

DuBow Preschool 2017 - 2018 Family Manual



DuBow Preschool
A Galinsky Academy School
at the Jacksonville Jewish Center
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Shalom,

Thank you for choosing the DuBow Preschool! On behalf of the DuBow Preschool faculty and staff, we would like to welcome our new families and our returning families. We are excited about the coming 2017 – 2018 school year and feel honored to partner with you in educating your sweet preschooler(s).

Every summer we update this Parent Handbook to make sure its contents and policies are aligned with the most current, best practices in early childhood education. Please read this booklet carefully and keep it for future reference. If you have any questions, please feel free to ask your child's teacher or call the office.

Each child who enters the DuBow Preschool becomes part of the Galinsky Academy family. A unique aspect of our school is the integration of Jewish Studies. The children develop a strong Jewish identity and values through the natural immersion in a Jewish learning environment. Our teachers are carefully chosen for their experience, education, warmth and creativity. Our entire faculty works closely with each child to help develop his/her self-esteem through problem solving, encouraging self-expression and offering positive reinforcement. We take delight in our children, care for their individual needs, and work tirelessly to provide them with the greatest gift, a love for learning. Everyone at the DuBow Preschool is committed to supporting your family in raising healthy, happy, and secure children who will be successful in school and in life.

We are delighted that you are part of our "Galinsky Academy Family". We look forward to a wonderful year working together and watching your child blossom!

Sincerely,

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OUR MISSION STATEMENT

The DuBow Preschool is dedicated to providing an outstanding early childhood program, which emphasizes Jewish life and values in a caring, developmentally appropriate, and stimulating environment. In partnering with our families, our goal is to provide our students with a strong academic and social foundation that encourages a life-long love of learning.

We Believe:

- In educating the whole child by nurturing a child's social, emotional, physical and cognitive development.
- In fostering independence and creativity, and appreciating each child's individual needs and talents.
- Preschool is a time for children and their families to strengthen their connection to Judaism and its traditions.
- Preschool is when children form friendships that last a lifetime.

OUR PHILOSOPHY

Preschool is:

plunging fingers into sticky clay . . .
playing games in the big gymnasium . . .
learning to share wagons and building blocks . . .
enjoying carefree times on the playground . . .
a place to keep hamsters and fish . . .
creating your own designs with paints, cotton, and clay . . .
playing new, active outdoor games . . .
participating in an interactive story with our Rabbi . . .
planting lima beans and anxiously awaiting the first sprouts . . .
visiting the fire station and pet shop . . .
discovering why water disappears from a pan, streams, ponds, and the oceans . . .
becoming aware of letters and numbers . . .
tumbling on mats and learning to toss a ball to a friend.
And most important of all, it is developing self-confidence, and the "I can do it" attitude.

The DuBow Preschool is a warm, friendly school where young children receive an exciting, creative, and nurturing foundation to grow academically, socially and spiritually. We offer small classes with excellent teacher to student ratios, a professional and caring staff of early childhood teachers and a wonderful facility equipped with the most educationally sound early childhood equipment, books, materials and manipulatives.

The DuBow Preschool sees each child as a unique and precious gift entrusted into our care. Children are provided with many experiences to inspire them to learn about the world around them. Our skilled teachers know when to actively supervise and when to inconspicuously watch and provide warmth and affection to your little ones as they lovingly guide your child to broaden their horizons beyond home. Emphasis is placed on the individual child and on encouraging each child's innate inquisitiveness and thirst for knowledge.

We believe each child learns best in an environment that is rich with hands on experiences. We provide for the physical, intellectual, and emotional growth of the children through activities that are both child and teacher directed. Children are encouraged to use their senses to explore, experiment and use their imagination to the fullest. Through dramatic play, great literature, visual aids, manipulatives, games, and the use of centers within our classrooms, such as art, science, literacy, blocks, and math, children gain readiness skills for future learning.

The DuBow Preschool emphasizes fun and meaningful Judaic experiences, where our children celebrate Jewish holidays, honor Shabbat, develop a love for Israel, and learn about the Torah. Our warm and caring teachers reinforce important everyday values that parents teach like hachnasat orchim (welcoming guests), and performing mitzvot (good deeds).

PARENT/GUARDIAN RIGHTS & RESPONSIBILITIES

You have the RIGHT to...

- Visit the school at anytime during our operating hours.
- To volunteer in the classroom and/or attend field trips.
- Request a conference with your child's teacher(s) and/or the center director.
- Know that your child is being physically, mentally and emotionally nurtured and cared for.

You are RESPONSIBLE for...

- Bringing your child clean, well rested and dressed properly for the weather conditions on a daily basis.
- Picking up your child, in a timely manner when notified of illness or injury.
- Providing personal care items and special dietary foods as needed for your child.
- Paying all tuition payments and fees, in a timely manner and in accordance with our payment policies.
- Observing all policies and procedures set forth in our Family Manual.

OUR CLASSROOMS, CURRICULUM & PROGRAMS

Doobonim (one year old class)

Our Doobonim classes, also known as our “teddy bears”, are for children that are about twelve months of age. This program has a low teacher to child ratio. Parents have peace of mind when they leave their toddler in our safe, loving and nurturing environment.

We utilize the *Foundations for Success* curriculum, which focuses on four foundational areas, which are necessary for supporting infant and toddler development. The foundational areas start with Relationships as the center point surrounded by learning in Senses & Perception, Movement, and Language; where learning occurs by interacting with the environment creating crucial brain building experiences. Music experience is also interlaced as an additional part of the Foundations for Success curriculum. Some of the skills and concepts introduced include listening, talking, vocabulary, colors, self-concept, socialization, gross and fine motor skills, music, art, dramatic play and creative expression. Your child will have a blast developing these skills with our age-appropriate toys, manipulatives, books, wall mirror imagery and climbing equipment. Naturally, all of this learning and playing will take place within the framework of lots and lots of tender loving care. You will be kept informed of your child’s happenings through a daily report via Tadpoles, your classroom blog and other preschool publications, including our weekly e-newsletter “Connections”..

Doobonim Class Sample Schedule

8:30	Arrival & Child Directed Play
9:00	Circle Time / Story-time
9:20	Snack
9:40	Diapering
9:45	Resource Specialty Class
10:05	Outside Play
10:30	Teacher Directed Activities
11:30	Diapering & Child Directed Play
11:45	Lunch
12:30	Dismissal - half-day program
12:30	Nap
2:30	Diapering & Child Directed Play
2:45	Snack
3:00	Outdoor Play
3:30	Dismissal – full day program

This schedule is subject to change based on the needs of the children in the class.

Child Directed Play may include – blocks, transportation, dramatic play, cozy area, fine motor, music, sand and water table, library, sensory activities and art.

Kofim (two year old class)

Our Kofim classes, also known as our “monkeys”, are for children two years of age by September 1, 2017. Our two year old program continues to have an extremely low child to teacher ratio. This year is geared to encourage independence and introduce children to a multitude of experiences including cooking, gardening, creating, sharing and socializing, just to name a few. All activities are presented in a positive, meaningful and developmentally appropriate manner.

