

Dear Parents,

Beth Israel Early Learning Center's purpose is to provide a happy and safe environment that will contribute to the growth and development of your child, not only intellectually, but also emotionally, physically, and socially. We are a welcoming and inclusive early education center with a long-standing commitment to providing a safe, nurturing, and creative experience where a diverse group of children can play, interact and learn together to prepare them for future educational experiences. Our goal is to discover each child's special needs and find ways to meet them. We believe in facilitating a day filled with art, movement, play and learning that is child driven and teacher guided. An exploration to help our children reach their potential within a caring and inspired learning community.

Beth Israel Early Learning Center is regulated by the Mississippi State Board of Health, whose inspections are based on specific standards relating to health, safety and proper childcare, as well as certain personnel requirements. We are also inspected by the Jackson Fire Department.

This handbook has been prepared for your information and ready reference. We ask that you become thoroughly familiar with its contents. At Beth Israel Early Learning Center, we strive to provide an exceptional and enriching experience, and we value the confidence you place in us.

Please be assured that every effort will be made to ensure personal care and attention for your child. Feel free to visit my office or call me at 601-956-6216.

Warmly,  
Susan Rockoff, Director

## POLICIES OF BETH ISRAEL'S MORNING PRESCHOOL AND EXTENDED CARE

1. OPEN HOUSE: Thursday, August 8 at 5:30-7:00 P.M. Parents and children are invited to the school for a light dinner and to meet the teachers and view the classroom. We look forward to visiting with you.
2. GET-ACQUAINTED PARTY: Friday, August 9 from 9:00-10:00 A.M. Please bring your child into the classroom. We urge you to quickly say your good-byes and leave the classroom. You may leave the building and return at 10:00 A.M. or you may head for our social hall, have coffee and find out about the different extracurricular programs we will be offering or to visit with other parents. *Kindergarten parents will remain for a Kindergarten Celebration meeting with Ms. Zeba and Ms. Calandra at 10:00 AM to discuss expectations and planning.*
3. FIRST DAY OF SCHOOL: Monday, August 14 is the first day of school. Extended Care children may arrive between 7:30 A.M. and 8:05 A.M. Morning only children may enter the building beginning at 8:05 AM. and 8:30 AM. They will not be admitted to the building until 8:05. **We have a morning Extended Care option for Morning Only and Lunch Bunch children. For \$25.00 per week, you can drop off your child between 7:30 and 8:05 AM. You must notify us in advance and there is no daily rate.** *All children should wear for **one week** the identification necklaces we will give you at the Get-Acquainted Party.*
4. ARRIVAL AT SCHOOL: Our official school hours are 8:30 A.M. to 6:00 P.M. School begins promptly at 8:30 A.M. It is expected that every child be inside the school no later than 8:30 A.M. unless there are extenuating circumstances. In the case of such circumstances you should call the school by 8:30 A.M. to inform us that your child will be late or absent. **Failure to call us will result in your child's not being admitted to school for the day.**
5. TARDINESS: We are a Preschool with specified hours, not a drop-in daycare center. Our program emphasizes academics, the arts, play and personal attention. **Therefore, it is necessary for our students to be in their classrooms when school begins at 8:30 A.M.** In cases of real emergencies or extenuating circumstances, please call the school by 8:30 A.M. to inform us that you will be bringing your child late. If your child is ill and won't be attending school, call and let us know. Latecomers (those who have informed us that they will be late) must ring the doorbell at the Preschool end of the building to be admitted to school. You must sign in and then escort your child to class. Please understand how disruptive tardiness is to your child, the other children in the class and to the teacher. Please do not schedule appointments in the mornings. A late arrival is disruptive to the class and to your child's schedule. An afternoon appointment is preferable. You may not check your child back into school once dismissed unless there are extenuating circumstances and you have approval from the Director. Our teachers spend time planning and preparing for the day. Your child misses out on many activities and your child notices! **Unless you have called in to inform us that you will be arriving late, your**

