be administered by a trained caregiver if your child sustains a minor injury (e.g., scraped knee). You will receive an incident report outlining the incident and course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. Each classroom is equipped with a first aid kit meeting the state regulations.

In the event of a serious medical emergency, the child will be taken to the hospital immediately by ambulance, while we will try to contact you or an emergency contact.

Biting

Biting is a normal stage of development that is common among infants and toddlers – and sometimes even among preschoolers. It is something that most young children will try at least once.

When biting happens, our response will be to care for and help the child who was bitten and to help the biter learn a more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting.

Notes will be written to the family of the child who was bitten and the biter’s family. We will work together with the families of each to keep them informed and to develop strategies for change.

Respectful Behavior

All children and families will be treated with respect and dignity. In return, we expect the same from all our families. We will not tolerate hostile or aggressive behavior. If this occurs, we reserve the right to ask you to control your behavior or to remove your children from our care.

Smoking

The poisons in secondhand smoke are especially harmful to infants and young children’s developing bodies, therefore the indoor and outdoor center environment and vehicles used by the center are always non-smoking areas. The use of tobacco or vaping in any form is prohibited on the center’s premises.

Prohibited Substances

The use of alcohol or illegal drugs is prohibited in the Preschool. Possession of illegal substances or unauthorized potentially toxic substances is prohibited.

Any adult who appears to be inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances is required to leave the premises immediately.

Dangerous Weapons

A dangerous weapon is a gun, knife, razor, or any other object, which by the manner it is used or intended to be used, is capable of inflicting bodily harm. Families, children, staff or guests (other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises.

In cases that clearly involve a gun, or any other weapon on our premises, the police will be called, and the individual(s) involved will be immediately removed from the premises. This policy applies to visible or concealed weapons.

Child Custody

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

Suspected Child Abuse or Neglect

We are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may investigate. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. Our center will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

Child Abuse Reporting Hotline: 1-877-462-8261.

Information on Child Abuse and Neglect will be given out during Open House and beyond.

EMERGENCIES

Lost or Missing Child

In the unlikely event that a child becomes lost or separated from a group, all available staff will search for the child. If the child is not located within 5 minutes, the family and the police will be notified.

Fire Safety

Our center is fully equipped with fire alarms, exit and safety lights, and rolling cribs and we practice fire and other drills monthly.

Our fire evacuation plan is reviewed with the children and staff on a monthly basis.

Emergency Transportation

In the event your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and the need for transportation is essential, an ambulance will be called for transportation. A proper escort will accompany and remain with the child until a family member or emergency contact arrives.

CENTER POLICIES

Our center policies not included in this handbook are reviewed annually and updated as needed. They are available for review upon request to the center director.

Important Contact Information:

Preschool Direct Number:	865-963-8001	preschool@jewishknoxville.org
AJCC Main Office:	865-690-6343	office@jewishknoxville.org
AJCC Fax:	865-694-4861	

Find us on Facebook @ajccpreschool

Visit our website @ www.jewishknoxville.org/preschool

DHS Complaint Hotline: 1-800-462-8261

Child Abuse Reporting Hotline: 1-877-237-0004



FAMILY ACTIVITIES

We offer a variety of ways for families to participate in the growth and improvement of our program. We encourage families to take an active role.

Family Events: We have several events throughout the year that bring our entire community together. Watch for the announcements!

- Open House
- Rosh Hashana Celebration
- Art Gala & Other Fundraising
- Holiday Gatherings
- Book Fair
- Fall Festival

Classroom Activities: Enjoy and help your child's class with these special activities.

- Share a meal with your child Volunteer for Art Gala
- Welcome new families
- Contribute to teacher Chanukah baskets
- Family/Teacher conferences
- Read to children at arrival or pickup
- Volunteer in the classroom
- Donate requested items

Family Handbook Acknowledgement

Please sign this acknowledgement, detach it from the handbook, and return it to the center prior to enrollment.

This handbook may be updated from time-to-time, and notice will be provided as updates are implemented.

Thank you for your acknowledging the policies and procedures we have established for the safety and welfare of all children in our care. We look forward to getting to know you and your family.

I have received the **Preschool at AJCC Early Childhood Education Program Family Handbook**, and I have reviewed the family handbook with a member of the **Preschool at AJCC Early Childhood Education Program** staff. It is my responsibility to understand and familiarize myself the Family Handbook and to ask center management for clarification of any policy, procedure or information contained in the **Early Childhood Education Program Family Handbook** that I do not understand.

Recipient Signature

Date

Center Staff Signature

Date