We utilize the *Foundations for Success* curriculum, which focuses on four foundational areas, which are necessary for supporting infant and toddler development. The foundational areas start with Relationships as the center point surrounded by learning in Senses & Perception, Movement, and Language; where learning occurs by interacting with the environment creating crucial brain building experiences. Music experience is also interlaced as an additional part of the Foundations for Success curriculum. Our two year old program has a large emphasis on continued verbal development and early math concepts. During this year the Kofim program also focuses on toilet training, socialization skills, gross and fine motor skills, music, art, and dramatic play, among other fun and challenging activities, all in a supportive, loving environment. Older toddlers will begin to determine what it is they really enjoy through the exploration of their classroom learning centers. On any given day, children will rotate among art, reading, building, discovery science, dramatic play, math and manipulative centers. They will also get plenty of physical activity during daily play in our indoor playroom, our outdoor playground and with our fabulous Physical Education instructor. You will be kept informed of your child’s happenings through a daily report via Tadpoles, your classroom blog and other preschool publications, including our weekly e-newsletter “Connections”.

Kofim Class Schedule

8:30	Arrival & Child Directed Play
9:00	Circle Time / Story-time
9:10	Resource Specialty Class
9:25	Snack
9:45	Diapering / Potty Training
10:00	Outdoor Play
10:30	Teacher Directed Activities
11:30	Diapering / Potty Training
11:45	Lunch
12:30	Dismissal – half day program
12:30	Nap
2:30	Diapering / Potty Training and Child Directed Play
2:45	Snack
3:00	Outdoor Play
3:30	Dismissal – full day program

This schedule is subject to change based on the needs of the children in the class.

Child Directed Play may include – blocks, transportation, dramatic play, cozy area, fine motor, music, sand& water table, library, and art center.

Parparim (three year old class)

Our Parparim classes, also known as our “butterflies”, are for children three years of age by September 1, 2017. Children experience a hands-on exploration of their environment and are nurtured in a positive and socially rich setting that encourages individual growth and abilities. Students begin math readiness, writing and reading skills, physical education, music, art, an introduction to various authors and stories, cooking and daily experiences that promote growth and learning. We utilize the *Creative Curriculum* for *Preschool*, a project-based, literacy program

Your child will also have plenty of free exploration time, rotating through their classroom learning centers each day, learning through play, and making exciting discoveries. Lots of physical activity is implemented at various times throughout the day, whether it be on the children’s outdoor or indoor playground, or in the classroom.

Our teachers will provide your three year old with both fun and challenging activities which will stimulate mind development, creativity and physical fitness – all the while ensuring warm, responsive and responsible care. You will be kept informed of your child’s classroom happenings through posts on the classroom blog and other preschool publications, including our weekly e-newsletter “Connections”.

Parparim Class Schedule

8:30	Arrival & Child Directed Activities
9:00	Circle Time
9:20	Teacher Directed Curriculum Activities
10:10	Snack & Clean Up
10:30	Resource Specialty Class
11:00	Outdoor Play
11:30	Teacher Directed Activities
12:00	Lunch
12:30	Dismissal – half day program
12:30	Small Group Child Directed Activities & Nap
2:00	Indoor / Outdoor Games
2:30	Afternoon Resource Class w/MJGDS specialty staff
3:00	Closing Circle Time
3:30	Dismissal - full day program

This schedule is subject to change based on the needs of the children in the class.

Child Directed Play may include – blocks, transportation, dramatic play, cozy area, fine motor, music, sand& water table, library, and art center.

Tzeeporim – VPK (four year old class)

Our Tzeeporim classes, also know as our “birds”, are for children four years of age by September 1, 2017. We offer the Florida State sponsored Voluntary Pre-K Program (VPK). We have two programs for you to choose from; a half day program that dismisses at 12:30 PM and for a minimal monthly fee, a full day program that dismisses at 3:30 PM.

Our four year old program offers an experience rich in early literacy, math, science and Jewish Studies. With use of our top-rated **ELLM** our students are more than ready to make the leap into an academically advanced Kindergarten.

Our classrooms are center-based which provides opportunities for your child to develop self-confidence and is encouraged to work at his/her own pace according to their individual needs and developmental readiness. Through the use of technology tools such as, laptops, and iPads and, our teachers are able to provide a 21st century learning experience. Several fieldtrips are planned throughout the year , which can include visits to museums and attending local theater performances. Overall the DuBow Preschool offers the best, most well rounded program for any four year old. You will be kept informed of your child’s classroom happenings through posts on the classroom blog and other preschool publications, including our weekly e-newsletter “Connections”.

Tzeeporim (VPK) Class Schedule

8:30	Child Directed Activities
9:00	Circle Time
9:30	Whole-group Literacy Lessons
9:50	Small Group Teacher Directed Activities / Child Directed Activities
10:25	Snack
10:45	Resource Specialty Classes
11:15	Outdoor Play
11:45	Clean Up & Lunch
12:30	Dismissal - Half Day Students
12:30	Teacher Directed Curriculum Activities: Mathematics, Social Studies, and Science
1:00	Independent & Small Group Curriculum Activities
2:00	Afternoon Resource Class w/MJGDS specialty staff
2:30	Outdoor Play
3:00	Closing Circle time
3:30	Dismissal – full day program

This schedule is subject to change based on the needs of the children in the class.

Child Directed Activities may include – Mathematics and Science Exploration Center, I-Pad Center, Social Studies in the Housekeeping/Community Center, Art and Music Center, Dramatic Center, Writing Center, Blocks and Library.

Resource Specialty Classes

Jewish Studies & Character Development

Children are taught the beauty of Judaism, Torah and Israel through stories, dance, songs and puppets. The Jewish holidays come alive through engaging and interactive curriculum.

Children celebrate Shabbat every Friday with songs and blessings and a Shabbat parade lead by teachers and clergy. Each class names a child as ema (mom) and aba (dad) for the week. This is a job of honor! These children help lead the Shabbat festivities each Friday. We look forward to our "Challah Days". Families are also invited to attend and participate in programs including Passover Model Seders, Shoobee Doobee Shabbat, Purim and more.

Children are introduced to Hebrew. Each month vocabulary is introduced and integrated into the daily life of the classroom. Each day begins with a hearty, "Boker Tov" and we sing, "Shalom Chaverim" as the children leave. Studies have concluded that learning a foreign language is extremely beneficial for children and often enhances academic achievement in reading, math and social studies.

Our Jewish Values curriculum is at the core of our character development program. This program is enhanced by the Galinsky Academy's "Creating a Community of Kindness" initiative. Each month a new Jewish value is taught, modeled, and internalized through stories, role-plays and songs. Being a mensch (good person) and performing mitzvot (good deeds) is part of our daily routine. Children learn moral concepts such as kavod (respect), hachnasat orchim (welcoming guests) and g'milut chasadim (being kind).