**child may not come to school that day.**

6. TUITION: PRESCHOOL Tuition is for the entire ten-month school year. Tuition is split into ten monthly payments. Tuition can be paid in full to receive a 2% discount by August 15.
7. ENTRANCE REQUIREMENTS:
  - a. Registration fee paid. NON-REFUNDABLE.
  - b. First month's tuition paid. NON-REFUNDABLE.
  - c. All forms filled out and returned by date requested by Beth Israel.
  - d. Proper age- we follow the Mississippi guidelines and use a September 1 cutoff date in determining classroom placement. For example, to be in a Threes classroom, your child must turn 3 on or before September 1.
  - e. All children- EXCEPT THOSE REGISTERED IN THE TODDLER/TWOS CLASS must be toilet-trained. **No pull-ups are allowed in the preschool classrooms.** We understand that all children may have accidents at school. If your child continues to have accidents on a daily basis for over a week, we will ask you to keep your child home for a week in order to focus on the potty training. Most children respond very well and return to school without a problem. If your child is not responding then we will ask you to withdraw your child until she or he is potty trained or move to our toddler room if they are age appropriate.
8. ENROLLMENT: The contract which you sign with Beth Israel Preschool is for the entire ten-month session. If your child must be withdrawn from the morning program, two (2) months' notice in writing to the Director of the School is required or two (2) months' tuition must be paid. If a child must be withdrawn from Extended Care, give the school one (1) month's notice in writing or pay one (1) month's tuition. Please keep in mind that your child has a place reserved and teachers employed to instruct him/her; therefore, tuition is payable for each of the ten school months whether the child is present or absent. This includes vacation times.
9. REGISTRATION: Registration for the 2020-2021 session will take place in January. Priority is given to the children of Synagogue members, to presently-enrolled children who must re-register and to their younger siblings and to siblings of children who have attended Beth Israel Preschool in the past. Then registration is open to those with no prior affiliation. To register a child, registration fee and first month's tuition must be paid. Also, all forms must be completed before a child's place is guaranteed. Submitting a completed registration form without paying registration and first month's tuition will not give your child a place. If special financial arrangements need to be made, contact the Director. Registration officially opens November 10. Please contact Calandra Brown to schedule a tour.
10. CLOTHING: Dress your child in washable play clothes suitable for painting and outdoor play. Though our paints are labeled washable and every effort is made to protect your child's clothing, sometimes these paints do stain. Therefore, we ask that every day you dress your child in casual, comfortable play clothes which can get paint spotted and dirty without undue concern to all. Please provide clothing with simple fastenings. Each child should be able to, more or less,

manage his/her own clothes- we promote independence but will do our best to assist. **Children should wear tennis shoes or other rubber-soled shoes. No cowboy boots, clogs, slick-soled shoes, platform shoes, open-back shoes, flip flops or crocs are to be worn to school at any time.** Our students play outdoors even in cold weather, so dress your child as the weather dictates. Your children, if wearing caps, will be taught that these will go into their cubbies and will be worn outside only. Please mark clothing such as jackets, sweaters and coats with a permanent marking pen or iron-on name labels so that we can avoid sending home the wrong items. These clothing policies will be strictly enforced. You will be called and asked to bring correct clothes for your child.

11. **BACKPACKS:** All four and five year olds **must** have a backpack, in addition to a lunchbox. The backpack must be large enough so that the lunchbox can be placed inside, as well as a folder and other materials.
12. **LATE PICK-UP ASSESSMENTS:**
  - a. Morning Preschool assessment: It is expected that you will arrive on time to pick up your carpool; arrivals after 11:45 A.M. will be considered late. We do not wish to assess late pick-up fees, but habitual tardiness will result in a fine of \$1.00 per minute past 11:45 A.M. Please be on time.
  - b. Extended Care assessment: *Extended Care ends at 6:00 P.M. There will be a late charge levied at the rate of \$10.00 per hour for arrivals after the designated pick-up times for Plans A, B, & C. For those arriving after the 6:00 P.M. closing time, the first-time late charge is \$6.00 per minute. The second-time late charge is \$12.00 per minute past 6:00 P.M. The third-time late charge is \$18.00 per minute past 6:00 P.M. These charges are per child not per family and are due the next morning by 8:30 A.M. These charges are substantial but are non-negotiable. We are licensed to operate from 7:30 A.M. to 6:00 P.M. and no later. We calibrate our school clocks each Monday morning. The school clock located by the doors closest to Room M is the clock of record. Late fees will be assessed based on the time record from this clock.*
13. **EARLY PICKUP:** If you need to pick up your child early, please inform your teacher or call the office- 601-956-6216 and we will have him/her ready at the time you request.
14. **SEAT BELTS:** It is the law in Mississippi that all children are to be buckled in safety belts or car seats. Your child's safety is of utmost concern to us. Please help us.
15. **HEALTH AND MEDICAL:**
  - a. We depend on parents to help us maintain a policy that will ensure the good health of the children. If a child is sick, he or she should remain at home. Exclusion Criteria: Small children can become ill very quickly. The childcare provider will observe each child's health throughout the time your child is in their care. If the childcare provider observes signs and symptoms of illness that would require removal from the facility, she will contact the parents/guardians to have the child picked up. **WE HAVE STRICT GUIDELINES REGARDING HEALTH CONCERNS BECAUSE WE WANT TO MINIMIZE THE SPREAD OF**