Music

A classically trained pianist and music teacher fills our halls with joyous melodies. Children learn about famous classical composers and their masterpieces. In this class we sing traditional childhood and Jewish songs, play rhythm instruments and dance. Our music and movement program helps our children develop body awareness, rhythm and tempo. Each class performs several special holiday programs for parents. Our school-wide Hanukkah program is a favorite! It is performed for our school, families and our VPK classes take the show on the road and perform for the elderly residents at River Garden. What a mitzvah(Good deed)!

Fitness Tots

Fitness Tots is an age appropriate physical fitness program, which focuses on the child's developmental emotional, physical and cognitive abilities. The children have fun as they practice balancing, catching, throwing, hopping, skipping and much more in this exciting and creative program. The development of readiness skills such as listening, spatial awareness, rhythm, creative expression and problem solving has been linked to physical education. Nutrition talks are also part of the program. Children who learn about nutrition at an early age are more likely to choose good nutrition and fitness choices.

Exploration and Discovery Program

The best learning experience for a young child is one of hands-on, true experiential education. Our Exploration and Discovery Program does that and so much more for our young learners. It includes our Discovery Studio where students explore an environment designed to excite and connect them through hands-on experiences using the five senses; a curriculum celebrating wonder and discovery of the natural world; and the extension of learning opportunities through community partnerships, classroom integration, and at-home exploration resources. This program is part of a rich curriculum designed to embrace children's natural curiosity and provide the tools for them to go out and explore the world around them.

Gardening Program

Our DuBow Preschool garden is designed specifically for our children to learn through hands-on experience and play. Our Gardening program serves as a unique and fun platform to teach lessons on food and nutrition and give our children a connection to our natural world and its biological cycles. Working in our garden our students are taught life lessons such as planning for tomorrow through the growing cycle, teamwork, helping others, leadership, decision-making, social skills, self-understanding, responsibility, and emotional awareness. We are showing our students how to have fun outside and explore with all five senses. Our garden also provides a calm safe place to recharge while outdoors.

Kids Club

Kids Club, our extended day program, provides care before and after school for both our preschool and MJGDS students. We open at 7 A.M. and close Monday through Thursday at 6 P.M. and Fridays at 5:30 P.M. (We close at 5 P.M. on Fridays during the months of Nov. – Jan. in observance of Shabbat). Our youngest children will participate in structured activities including indoor and outdoor play. The older children's schedule will include time for homework, snack and indoor or outdoor play.

Shabbat Programs at the Jacksonville Jewish Center

Learn with your preschoolers and other families at our Gan Shabbat program on Saturday mornings at 11:15. You will make new friends and enjoy Jewish songs, stories and history. Everyone is welcome! There is also free babysitting in the preschool 9:30-12:30 for parents attending services. We encourage families to take advantage of the spiritual opportunities of Shabbat and Yom Tov by attending services regularly and incorporating observance into the fabric of home life.

Staff & Faculty

The DuBow Preschool employs a professional staff who build a warm relationship with each child and family. This staff has been carefully selected for their training and experience in early childhood education. Our teachers are talented, creative, highly motivated individuals who provide love and guidance to the child and support and aid to the parents. In addition, we have a wonderful resource staff made up of two Judaic teachers, a music teacher, and a physical education instructor. All our teachers are CPR and First Aid certified, and have taken Children and Families courses covering Early Childhood Development, Child Abuse & Neglect, Health & Nutrition, DCF Rules and Regulations, Behavioral Observation and Screening and Preschool & Toddler Appropriate Practices. Many of our teachers have also earned bachelors and masters degrees in education and are certified to teach. All teachers have been screened according to DCF and state licensing requirements. These screenings include fingerprinting, drug testing and criminal and abuse background checks done on both the state and national level by the FBI. , Each staff member is of sound moral character, and have character references on file. All staff participates in ongoing training and professional development throughout the year.

STATE OF FLORIDA REQUIREMENTS

Department of Children and Families

IMPORTANT INFORMATION FOR PARENTS: Within thirty (30) days of your child's enrollment, Florida law requires you to provide the preschool with two very important items which verify your child's health status. Your school has the option to require both these important items prior to the first day of attendance.

1. PHYSICAL EXAMINATION – Each child must have a valid health examination certificate (Student Health Examination Form DH-3040). The certificate must be signed and stamped by a medical professional and is valid for two years from the date the physical examination was conducted.
2. CURRENT FLORIDA CERTIFICATE OF IMMUNIZATION – Florida law requires that your child's immunization information be written on a "680" form.

Both these forms are available from your pediatrician, family doctor or the local public health department. They are familiar with these forms and are aware parents must provide them to schools.

These documents should have your child's name, date of birth and authorized signature. The immunization form must have the immunization information and an expiration date.

If you have recently moved here from another state, you will need to take your child's immunization record to a local pediatrician or health department for a valid "680 form".

You should be aware that the DuBow Preschool will receive an administrative fine for failing to have this information. Even more importantly, the school will be required to exclude your child from attending until it is received.

Student Files

The DuBow Preschool must receive specific enrollment information to complete your child's file:

Student Information Sheet
Enrollment Contract – School Year or Year Round (as applicable)
Financial Contract
SMART Tuition Online Contract
Health Form 3040 – Physical
Immunization Record – form 680
Copy of birth certificate
VPK Form (for students in VPK program)
Emergency Health Plan (for any child with life-threatening allergies, asthma or who are prone to febrile seizures)

Child Abuse & Neglect: Our school has the responsibility for the prevention, identification, and reporting of child abuse and neglect (physical, emotional, sexual). Under Florida law, cases of possible child abuse and neglect are reported immediately to the Department of Children and Families. Training

is provided to our staff in all phases of child abuse and neglect. Any reports made will be kept confidential.

ADMINISTRATIVE POLICIES

Tuition Information

The DuBow Preschool utilizes SMART Tuition Services for its monthly tuition billing and collection. Late payment fees will be assessed by SMART Tuition Services for any payment not made by its due date. Payments in full may be made directly to the Jacksonville Jewish Center by the date listed on their child's enrollment contract. All tuition discounts and fee descriptions can be found on your child's enrollment/tuition-financial contract. Any questions about tuition can be directed to the center director.

Arrival & Dismissal

We will have staff assisted carpool at the Preschool's front entrance at 8:15 AM , 12:30 PM, and 3:30 PM for all our classes. A staff member will take your child out of your car in the morning while another sees that your child gets safely to class and at dismissal our staff will place your child in your car. We will load the carpools from the right side of the car at the loading area. This will prevent any child from running between the cars. If you choose to walk up to pickup your child at 12:30 or 3:30, we ask that you park in the back parking lot and wait at the Levin Indoor Playground entrance where your child will be waiting for you. If you do not wish to use the carpool line please fill out the "pick up" form so that your child will be taken to the appropriate entrance. All other children will be in the carpool line and only released when their car pulls up to the portico. We will do our best to load 3 cars at a time so that carpool moves safely and efficiently. **Do not get out of your car to drop off or pick up your child/children once you are in the carpool line. Carpool will run for fifteen (15) minutes: after that time you will have to come in to drop-off/pick-up your child.**

PLEASE HELP US KEEP OUR CHILDREN SAFE & CARPOOL RUNNING EFFICIENTLY:

- Do not park in the carpool line anytime during school hours.
- Refrain from idling in the carpool line - if you arrive early, please turn off your car.
- Do not use your cell phone while in the carpool line.
- We will load your child from the right side - so that we do not pass between cars.