ILLNESS. We want the children and teachers to be healthy and prepared to work and have fun at school. We ask that you keep sick children at home in order to have your child well and back at school- and out of concern for all members of the class. We also do not want colds to return to families! Keep your child at home if he/she has symptoms of an upset stomach, earache, sore throat, fever at or above 100° or undetermined rash or spots. Runny, red eyes usually indicate a problem. **Clear**, runny noses don't count! If you send your child with the above symptoms, we will call you immediately to return to school to get your child. Sick children do not belong in school. If your child has had any of the above symptoms the night before or in the early A.M. before school, please keep your child home. Children should be temperature free 24 hours before returning to school. **If we call you to come pick up a child with temperature or severe vomiting, the child may not return to school the next day.**

b. Illness Guidelines

**The Beth Israel Preschool guidelines concerning symptoms that are cause for keeping your child at home are as followed:**

- **Any contagious disease**
- **unexplained diarrhea**
- **vomiting**
- **dizziness**
- **inflamed or discharging eyes**
- **untreated skin infections**
- **flushed skin unexplained rashes**
- **diarrhea**
- **general inability to participate in school activities**
- **discharge from or crusting of the eyes**
- **greenish discharge from the nose**
- **excessive coughing**

**Fever: defined as 100 degrees or higher (Axillary – armpit).** Children are not allowed back into the center until they have been free of fever for 24 hours without fever reducing medication.

**Diarrhea:** frequent (three or more episodes) runny, watery or bloody stool. According to the Center for Disease Control recommendations, a child who is not toilet trained and

has diarrhea should be excluded from the child care center, regardless of the cause. Children are not to return to Beth Israel until they are symptom free for 24 hours.

**Vomiting:** two or more times in a 24 hour period. Children are not to return to the center until they are symptom free for 24 hours.

**Doctor's statements stating that the child can return before 24 hours will not be accepted.**

Because of the dangers of handling fecal matter, **we cannot accept cloth diapers.** Therefore, please plan to bring enough disposable diapers for all day

The guidelines listed above will be used to evaluate your child at school. When a staff member calls to say your child must be picked up, please do so as quickly as possible. If you have questions concerning the legitimacy of the call please direct them to the director at another time. Sometimes staff will call parents to alert them that their child is not feeling well even though the parent is not required to pick the child up. Some parents choose to pick their child up at these times while others appreciate being alerted that a visit to the doctor might be needed. We try to work with you as a team to ensure that your child remains healthy.

**Lice:** Children with lice may return only after special shampoo has been used and all live nits have been removed, as verified by the site director or designated staff.

**Allergies:** Parents should provide the school with a list of all known allergies. Please talk with your child's teacher about symptoms and any signs which we should be on the alert for.

**Emergencies:** In the case of a critical illness or injury, your physician will be contacted for instructions and you will be contacted as quickly as possible. If you or your physician cannot be contacted, the child will be taken to the Emergency Room at UMC-Blair E. Batson Children's Hospital. EMS will be contacted when appropriate.

- c. Should your child become ill while at Beth Israel, you will be notified to come for him/her immediately. Please give us all telephone numbers where you can be reached. This includes all cell phones. Make certain the emergency numbers you give us are correct. If any of them should change, notify us immediately. Frequently we cannot find anyone on a list. Please make certain that you or an authorized person of your choice is always available to pick up your child. **Regardless of your situation, whether work involved or not, you are expected to come immediately to get your child or send a designated person to do so.**
- d. No prescription drugs or over-the-counter medications will be given by any teacher at Beth Israel. You must come to school to administer them. We will apply sunscreen or insect repellent to your child if you provide it.
- e. If your child has a communicable disease, please notify the school so that other parents can be advised. Should your child have a contagious disease such as chicken pox, RSV,

strep, etc. please inform the center so that the other parents can be notified. It is necessary to have a doctor's certificate stating that it is okay for the child to return to the center. If your child contracts a contagious disease, please call the school so that we can be informed and respond appropriately to the other parents. Our staff appreciates your calling to explain any absence - we miss your children when they are absent and are concerned if we do not know why. **Children must be fever-free for 24 hours before they can return to school.** The only exception is when an ear infection has been diagnosed and the child has been on antibiotics for at least 24 hours.