If your child's registered hours include Kids Club AM program, you are to park in the Preschool's back entrance parking lot and check your child in with the Kids Club staff. A drop-in fee of \$10.00 per hour will be charged to any family dropping off an unregistered child before 8:15 AM. Do not leave your child in the hallway or enter the classroom prior to 8:15 AM. Teachers need this time prior to school to set up the classroom and prepare for the day. Should you need morning care, please check your child into Kids Club.

If your child's registered hours include Kids Club PM program, after 3:30 PM, you will need to park and enter through the Preschool's front entrance to pick up your child. Any child that has not been picked up by 3:45 PM will be sent to the Kids Club PM program. A drop-in fee of \$10.00 per hour will be charged until the child is picked up. Any child not picked up by 12:45 PM will be taken Kids Club, their parents called and fees assessed.

If you need to pick up your child at a time other than the normal dismissal times, please park in the Preschool's front entrance parking lot and enter the building through front entrance. Upon entering the school, please stop in the office to sign your child out. A staff member will go to get your child from their classroom.

Change in Pick-up

If there is ever any change in your child's usual going home procedure, a written notice must be given to the office. Also be sure your child is informed of this change in advance, and reserve any last minute changes to bona fide emergencies. For safety reasons, no child will ever be allowed to leave school with anyone but the parent or designated carpool driver without written permission. (Verbal permission will be accepted only in emergency situations no later than 11:30 AM, and only if the person picking up is authorized in the student's file.) Please make sure the person picking up has a picture id with them.

Change in Family Information

We ask that you contact the school office when you have a change to any family contact information. If you are unsure of the information we have on file for you please stop by the school office so we can verify that we have all your most up to date information. This will insure that the school can reach you in the most expedient way and that you can always receive communication whether electronically or by mail.

Drop-In Policy

Should you need or want your child to attend a school day that he/she is not registered for, please contact the office, at least 24 hours in advance, to find out if there is space available. There will be a drop-in fee of \$10 per hour. If your child does not attend school on "Picture Day", please call the office to request a drop-in day or arrange to stay with your child until his/her photo has been taken.

Special Needs

We pride ourselves on working to meet the needs of each child. The DuBow Preschool is committed to low teacher to student ratios and excellent supervision at all times. Some children require extra assistance. Should the teacher and director feel that extra help is needed to meet the needs of this child and the class, the parents will be called to discuss the needs. Parents may be asked to fund the required extra staffing needed. Situations where this might be necessary would include excessive biting, uncontrolled aggressive behavior, children who continuously attempt to leave the group, or other extreme behavioral issues. We want all children to be included in our program and we will do our best to meet the needs of each child.

Screenings & Referrals

Your child's well-being and growth are of the utmost important to us. It is with great joy that we work and play with your child and watch him/her mature. We conduct developmental screenings on all children in all our classrooms through observation, the use of a developmental checklist and the NASQ assessment. The information we gather will be shared with you during our conferences in November & April. In addition to this, we bring in two outside companies to conduct hearing and speech screening on our 3 & 4 yr. olds and vision screening on our 4 yr. olds. In addition all VPK students are assessed three

times a year, using state mandated assessments. Results of the assessments assist our faculty with planning for classroom instruction. We will send home a letter explaining these screenings and a request for your consent. If we have any concerns about your child's development we will call to set up a conference with you. We may ask for your consent to have your child observed by the Early Learning Coalition's Inclusion Specialist. Should we feel further assessments are needed; we will refer you for more services. If you have any concerns, please speak with your child's teacher or the preschool director.

Communication

We maintain a strong belief in the value of good and open communication. You will receive, via e-mail our weekly e-newsletter, "Connections" containing important dates and information pertaining to our programs. If you do not receive an electronic newsletter, please call the office. We may need to correct or update your e-mail address. Throughout each week your child's teachers will update their classroom blogs with information regarding activities from the week, highlights for the coming week and any additional information that needs to be communicated to our families.

Two-way communication is very important and we have an open door policy where you are welcome any time. We also encourage you to come to the office to speak with our director or to arrange a conference with your child's teacher if you feel it is needed. At carpool times (8:15 AM, 12:30 PM and 3:30 PM) our staff is making sure your children are safely taken from and to your car. Please try to visit the office ten minutes before or after those times. If no one is available to answer your phone call, please leave a voicemail at extension 143 and we will contact you as soon as possible. We urge you to take advantage of the many ways that you can find out up to date information and happenings at the DuBow Preschool. Through the use of our website (www.dubowpreschool.org), our Facebook page (search for DuBow Preschool) and our weekly e-newsletters, the "Connections", families are able to stay up to date with the latest notices, school information and photos.

Parent to Faculty communication is very important, and we encourage parents to call at any time to discuss their child(ren) with our faculty. If you drop off your child before 8:30 a.m. and you have specific instructions about their day, please write a note. Your note will be given to the appropriate faculty member and your instructions can be clearly communicated.

Parent to School: Please write us a note about changes relating to any of the following items: Your child's home routine (i.e. parents traveling, grandparent moving in, etc.), address, e-mail address or phone numbers (include cell phone), emergency contacts, babysitters or nannies, and medical conditions. Hand this note to a faculty member. Because of the busy nature of carpool, we advise against verbal messages and instructions at that time. Open communication between our preschool director, the teachers and parents is important to all of us at the DuBow Preschool. During the orientation process, please give us your impressions of your child: personality, his or her likes, dislikes, pertinent health information, etc. During the school year, please communicate with your child's teacher and director. Your child's teacher will share with you what your child has been doing in her weekly blog. You will also receive our weekly e-newsletter "DuBow Preschool Connections", and the Jacksonville Jewish Center "Mah Koreh". In an effort to save paper and printing costs, many notices will be sent home via email, posted on our website or with the oldest preschooler enrolled in your family.

Parent to Teacher: Please refrain from conferencing with your child's teacher in the carpool line or during class time. There will be scheduled conference times during the year. If you visit your child's classroom, we ask that you not engage in conversation with the teacher when she is working with the

students. Her job at that point is to be with the children. Please do not discuss sensitive issues with your child's teacher in front of your child. Little ears can pick up so much! You can always call the office and we will have your child's teacher return your call after school hours.

We welcome families of various nationalities and recognize the importance of communicating with all so that they can be part of the DuBow Preschool family and be able to understand and share information about their child. Therefore, we will make special accommodations to meet this need through the use of an interpreter. Upon enrolling your child, we will work with you so that there is good two-way communication between school and home.

Foreign Language Assistance: English - spoken by all staff, Russian, Spanish & Hebrew - spoken by specific staff members and available to use as interpreters as need for students and staff.