- f. A child should not return to school after an illness unless he/she is fully able to return to our routine, including going outside with the rest of the class. We need all of our teachers outside at playground time; we can not leave a child alone in a classroom.
  - g. We have no infirmary or special room in our school for sick children; therefore, it is essential that you cooperate with us regarding these policies.
16. SEVERE WEATHER: In case of snow or ice or other severe weather, Beth Israel ELC will follow the Jackson Public School dismissal policy, so listen to your radio. We also utilize Remini and email to communicate,
17. DISMISSAL: We now have a computerized attendance tracking system. Each individual person authorized to drop off or pick up a child will have a unique id and password. Your child can be dismissed only to his parents, his regular carpool, or those authorized in our Procure system. If another person is to pick up your child, we prefer WRITTEN permission for each time. This is for your child's protection. Do not call the school and give us a verbal message except in a true emergency situation. Put the change in writing and send it with your child at 8:15 A.M or email the director@bethisraelpreschool.com. **We need written notice of every pickup change.**
18. CUSTODY MATTERS: In the event custody or decision-making is in one parent for your child, furnish us a correct and current copy of the order establishing such arrangements. We must have this prior to the Open House.
19. VISITS TO THE SCHOOL: We always welcome your interest and your visits. However, during the first days of school, bring your child to school, assure him/her you will return later and leave promptly. Allow your child an opportunity to become adjusted before you visit his/her classroom. When you do visit, you must sign in at the front desk and be escorted by her or a teacher to your child's classroom. Upon leaving the building you will need to sign out and make sure the building door is locked behind you. Please ask a staff member to lock the door after you if you do not see someone at the door. This is required of all visitors to the school.
20. FIELD TRIPS: Our Fours and Kindergarten classes do go on field trips. Parents are asked to sign a permission form before each trip and send in the requested fees if applicable. The students' entrance fees are covered by the supply fee cost; parents must pay for their own tickets/fees. Additionally, there is a form to be signed by all parents stating that they are appropriately licensed, that their vehicle has a current safety inspection sticker and that they have adequate insurance to cover the transportation of children. We ask different parents to drive until

everyone in the class is given an opportunity. Though some parents have freer schedules to drive than others, we do expect that if given plenty of notice to rearrange a work schedule, that every child's parents can drive for a field trip. It is unfair to expect the same parents to do the driving each time. Your children are disappointed if you don't. Please say "yes" when asked. Also, if you drive, please make other arrangements for your children not enrolled in our school. You cannot help us take care of our students when you are occupied with your toddler or infant. If you choose to drive on a field trip means that not only will you provide transportation for children, but you are also responsible for them during the field trip. All children will be buckled in safety belts and car seats if the child's size requires it. Please note the new Mississippi law that requires **all children under the age of 8 and fewer than 80 pounds to be secured in a child safety restraint system**. It is the responsibility of the child's parents to send a car seat for the field trip.

21. BIRTHDAYS: It is customary that the birthday child brings refreshments on his/her birthday to be passed out at snack time. If you choose to not do that for a birthday, that is also fine. No favors, please. **Please be aware that some children have allergies to certain foods or dietary restrictions. Please consult with your child's teacher before bringing any food to share in the classroom.** We invite parents to participate with us in the celebration. You will certainly want to bring your camera. Those children with summer birthdays may schedule "pretend" birthdays during the spring months. Decide with the teacher in advance. Invitations to parties outside of school may be distributed to each child in your child's class if the ENTIRE class (boys and girls) is invited. Please check with your child's teacher to find out if all children are able to eat what you have chosen before bringing any food or drink to the classroom.
22. CONFERENCES: Conferences will be held twice during the school year. Fall conferences will be held in October. Spring conferences are scheduled for individually with your child's teacher. There is no school for children during parent teacher conferences in October.
23. SHARING (SHOW AND TELL): Sharing takes place in each classroom throughout the year. Each teacher has a particular preference for the time and the method. A note will be sent home by your child's teacher informing you of her expectations. We encourage your child to bring items which represent EXPERIENCES he/she has had. These items should represent something the child saw or did. We would like to minimize the bringing of toys, stuffed animals, trucks, etc. Please encourage your child to bring something different each time. Encourage the bringing of books, shells, a flower, interesting pictures in magazines, etc. The following suggestions may give you ideas as to what we are looking for: favorite books, pictures of pets, cousins, grandparents; building dog houses; planting seeds; going to Mom or Dad's office; washing a car; bathing a pet; picking berries; visiting grandparents; going to the beach; making cookies; using a tape recorder; flying kites; fishing; making cars and wagons out of boxes; bringing a switch plate to show inner workings; a clock taken apart to show what was inside; worms, turtles; an art project; a dance step learned; a piano selection demonstrated. We encourage anything relating to our units of study. Pets may not be brought to school. NO GUNS, KNIVES OR WEAPONS, whether real or pretend, will be allowed in the school at any time.



24. TELEPHONE CALLS: Our teachers are always occupied taking care of your children, and talking on the phone is very difficult. However, we do realize that there may be times you need to speak to us during school hours. Our preference is that you send a note by your child that you need to communicate with the teacher, and she will call you at her first opportunity. **Please do not call or text your child's teacher during school hours. Those calls distract from teaching and focusing on all children in the classroom. If you have concerns, call Calandra in the office and she can relay a message to the teacher.** In case of an emergency or carpool pick-up change, call the school and leave your message. The number at Beth Israel is 601-956-6216.
25. ABSENCES: Most elementary schools have a maximum number of absentee days for Kindergarten before they may require your child to repeat Kindergarten. Most have a policy that a child may not miss 21 days during the academic year. Please contact the elementary school that you plan to send your child to first grade to find out their requirements.
26. LANGUAGE, HANDWRITING, and MATH AND OTHER SUPPLEMENTAL MATERIALS: Beth Israel uses supplemental curriculum materials for most classes. We also go on a variety of field trips. The supplemental fees pay for the field trip for the child but not for adults. We also have use a variety of materials for art and science projects. Toddlers, Twos and Threes pay \$125.00 per year. Fours and Kindergarten pay \$250 per year.
27. INSURANCE: Beth Israel Preschool does not provide insurance of any kind for your child. Individual insurance coverage for children is the responsibility of each child's parents or guardians.
28. NON-SECTARIAN SCHOOL: Beth Israel Preschool is a nonsectarian school which respects the rights and beliefs of all. Religious instruction is left to the families of the children in attendance.
- 29.. DISCIPLINE POLICY: Beth Israel Early Learning Center believes that discipline is respect for oneself and others. Our policy is to provide good-humored control and set gentle limits for all our students. Corporal punishment or verbal abuse is *unacceptable*. Our policy is not about punishment, but about benign control. Every effort will be made to work with all our students. However, if there are problems which disrupt the flow of the class routine and/or make school unpleasant for other children in the class, we will inform the parents whose child is creating the problem so that the situation can be vigorously addressed. If both parents and teachers working together for a **reasonable** (but not prolonged) time cannot solve the problem, the parents of the disruptive child will be asked to remove their child from Beth Israel Early Learning Center. *There will be a 30-day trial period during which time we reserve the right to not permanently enroll any child whose needs we cannot meet. Following that 30-day trial period, the BIEC reserves the right to terminate service if a child is unable to benefit from the program, if the program is unable to meet the special needs of a child or family, or if the child or family is disruptive to the program. **We will not keep a disruptive child indefinitely.***
30. BITING POLICY: Some toddlers develop a regular habit of biting their peers. There are many reasons-some for attention, some as a means of communicating frustration, anger or sadness-

or even a desire to get attention and love from a peer. Naturally this method of intimidating play is unacceptable, and it can be very embarrassing for the parents of the biters. Nevertheless, such behavior is not unusual in this age group. Biting is often resorted to in moments of extreme frustration, for example when a child is tired or hungry. Children at this age do not yet have the vocabulary to express these feelings.

What will the caregiver do if a child bites? First aid will be administered to the child that is bitten. Your signature on the application will give the center permission to administer first aid, which includes cleaning the bite with soap and water. Parents will be notified with a phone call and a note in the child's cubby when your child is bitten or if your child is the biter in the incident. An incident form will be filled out for both parties.

*Techniques used to prevent biting* – When a child bites, the caregiver will react disapprovingly towards the act, *not the child*. The caregiver may say, "Biting hurts very much" or "Biting is not nice." During the time when a caregiver must attend to another child and cannot intervene, a child who bites often will be removed from the other children temporarily. This protects the other children but does not punish the child. For an older child who bites, when a caregiver is not in the position to intervene, the child will be a "shadow" (standing or sitting near the caregiver) until she is in a mobile position.

What will be done concerning biting? Biting is an emotional issue with caregivers and parents. We all need each other's support and assurance that this stage in your child's life will soon pass. In most cases the phase ends. Each case is different, but there may be a time when the director must decide that a biting child cannot remain at Beth Israel Early Learning Center after many strategies are employed.