Media Release and Permission to Publish

As part of our educational program, the DuBow Preschool may publish digital media (documents, audio, images, video) and other projects on the Internet. This media might include (and is not limited to) digital student portfolios, blogs, wikis, podcasts, video clips, art work, science or research project, a photograph from an activity, or a collaborative project with other students locally or internationally. Individuals around the world with Internet access will be able to view the content. This is an exciting way to share information with you, your family and friends. Your child will only be able to participate in these educational activities if we have your written permission. Consult your contract for further guidelines and permission levels.

Parent – Teacher Conferences

The school will provide an opportunity for parents to learn about their child's progress and needs through individually scheduled conferences in November and April. These conferences, which both parents are encouraged to attend, are an opportunity to discuss the uniqueness of your child and to receive an in-depth view of your child's progress. At this time, your child's teacher will share with you your child's individualized portfolio, which will contain samples of work, art, teacher observations, photos and more. This portfolio will be added to periodically through the year and provide a picture of the wonderful growth your child will go through. At the end of the year you will be given the portfolio. We will keep a copy of the developmental checklist to share with your child's future teachers. You may request additional conferences at any time by contacting your child's teacher or the Director.

What to Send With Your Child

Clothing: Each child should wear comfortable play clothes which he/she can manage him/herself for toileting. Clothes with elastic waists are ideal. Do not dress your child in clothing he/she has to keep especially clean. We encourage the child's use of materials and we would not like his/her clothing to inhibit his freedom to investigate and explore. Accidents do happen. Please be sure that we have a bag with a complete change of clothing from underwear out, including shoes. Your child's name should be marked clearly on the bag. All children should have an extra set of clothes at school. Also remember to have season appropriate clothes throughout the school year. For safety reasons, please do not send your child in shoes with no back, sandals or platform heels. Children should wear closed shoes at all time for safety. If you child comes to school in backless shoes, sandals or platform heels, you will be called to bring appropriate shoes.

School Supplies: Lists for all of our classes can be found on our website and you will be given a copy as well during the first week of school. The lists are specific to each class. Your child's teacher will periodically inform you when items are needed.

Toy Policy: TOYS ARE TO BE KEPT AT HOME. Each class has a special day for sharing the children's "treasures" with one another. Please do not allow your child bring to school the following items: gum, sharp toys, toy guns or glass containers. We suggest that the child not bring a valuable or precious toy. DS, I-Touch and other electronic hand-held devices are not allowed at school. We welcome a stuffed animal or blanket to be used during naptime.

HEALTH POLICY

Physical and Immunization Record

The health form from your physician is essential, please make sure it is up-to-date and in your child's school file on or before the first day of school. If you have recently moved to Florida, your child's current health record from your previous residence must be on file on or before the first day of school. You will then have thirty-days in which to have your child's health information transferred to Florida forms.

Illness Policy

A child should not be sent to school if he/she is not feeling well. If in doubt, please keep your child at home.

Our policy is as follows:

Fever - Temperature over 100 degrees. **A child must be free of fever for at least one full school day before returning to school.**

Behavior - If a child looks or acts differently, awake all night and crying, unusually tired, pale, lack of appetite, irritable or restless.

Respiratory - Difficult or rapid breathing and/or wheezing.

Vomiting - More than usual infant "spitting up". **A child must be free of all symptoms for at least one full school day before returning to school.**

Diarrhea - More than one abnormally loose stool within a 24-hour period that is not related to medications or food reactions. **A child must be free of all symptoms for at least one full school day with a normal bowel movement before returning to school.**

Rash - Undiagnosed rash other than "mild" diaper or heat rash.

Sore Throat - Sore throat that needs culturing because other signs are present.

Colored Nasal Discharge

Coughing - Severe coughing, causing the child to become red or blue in the face or make a whooping sound.

Skin Lesions - exposed, open skin lesions.

Any other unusual sign or symptom of illness.

****Should your child exhibit one of the above symptoms, your child will be removed from the class and you will be called to pick him/her up. Please come immediately. We want to protect your child as well as his/her classmates and keep our school healthy.**

Communicable Diseases Re-admittance Policy

It is imperative that all communicable diseases be reported to the school office immediately upon diagnosis. Any child, or staff member suspected of having a communicable disease shall be removed from the facility. Such persons may not return without medical authorization, or until the signs and symptoms of the disease are no longer present.

Chickenpox - all lesions are dry and crusted.

Impetigo (blisters covered with honey-colored crusts) - at least 24 hours after the start of medication. If there is no improvement in 48 hours, the child should be reassessed by the physician.

Conjunctivitis (“pink eye” defined as a redness of the eye with burning and thick purulent discharge) - at least 24 hours after the start of medication and/or drainage present.

Lice and Scabies - Following medical treatment.

Pin Worms - No restrictions following the start of treatment.

Hepatitis - Physician's statement required for re-admittance.

Strep Throat - No sooner than 48 hours after the start of oral medication or 24 hours after an injection.

Giardia - Following medical treatment.

Nebulizer Use - You must turn in a doctor's note to the office if nebulizer treatments are needed. The note must specify how often the nebulizer is to be used. We cannot accept a note that says, “as needed”.

Source: Department of Health and Rehabilitative Services Regulations

Prescription & Non-Prescription Medication

Medication Labeling & Bottling Requirements:

All medications must be administered from the original container with the label intact and legible.

All medicine must be identified with the child's name. Parent must write child's first and last name on over-the-counter medicine containers.

All prescription and non-prescription medication shall be dispensed according to written directions on the prescription label or printed manufacturer's label.

Most over-the-counter medication labels state “Consult a Physician” for children under age six.

PLEASE NOTE:

- Label restrictions and guidelines cannot be altered without written physician's statement adhered to the bottle.
- All prescription medicine must have a label stating the name of the prescribing physician; child's name, name of medication and medication directions.
- No medicine can be given after the expiration date on the label. Expired or unused medicine will be returned to the parent.
- Prescription medicine can only be given to the child named on the label, unless a physician statement is provided.
- Do not add medication to sippy cups.
- Do not give your child over the counter medications such as, Tylenol, Benadryl, or cold medications and then send his/her to school. These medications simply mask the symptoms of an illness. If your child requires these types of medications it is best that he/she stay home and rest while taking them. This does not apply to daily allergy medication or other daily medications prescribed by a physician.

Medication Authorization:

All medications must be brought to the preschool office. **DO NOT PLACE MEDICINE IN BACKPACK OR LUNCHBOX.**

A Medication Authorization Form must be filled out for all children's medication. This includes diaper rash ointment, sunscreen, etc.

NEBULIZER TREATMENTS/INHALERS: Prescription medication used in a nebulizer must include label stating the physician, child's name, name of medication and medication directions. These medicines will not be dispensed on an “as needed” basis. The Medication Authorization Form must be filled out stating

the name of medication, date, time to be given and the amount to be dispensed and the parent's signature.

Emergency Treatment Plan:

An Emergency Treatment Plan must be filled out for any child with life-threatening allergies or any child prone to febrile seizures. This form will be posted in the child's morning and afternoon classrooms for your child's safety.

Parent (Legal Guardian) shall provide the school with necessary medication(s) and be responsible for replacing medication prior to its expiration date.

Accident & Incident Reports

Safety is our #1 concern. We strive to keep our children and building as safe and clean as possible. We have excellent student to teacher ratios so you can be assured we are doing our best to supervise your child. Unfortunately, through play and regular day to day interactions, some children have an accident or are involved in an incident with another child. Should a child be involved in an accident resulting in injury, we will follow our American Red Cross first aid training, administer the aid needed, give lots of hugs and reassurance. If the injury is minor, a "Boo-Boo" report will be filled out and sent home with the child. These reports detail what happened and the treatment given to your child. If there is a more substantial injury an accident / incident report will be filled out. You will be called and asked to sign the report when you pick up your child. Should an incident occur between students, an incident report will be filled out for each parent, a phone call made and each parent will be asked to sign their child's report. We keep the names of the involved children confidential.

Food Allergies

All of our staff has been certified in First Aid and CPR, which includes EPI Pen training. Emergency plans are posted for each child with allergies in each room. Each year we will train our staff on how to read an ingredient label for kosher and peanut/nut-free components. We all need to work together to keep the school safe for these children!

Insurance

The Jacksonville Jewish Center subscribes to an Accident Medical Expense Insurance program, and all children enrolled in the school are covered. The coverage includes payment for expenses caused by accidents sustained while participating in Galinsky Academy school activities only.

FOOD POLICY

A letter from Rabbi Jonathan Lubliner regarding Kashrut

Dear Parents,

Judaism seeks to sanctify the ordinary by hallowing the experiences of everyday life. For this reason the rabbis compared our dining tables to the Temple's altar. By adhering to the dietary laws of the Torah and thanking God for the food we eat, Judaism provides us with the opportunity to transform an act of biological necessity into one of worship.

Kashrut is integral to our identity as a school. As partners in the process of transmitting Jewish values, we rely on parents to help us maintain these religious standards. In a very real sense, by the preparation of lunches at home for consumption in the school, parents become de facto supervisors of Kashrut. While we recognize that individual families will continue to determine their own levels of Kashrut observance outside of school hours, we do kindly ask that you adhere to the following policies when preparing your child's lunch or purchasing food for in-school events.

Any and all food served at an in-school class party or school functions must be hekhshered (i.e. produced under rabbinical supervision). A list of Kashrut organizations and their symbols approved for use at the synagogue is available through any of the school offices, or may be obtained from the Rabbi's office.

Students may continue to bring in pareve or dairy lunches from home subject to the guidelines explained on the following pages.

There are numerous foods we think of as dairy or pareve that contain unequivocally non-kosher ingredients. Pre-packaged foods in lunch boxes (e.g., single serve yogurts, chips, snack packs, lunchables, etc.) must carry a hekhsher.

We ask that you not include cooked foods from local restaurants in school lunches. The nature of food preparation in such establishments makes it far more difficult than at home to guarantee the absence of non-kosher ingredients. Restaurant cooking techniques, moreover, are equally problematic - - for instance, when kosher and non-kosher foods are cooked simultaneously on the same griddle or fryer, the Kashrut of the former is compromised.

On those days when hot lunch includes meat, all students with lunch bags from home must sit at a different table from those eating meat. A "pareve" sandwich from home may be on dairy bread; a lunch box snack from Mom may contain a dairy ingredient. Because Jewish Law prohibits the simultaneous consumption of dairy and meat at the same table without some sort of physical separation, we must consider all bag lunches dairy by definition. There can be no food swapping or sharing between those eating meat and those eating food from home.

The appropriate blessings before and after eating are integral to the spiritual character of Jewish eating. At lunch, all students will ritually wash their hands and recite the appropriate brakha for netilat yadayim as well as hamotzi before the meal; Birkat Hamazon (Grace after Meals) is recited at the end of each lunch period.

Snack

Preschoolers will enjoy nutritious, kosher snacks consisting of 2 food groups each morning and afternoon. The DuBow Preschool will provide all dry snacks. They will be Kosher and peanut/nut-free. Fresh organic and locally grown fruit will be served at the DuBow Preschool. An annual fee will be assessed to each family to assist with the cost of the Organic Fruit Program.

Lunch

Lunch is eaten at noon each day. You may choose to purchase hot lunch from Margo's Catering and/or send in a bag lunch with your child. You will receive a lunch menu each month. Please make sure to make your choices and return it with the fee by the due date. On days that you wish to send in a bag lunch, it must be a dairy, kosher and nut-free lunch. On the following pages you will see lists of kosher foods and lunch ideas.

Nut Free Policy

Food allergies are a dilemma that faces several of our preschool families year after year. Peanut and tree nut allergies are two of the most common and dangerous. We have a few students this year who have this allergy. These students may not eat or touch anything containing peanuts or nuts. They are at high risk for an immediate life-threatening anaphylactic reaction if an accidental exposure takes place. Because of the severity of these allergies, Dubow Preschool is a peanut/nut-free zone. By following some simple guidelines, you can help. Everyone who enters the school must follow these guidelines.

Do not send in items with the following warnings:

- May contain traces of peanuts or tree nuts.
- Processed on shared equipment that processes peanuts or tree nuts.
- You must check generic brands. Just because the name brand version is safe, the generic may NOT be.

Environment

If you or your child or any siblings coming to drop-off or pick-up have nuts, peanuts, or peanut butter for breakfast, please wash the face and hands thoroughly before attending school. Please be sure your child is not eating in the clothes he/she will be wearing to school that day. This may seem extreme, but peanut butter and oils can transfer very easily from hands or clothing to toys and surfaces at our school.

Special Occasions

All treats and snacks brought into the classroom for birthdays, parties and other special occasions must be kosher and nut-free. We ask that you choose a nutritious treat.

Birthday Parties

Advance arrangements may be made to bring a nutritious birthday snack to school. Please schedule this with your child's teacher as this is usually done during snack time. Please choose fruit, yogurt or plan to come to class to lead the group in baking a nutritious snack. One of our focuses this year will be to promote healthy habits. **BAKED GOODIES FROM HOME CANNOT BE SENT TO SCHOOL.** If your child is to leave Preschool or Kids Club to attend a birthday party, you must provide the school with written permission.

Home Parties: Birthday invitations may be sent from school **ONLY** if every child in the class receives one and the party is not scheduled for Shabbat or other major Jewish holidays. We ask that sensitivity to the Shabbat and Kashrut observances of our families be maintained, and that you plan parties so all invitees can comfortably attend. We also ask that you check our calendar so that your party does not conflict with a school program. We appreciate your thoughtful planning.

List of Kosher and Nut Safe Products

We hope this list helps you when preparing lunches or choosing an item to send in for your child's birthday or class party. We ask that you NOT send in lunch items that resemble meat. This includes veggie and soy nuggets. It is difficult to discern meat from these items and we are doing our best to insure that our school remains kosher. Your help with this is greatly appreciated.

*Formulations can change, as can kosher certification. Always look for the kosher symbols and a peanut/tree nut warning near the ingredient list.

Do not send in items with the following warnings:

- May contain traces of peanuts or tree nuts.
- Processed on shared equipment that processes peanuts or tree nuts.