31. TERMINATION OF STUDENT'S ENROLLMENT: Beth Israel Preschool reserves the right to terminate a student's enrollment if the school feels that all avenues to correct a problem have been exhausted.
32. THINGS WE NEED FROM YOU: Each teacher may have an individual wish list for you but as a basic minimum we ask that each child bring the following items to school. We will also be asking for items from you when school resumes in January.
  1. Two (2) boxes of Kleenex-type tissue per child.
  2. Five (5) large paper grocery sacks per child.
  3. Zip-Loc type bags: Two (2) one gallon, one (1) quart and one (1) two gallon size.
  4. Two (2) rolls of paper towels.
  5. Four (4) containers Clorox wipes.
  6. Three (3) box of baby wipes. We use these for cleaning after activities such as accidents, messy meals, art projects and playground time.
33. REST TIME: Each child in Extended Care will be using a cot to rest on each day. There is no exception to this policy. We cannot force a child to sleep nor can we keep a child awake. We do have official rest times when children must remain on their cots. Some children may sleep, other look at books or rest quietly. You can also send in a blanket or SMALL security item. *Please note that if the rest cot becomes torn or ripped you will be assessed a replacement charge.*

34. COMMUNICATION: We feel that parents are a very important ingredient in the preschool process! Good communication between teachers and parents is essential. We encourage your participation in our numerous activities. We organize our curriculum around units and weekly emails will give you information on calendar dates, field trips and the units. **We use a service called Remini to communicate with you. This is the preferred method of communication between you and your child's teacher. You can view pictures, send messages and communicate with the teacher and the staff. Remini can be used on the computer or you can download the app to your phone. You will receive an invitation for your child's class page in the first week of school.**

Your child may not be able to tell you all that goes on at school each day, please read our notes to you. READ THEM CAREFULLY so that you will be informed and hopefully be an active partner in your child's school experiences. You are always encouraged to discuss any questions or problems you may have. Send your child's teacher a note, and she will call you. It is important that we all stay in close contact throughout the year and not let little concerns develop into something uncontrollable and debilitating.

36. SNACKS: Beth Israel Early Learning Center makes a special effort to teach its students good nutrition and healthy habits. Therefore, we ask that you send a nutritious snack that your child will like. Only send snack amounts; snacks are not intended to be meals! We ask that you purchase a PLASTIC lunch box or a cloth one and send your child's snack in it. **We also ask that every child bring a water bottle every day with their name on it. Please take it home every day to clean. Do not send glass bottles with beverages in them.** Thermos bottles SHOULD NOT have carbonated drinks in them. We request that no pork products (no ham or pork bologna) or shellfish be brought into the Synagogue. As a school licensed by the State of Mississippi, we are required to oversee the good nutrition of our students. Please help us by sending an APPROVED snack or beverage. To help you provide your child with appropriate items for food and drink and to avoid any misunderstanding of the governmental regulations under which Beth Israel Preschool operates, we have a list of suggestions. These are not the only foods allowed, but rather a sampling of the types approved by the Board of Health.

37. DIAPERING POLICY: Steps for diapering will include:
- Each child's diaper is changed when wet or soiled.
  - Caregivers wash their hands with liquid soap and water using friction and dry hands with a paper towel before picking up the toddler.
  - The child is placed on their back on the changing table, which has been covered with a paper towel, ensuring that the child does not come in contact with the changing surface.
  - Caregiver puts on latex gloves prior to removing the diaper.
  - The dirty diaper and all cleaning cloths, including the latex gloves, are placed in a plastic bag, which is tied and deposited in the garbage can.
  - The child's bottom and genital areas are cleaned with diaper wipes or wet paper towels. All cleaning materials are placed in the garbage can.
  - Diaper cream is placed on the bottom and genital area.

- A clean diaper is secured on the child and clothing is replaced. The child's hands are washed and then dried with a paper towel.
- The child is returned to the play area.
- Wet or dirty clothing is placed in a plastic bag and put in the child's bag or cubby.
- The paper is removed and discarded in the adjacent garbage can. The caregiver then washes their hands with liquid soap and hot water, careful not to touch the faucet handles with their hands.
- The caregiver sterilizes the changing table with a Clorox solution. The spray is placed back in the cabinet, which has a child safety lock administered.
- The times of all diaper changes are charted on the daily report.
- The changing table will not be used for any other activities.