You must check generic brands. Just because the name brand version is safe, the generic may NOT be.

Packaged Snacks

Motts applesauce
Publix applesauce
Hunts Snack Pack- gel snacks & pudding cups
Publix- diced peaches snack bowls
DelMonte-mixed fruit cups
Stretch Island fruit leather
Florida's Natural sour string fruit snacks
Dole tropical fruit bowls
Raisins & Craisins
Nutri Grain Bars- blueberry & raspberry
Betty Crocker fruit roll-ups
Fruit Gushers
Many dry cereals-check label
Publix Jello snacks
Jammin Jells
Drake's Ring Dings
Keeblers Right Bits, Cheezits and fudge striped cookies
Oreo's (some-check labels)
Nabisco Fig Newtons
Nabisco Chips Ahoy (classic ones only)

Dairy & Soy

Publix Just 4 (Lowfat, Fat Free, Light, No Sugar Added)
Stoneyfield Farms Yogurt & Smoothies
Dannon (some flavors)
Weight Watchers Fruit Smoothies
Pas Fat Free Smoothie
Nancy's Nonfat Yogurt & Soy Cheese (Native Sun)
Zen Soy Pudding (Nat. Sun)
Whole Soy & Co. Soy Yogurt (Native Sun)
Any Kosher cheese
Kraft Jell-o Pudding Snacks
Kozy Shack Puddings

Triscuits

Sunshine Cheeze-its (check variety)
Nabisco Premium Saltines
Environkids Animal Cookies
Stauffers- Whales (WalMart)
Weight Watchers lemon & chocolate cake
Quaker Breakfast Bars

Chips

Frito Lay - NO cheese flavors
Rold Gold Pretzels
Pringles
Pretzel Crisps (Costco & Publix)
Pirates Booty (all flavors)
New York Style Bagel Chips NOT
Cin. Raisin & Sesame

Common NOT Nut-Safe Foods

No baked goods
No M&M's
No Ritz-Bitz sandwiches
No cheese & cracker packs
No gourmet chips
No chocolate, except listed here
No candy bars
No cereal bars
No Chex Mix
No Brach's products
No Jellybellies
No Jollytime popcorn
No Snyders pretzels
Candy
NO CANDY PLEASE

Healthy Lunch Options

Do you always pack the same items in your child's lunch box? Do you need some new and nutritional ideas? We compiled a list of nutritious and yummy lunch menus. We hope your child enjoys them! If you have any ideas to add to our list, please submit them to the preschool office.

We suggest that you purchase a Tupperware type box or Bento box with separate compartments to keep the food fresh, appealing and to reduce the amount of trash generated when we use baggies and single serving snacks.

Lunch Ideas

I.M. Healthy Soy Nut Butter (Native Sun)

Thomas English Muffins

Eggo Waffles

Lenders Bagels

Sally Shermans Foods Salads

Kosher Kitchen Knishes

Hummus: Sabara & Athenos

Eggs/ egg salad

Tuna/ tuna salad

Veggies w/ dip or cream cheese, Mini whole-wheat bagel, cheese, fruit, veggie

French toast - cut up in strips, yogurt dip, fruit (use milk, egg, flaxseed and cinnamon)

Omelet- cut up in strips, fruit, veggies, and dip

Devilled eggs, or plain hard-boiled egg, mini whole wheat bagel, fruit

Quesadilla- cut in strips, fruit, and veggies

Cottage cheese, wheat crackers, fruit

Pita, cream cheese, melon

Roll-Up sandwich - tortilla, hummus, tahini, cucumbers

A nutritious and yummy dinner makes a great lunch the next day!

Pasta, fruit, veggies, dip (toss pasta in olive oil, ground flaxseeds, wheat germ and parmesan cheese)

Fried Rice, fruit (rice, veggies, eggs)

Tofu, rice, fruit, soy sauce to dip (Tofu - cut, put in soy sauce then broil, or fry in a pan with a little olive oil then cut into strips)

Baked potato, grated cheese, fruit

Just a Reminder!!!!

—All lunches must be kosher, dairy and nut free!!!

ADDITIONAL POLICIES & INFORMATION

Disciplinary Policy

It is the policy of this school to use positive reinforcement whenever possible in eliciting proper behavior. Corporal punishment is not permitted in our school. Parents will be notified of any behavior problems in order that we may work together to assist students. The school reserves the right to request a parent pick up any child whenever the teacher or director deems it necessary. The school also reserves the right to discontinue the child's enrollment if the child's behavior is deemed detrimental to the well-being of other children or staff.

Physically Aggressive Behavior

"Physically aggressive" behavior includes, but is not limited to biting, pushing, kicking, and/or hitting. The determination of what constitutes physically aggressive behavior is at the sole discretion of the classroom teacher and/or director.

If a child is physically aggressive toward another child/children or adult, the following procedures will be followed:

- The classroom lead teacher and/or director will confer with at least one of the child's parents.
- During this conference the parent is to be informed of the situation. He/She will be informed that if an additional incident occurs, the parent(s) will be contacted and will be required to pick up the child within one hour (or within a reasonable period of time).
- The school may request that an inclusion specialist come in to observe and share the findings at a conference with the parents, teacher and director and a plan developed to help the child.
- If three such contacts are necessary, the family will be asked to remove the child from the preschool for a period of time during which an appropriate behavioral specialist must be consulted and recommendations be made for the parents and the school. The child may return as long as a safe and secure environment is ensured for all the children. If deemed necessary, an extra staff member may be hired at the parents' expense to help the child.

There will be continued observation and documentation by the teachers and director throughout this process. Therefore, when the child re-enters the program the parents will continue to be regularly apprised of the child's behavior. If the physically aggressive behavior continues which is either harmful to the other children or disrupts the class, the child may be removed from the school permanently.

Biting Policy for Toddlers

This policy is applicable for children in the Gozolim, Doobonim, Tzavim and Kofim classes.

Any biting by children in the Parparim or Tzeeporim classes will be treated under the aggressive discipline policy.

Young children may demonstrate seemingly aggressive behaviors such as biting, hitting, scratching or hair pulling when they feel a variety of strong emotions and they experience the loss of self-control. Biting, in particular, is usually a very upsetting behavior for both the children involved and for their parents. We understand, however, that toddler's bite for a variety of reasons and our program does not focus on punishment for biting, but on effective techniques that address the specific reasons for biting.

Our goal is to avoid labeling and to give our teachers the opportunity to use their skills to help the biting to stop. Some of the reasons why children bite include curiosity about others, expression of frustration or anxiety, sensory explorations, teething pain or discomfort, discovery of cause and effect, and over-stimulation or excitement.

Following is the procedure that is to be followed when a biting incident occurs:

- Comfort, console and treat the child who has been bitten. It is important for the children, including the biter, to see this attention being paid to the bitee. The biter may be asked to help hold the boo boo pad and to help make their friend feel better.
- Speak to the biter in short, simple phrases to communicate that biting is not acceptable. The child is then to be removed from the situation, not from the classroom, for one minute for each year of age. The biter may also be frightened by the occurrence; if so, console the biter.
- Complete an incident report. Parents of the bitee and biter are notified.
- Teaching staff is to maintain a log documenting such biting incidents.
- If biting incidents do not decrease or stop within two weeks time, a conference with the parent(s) will be required. The purpose of this conference will be to gain information from the family to help in dealing with the biting, as well as to create an action plan for the future.
- The parent(s) and teaching staff will review the action plan within two weeks.
- After the above six-steps have been followed, if another biting incident occurs, which is significant (e.g. breaks the skin, creates welts, leaves a mark), this child may be removed from the school until an extra staff member can be hired to shadow the child more closely. The parents will be asked to pay for these services.

*Once a year, the teachers will attend a training session on biting. In addition, we have current resources on biting available for staff and parents. We encourage parents to bring any concerns or frustrations they may have directly to the teacher and director.

Separation Anxiety

A child's attachment to his/her parents is natural, therefore separation, especially if it is for the first time, can be a difficult process. It is necessary for a child's healthy development that he/she learns how to say goodbye to his/her parents. Children must learn that there are other caretakers (their teachers) who love them and will nurture them while their parents are away. New situations affect all of us; adults and children react differently. The first day in a new situation may be wonderful, awe inspiring and a thrill. The next day may be anxious. In order to ease the anxious feelings some of the children may feel, parents and teachers need to work together to build a foundation for positive experiences at school. We encourage you to walk your child to class, help him/her find their cubby, unpack their belongings and say good morning to the teachers and classmates for the first few days of school.

We ask all parents to say goodbye to their children and tell them when they will return. Parents are urged NOT to sneak out in order to prevent the child from crying at the moment. I know this is sometimes difficult, but it is necessary. Leaving without saying goodbye may be easier for the parents than leaving while a child is crying, but is not easier for the child. Their teachers will comfort children. Leaving without saying goodbye can also make separations more difficult because a child will fear the unexpected departure and try to keep a close eye on his/her parent. The fear may prevent him/her from engaging in play or interacting with teachers or classmates. Children must trust their parents when they learn the tangible process of separation; this helps them to do so.

We ask that parents, of Parparim and Tzeeporim especially, who walk their children to the classroom refrain from entering the classrooms. This changes the dynamics of the classrooms and sometimes makes other children start to wonder why their mommy or daddy is not present. It may also prolong the initial separation anxiety that some children feel. Please feel free to contact Dina in the office to see how your child is adjusting. Most children need a few weeks to adjust to a new environment. Remember the best support you can give is to be encouraging, patient and enthusiastic. Once your child has adjusted to their new classroom, we welcome you to come in to volunteer. Contact your child's teacher if you are interested in coming in to read, cook or share an activity with the class.

Toilet Training

Parents and teachers will work together during the Tzavim and Kofim school year. In order for potty training to be successful, the child must work at potty training in the home and at school. Children registered for our Parparim class must be toilet trained. A child that is not trained will be placed in a Kofim class, provided there is space available, and then moved to a Parparim class as soon as they are trained.

Napping

Children who are registered for the Doobonim, Tzavim, and Kofim programs past 12:30 PM will nap/rest daily. Doobonim, Tzavim, and Kofim students will have lunch and then will enter our serene nap room. Naptime is from 12:30-2:30 each day. We ask that all children who nap bring a clean cot sheet, blanket, pillow and if desired a lovey each Monday. The nap items will be sent home on Fridays so that parents may launder them. Parents of Parparim students will be contacted to discuss whether or not these children still need to nap daily. The director and parent will make a determination whether or not a child is ready to stay up during the afternoon. A quiet story time will be scheduled for children who do not nap, followed by an afternoon of activities. Tzeeporim students are no longer placed in the nap room as they will be involved in afternoon curriculum and resources.

Fire, Tornado and Lockdown Drills

Fire drills are held monthly and tornado & lockdown drills periodically throughout the school year. It is each teacher's responsibility to teach her students the proper procedure for executing the school fire drill. The drill is timed and the evacuation discussed in faculty meetings. The Galinsky Academy Schools along with the Jacksonville Jewish Center takes your child's safety very seriously. All staff is trained in all our emergency procedures.

Hurricanes and Community Emergencies

Our school follows the emergency plans set by the Duval County Public School District. We monitor severe weather in the office through the use of our weather radio and Internet. We will dispense emergency information to parents via the Jacksonville Jewish Center Emergency Phone System. This will expedite the dissemination of information. You may call the office directly. In the event the school is closed due to natural disasters such as weather (i.e. hurricanes, etc.) and/or weather related damage to the school, there would be no make-up days.

Security

It is our desire to take the very best care of your child possible. Our outer doors are kept locked at all times for your child's safety. Only JJC employees will be given the code to unlock the doors. All parents and visitors must ring the doorbell in order to gain access to the school. There are two security monitors in the office so that the front and back doors can be monitored; no one is allowed to enter unless the staff recognizes them. Other people will be asked to show identification and explain the reason for their visit. The JJC Security Committee meets monthly to access and discuss the security needs of our building. Our teachers have been trained to observe carefully and report any persons or objects that are unidentified.

PARENT AND FAMILY INVOLVEMENT

Visitors and Volunteers

We have an open door policy, and you are invited to visit our school. We do ask however, that visitation not take place the first month of school to allow for all adjustments. Although we encourage visitations, we suggest that the frequency of visits does not interfere with the operation of the classroom and your child's adjustment. Parents are asked to make an appointment with the office to observe your child's classroom. When visiting in the classroom, we ask that you remember to please not engage in conversation with the teachers when they are working with the students. Please arrange for a conference at a time when they are not responsible for teaching. Parents are invited to come and read a book, supervise an art project, share a special talent, take pictures and bake a snack. Speak with your child's teacher about volunteering. Any parent who chaperones during a field trip must fill out a background screening form. If it is not possible for parents to participate in the classroom directly, there are other activities that could be done at home that would be very helpful, such as gathering recycled materials for crafts or props for the housekeeping area, etc.

Galinsky Academy Parent Teacher Association (PTA)

The PTA is a vital asset to the school. All parents are members upon payment of dues. The PTA Board operates within a formal set of by-laws, which clearly defines its conduct. The mission of the PTA is to:

- Promote the mission of the school
- Facilitate communication between the parents and staff
- Provide for parent participation in the school
- Raise funds to enrich the curriculum beyond the school budget
- Recognize faculty effort

There is a fee of \$36.00 per family per school to join the Galinsky Academy PTA. We are hoping to have 100% participation this year. To learn more about the Galinsky Academy PTA, contact Emily Spector, PTA President.

DuBow Preschool Liaisons and Room Parents

To better serve our preschool community, we have Preschool PTA Liaisons and Room Parents. Through our Preschool PTA liaisons and room parents, notices will be sent home to invite families to take an active role in our school. Some of the events to be planned include Shabbat Dinners, family picnics, and parent

education classes, just to name a few. All parents are encouraged to attend PTA Meetings. Your involvement will prove to be invaluable in enhancing our program.