**Snack and beverage suggestions approved by Mississippi State Board of Health**

<b>FRUIT</b>	<b>VEGETABLES</b>	<b>OTHER</b>
Apples	Beets	Eggs - deviled, egg salad
Apricots	Broccoli	Cheese - all kinds
Avocado	Celery strips or stuffed	Yogurt
Banana	Cherry tomatoes	Breads
Berries	Cucumber strips	Muffins, Waffles
Canned fruit (unsweetened)	Carrot strips or curls	Turkey or cheese sandwiches
Cantaloupe	Cauliflower	Hummus
Cherries- pitted	Green or Red pepper strips	Crackers and Goldfish
Coconut (fresh)	Lettuce wedges	Cereals (non-sugar coated)
Grapes (cut up)	Radishes	Rice
Grapefruit	Zucchini slices or strips	Pasta
Honeydew melon		Leftovers
Nectarine		
Oranges		
Peaches		
Pears		
Pineapple		
Plums		
Watermelon		

**BEVERAGES**

Beverages should be unsweetened or natural juices, milk or water. Juices must be 100% juice. Fruit drinks- like kool aid are unacceptable. *Absolutely no soda or carbonate beverages and no energy drinks.*

Please **DO NOT** send as snacks the following:

nuts, potato chips, pretzels, raisins and dried fruit, Doritos, popcorn, marshmallows, fruit roll-ups, fruit wrinkles, pudding, cereal which is sugar-coated, honeybuns, cookies of any kind, cake, pie, Jello, "Little Debbie" type cakes.

HOW PARENTS CAN HELP: Educating your child is a joint effort between parents and school.

Parents can help by doing the following:

- a. Be a supporter of your child's teacher and the school. If you have concerns, address them quickly and directly with your child's teacher (the teacher in charge of the class, not the assistant teacher). Do not discuss them with other parents or other teachers.
- b. Participate in your child's class by being active in the learning experience and by volunteering to help with parties, field trips, art projects, etc. Ask your child's teacher what you can do to help your child progress.
- c. Listen to what your child tells you. Learn the names of his/her classmates and invite them to play after school and on the weekends. Social competence can not be developed unless your child has many opportunities to play and share with others.
- d. Appreciate all early artistic attempts. Remember that it is better to say "Tell me about it" rather than "What is it?"
- e. Encourage the development of language skills by TALKING and expressing ideas, thoughts and feelings on a continual basis.
- f. Read to your child EVERY DAY. Go to the library often. Encourage a love for books early.
- g. Make a concerted effort to visit the museums of our area. The Mississippi Museum of Art, the Natural Science Museum, The Mississippi Children's Museum, the Agricultural Museum and the Planetarium are excellent places for excursions, as is the Jackson Zoo.
- h. Provide your child such materials as glue, water colors, tempera paint, manila paper, construction paper, play dough and scissors (left-handed ones if needed). Encourage your child to be creative. Supply him/her with paper cups, small paper bags, toilet paper rolls, egg carton sections, paper scraps, cloth scraps, empty spools etc. Keep an "ART" bag of these materials readily available. Most things you consider trash should be viewed as a "treasure".
- i. Promote independence in your child. Help your child solve his own problems by giving him the verbal tools to do so. Be a good listener. When your child displays frustration, parents need to remain calm.
- j. If your child should show an unwillingness to attend school which lasts 3 to 4 days, report this to the teacher. Perhaps there is a specific reason for the behavior. Allow for adjustment time during the first weeks of school. Report upsetting experiences that will help the teachers understand the child's behavior.
- k. DISCIPLINE: Children expect adults to set limits for them. As parents, you have the greatest influence. Know what behavior you expect from your child and convey this to him/her. A good starting place is with MANNERS. Children need to speak to others with caring and politeness. They should be reminded that it feels bad when someone is unkind to them; therefore, they should treat others as they would like to be treated. Make certain your child hears you. Have good eye contact when you instruct your child. If your child doesn't respond to reasonable requests in a reasonable time frame, an action on your part should result.
- l. Make certain that your child gets a good night's sleep every night. It is suggested that pre-schoolers get 10-12 hours sleep per night. Sleepy children cannot function in a

school setting.

- m. Provide your child with a good breakfast.
- n. Leave for school UNHURRIED AND HAPPY.
- o. Arrive at school at the proper time and pick up on time. It is upsetting for a child to be brought to school late when the day's activities have been established and to be left behind after all other carpools have come and gone. **Please make a special effort to be punctual.** Any child arriving after the morning carpool has ended will not be allowed to come to school for that day, unless the Preschool receives a phone call before 8:30 a.m. stating that there are extenuating circumstances which will result in the child's tardiness. We will not tolerate parents arriving late without legitimate cause. Our school is not a drop-in school; our hours are known to all who register, and we expect our families to have their children in school on time.

**BETH ISRAEL ELC AFTERNOON PROGRAM**  
**7:30 A.M. - 6:00 P.M.**

PURPOSE: Beth Israel ELC Afternoon Program has been established to provide a wholesome, safe and loving environment for our students who need after-school care.

1. Beth Israel Preschool's morning program and policies remain the same. Morning Preschool hours are 8:30 - 11:30 A.M. Carpool begins at 8:15 A.M. The Lunch Bunch option is not considered Extended Care.
2. Extended Care is available only to students enrolled in Beth Israel Early Learning Centers Morning Program. Space is limited.
3. The calendar for Extended Care is the same as the Morning Preschool's calendar, August through May. When the Preschool is closed, Extended Care is closed.
4. Extended Care students MAY arrive at 7:30 A.M. and remain until 6:00 PM.
5. The Mississippi State Department of Health regulations govern all Beth Israel Early Learning Center and Extended Care policies. Beth Israel ELC is fully licensed by the State of Mississippi. If any regulations of the state change after you receive this information, Beth Israel ELC will abide by such changes.
6. Enrollment for Afternoon Program is assumed to be for the entire ten-month school session. If a child must be withdrawn, you are required to give the school at least one (1) month's notice in writing or pay one month's aftercare tuition. Withdrawal from the morning program requires two (2) month's notice in writing. Failure to give proper notice of withdrawal from either program and in writing will result in your being required to pay for the time that your child was not in attendance (either one (1) month or two (2), depending on the program). Tuition and fees may be paid in full before the start of school or in nine (9) monthly payments. These fees are due whether your child is present or absent, or whether the school month is less than four (4) weeks.
7. The Health Form and Immunization Form, plus miscellaneous other forms for our Morning Preschool program are sufficient for Extended Care. All health and medical policies outlined as policies of the Morning program apply to Extended Care.
8. There will be no field trips away from our school during Extended Care.
9. Each child in Extended Care will be using a cot to rest on each day. There is no exception to this policy. You must send in a blanket and or a small pillow that will be stored weekly at the school. These items will be sent home each week to be washed by you. Please return it on Monday.



10. A hot lunch and afternoon snack will be provided by Beth Israel as part of the Extended Care fees you pay. If your child has special dietary requirements, please inform us in writing prior to the beginning of school. A nutritious morning snack should be sent by you in your child's lunchbox each day.
11. Parents may visit anytime without notice. Our doors are always kept locked for everyone's protection. Just ring the doorbell and a teacher will admit you. You will need to sign in, wear a visitor sticker and be escorted to your child's class by a teacher. When you leave, please sign out, and ask someone to lock the door behind you.
12. Your child will be released to those adults you specify on the Transportation and in your Procure form. Please do not expect us to allow someone not on the form to take your child. We try to be VERY CAREFUL regarding your child's safety. Please help us. If you need to make a change because of an emergency, call us with instructions and send an explanation in a letter the next day. We will require identification from the designated person picking up your child. No child will be released to an older sibling. A designated adult must come into the building to sign out the child.
13. In compliance with the Mississippi State Board of Health's regulations, a Director designee has been assigned for each afternoon of Extended Care. This person has met the requirements of the Board of Health for this title. The individuals assigned to this position are posted.
14. Our Extended Care program is an adjunct to our morning program which is recognized for its high quality. We pledge a continuation of the standards you expect. We welcome your input and suggestions. If questions or concerns should arise, feel free to speak to Susan Rockoff, the Director of the School.
15. We offer a Lunch Bunch which is open to all children. *We no longer have a later Lunch and Play Day.* These children are to arrive at school at the normal time (between 8:15 A.M. and 8:30 A.M.) and are not part of the Extended Care early drop-off group. There will be a fine of **\$1.00** per minute for picking up later than 1 o'clock. **We have a morning Extended Care option for Morning Only and Lunch Bunch children. For \$25.00 per week, you can drop off your child between 7:30 and 8:05 AM. You must notify us in advance and there is no daily rate.**

**UNITS**

August/ September

ALL ABOUT ME  
NUTRITION & SAFETY  
ERIC CARLE: K'S

October

SEASONS: FALL  
FARM ANIMALS  
PICASSO: K'S

November

TAKING CARE OF OUR COMMUNITY  
FRIENDSHIP  
THANKSGIVING

December

MAKE BELIEVE  
FAIRY TALES & NURSERY RHYMES  
MATISSE: K'S

January

SEASONS: WINTER  
CHILDREN EVERYWHERE

February

AMERICANA  
BLACK HISTORY MONTH  
DENTAL MONTH  
SPACE

March

SEASONS: SPRING  
TRANSPORTATION  
DINOSAURS  
JOAN MIRO: K'S

April

RAINFORESTS: K  
COMMUNITY WORKERS  
POETRY MONTH

May

OCEAN LIFE: K's  
ZOO ANIMALS