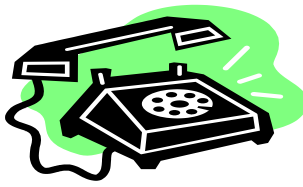


Parent Manual

2011/2012



Jewish Community Center of Greater Buffalo
Early Childhood Center
Benderson Family Building
2640 North Forest Road
Getzville, NY 14068
(716) 688-4033
www.jccbuffalo.org



Telephone Auto Attendant: (716) 688-4114

Director, Early Childhood Center x345
EC Assistant x305

TODDLER 1 (Classroom G) x351 (Melissa)
TODDLER 2 (Classroom F) x352 (Christie Jo)
TODDLER 3 (Classroom E) x353 (Amanda)
THREE'S (Classroom C) x354 (Diana)
THREE'S (Classroom B) x341 (Lori)
FOUR'S (Classroom A) x348 (Betsy)
FOUR'S (Classroom D) x350 (Elisa)

(Room numbers subject to change)

JCC Switchboard (716) 688-4033

Hours of Operation

Monday – Friday 7:30 AM – 6:00 PM

We may close early on the eve of Jewish holidays that occur on weekdays, unless otherwise noted on your school calendar. Consult your School Calendar for specific dates and times.

Dear Parents,

Welcome! Thank you for choosing the Jewish Community Center's, Early Childhood Center! Working together, we are able to meet the needs of every child. We maintain an open door policy at all times. Please do not hesitate to discuss anything that may affect your child's happiness at school.

We offer a variety of stimulating activities in nurturing environment. Your child will have the opportunity to explore his/her creative abilities through art, music and role-playing in both quiet and active play situations, and to develop social skills within a Jewish setting.

Our professional staff helps children to develop the skills they need to interact with others and become self-reliant. We provide an environment where each child participates in developmentally appropriate activities, while also learning emergent and literacy, math, science and social studies skills. We consider individual needs and developmental levels when planning activities.

Please call me with any questions you may have.

Patty Tubin

Patty Tubin
Director of Early Childhood Services
JCC Benderson Family Building
688-4114 ext. 346
FAX: 688-3572

E-Mail www.ptubin@jccbuffalo.org

AGES AND GROUP DIVISION

We accept children from 18 months through Pre-k. There are four distinctive classrooms:

- Toddler 1 18-23 months
- Toddler 2 24-36 months
- Threes, 3 & 4 year olds
- Fours, 4 year olds by December 31 and 5 year olds

Each class is led by a certified Teacher and supported by assistant teachers. The Lead Teacher is responsible for the planning, preparation and implementation of classroom activities.

PHILOSOPHY

Our staff follows guidelines for age-appropriate programming.

Our classrooms are arranged with developmentally appropriate toys and equipment with specific learning centers (block corner, housekeeping corner, dramatic play, manipulatives, art/writing center, etc.) There is a great deal of learning that takes place each day at school in each of these classroom areas. We believe that play is the greatest vehicle for learning.

We provide four major types of activities for each age group. Our school offers a supervised program for preschoolers, which enhances the social, physical, emotional and intellectual growth of our children. We present a simple and safe nurturing world where children are given the opportunity to develop a positive self-image, self-reliance, social awareness and interaction, cooperation, concentration, imagination, and resourcefulness.

We also provide a rich Jewish experience that includes Sabbath, Hebrew and Holiday celebrations.

Our program is well planned, yet flexible to meet the daily needs of the group. It includes both teacher and child directed activities, group-play, arts and crafts, science, rhythm-band, story telling, games, music and cooking. We allow children the opportunity to choose the type of activity they would like to engage in during free-play time. Field trips (for 3's and 4's ONLY) and monthly special visitors (for everyone) are also part of our program. Each month different classes visit our friends

next door at Weinberg Campus. Our children participate in a variety of intergenerational activities.

We are equipped with materials carefully selected for each child's optimal growth and development. We have an extensive variety of materials to increase sensory and perceptual skills, to improve language and math skills, to promote the formation of concepts essential for later learning, and to develop the child's ability to solve problems.

Through play, children develop large and small motor skills. Each classroom has sand and water tables, easels, climbing and sliding equipment, blocks, a housekeeping corner, large riding toys and a wide variety of other equipment/materials.

To better enhance the children's gross motor coordination, each week we have structured gym classes, a creative movement class, outdoor play on our playground and daily play in our mats and tumbling room. The three and four year-old classes also participate in recreational swim classes.

GOALS...

What are our goals at school?

- To provide a warm, nurturing, accepting environment
- To encourage a positive self-image for each child
- To provide caring and loving role models for children to follow and from whom they can learn
- To form partnership with parents to ensure the highest quality Learning experiences.
- To enrich the lives of your children
- To give children a sense of security and consistency
- To integrate a positive Jewish experience into our curriculum

SPECIAL NEEDS

SCHEDULING & REGISTRATION

Applications are accepted on a first-come, first-serve basis until we are fully enrolled. Upon reaching capacity, we establish a waiting list. Families on the waiting list are given priority, as space becomes available. Applications are accepted year round.

A minimum of two half days per week is required for all children attending our Early Childhood Program. To provide consistency in our pre-school program, we strongly recommend that three year-olds come for a minimum of three times per week, and that four year-olds come for five times per week. Special schedules can be arranged with the Director. The schedule given to the Director is to be followed unless other arrangements have been made.

Overtime, days added, or days extended from an already scheduled half-day, are possible with prior approval from the Director. You will receive a response in a timely fashion. Your request for extra hour/days will be approved based on space availability. Extra time is billed on a per diem basis. **No substitutions can be made. Extra days cannot be exchanged for regularly scheduled days.** Payment for any added time must be paid for at the time of service.

A \$200 deposit and a registration fee are required along with the completed application form in order to reserve your child's place in our Early Childhood Center. The deposit will be applied to your final tuition bill for the year. If you choose to withdraw before the end of the year, your deposit only will be returned with 30 days notice.

***NY State mandates that all Early Childhood forms must be completed and returned to the Director prior to the start date of the program. In addition, your**

Jewish Community Center membership must be current throughout your child's enrollment in the Early Childhood Center or the community participant registration rate must be paid.

BILLING

You will be charged a 10, 11 or 12 month tuition that will be billed on a monthly basis. Your annual tuition is broken down into equal monthly invoices (with the exception of additional days, overtime and other adjustments.)

Childcare fees will be paid through direct debit or credit card. The JCC's Chief Financial Officer must approve any other arrangements.

Please keep in mind that this tuition system allows us to have sufficient income, which ultimately guarantees the quality of the program.

Families with special financial circumstances are encouraged to contact the Director. Please let us know any time that you need assistance regarding the payment of your bill.

If you have any questions, speak with the Director to ensure that necessary corrections are made. Any disputed or unsettled balances will be deducted from the deposit on the account.

SCHOOL CLOSINGS

Please listen to local radio stations (WBEN 930, WGR 550) for information on closings during inclement weather.

Closings are made independent of the area school systems

HOW DO WE PAY???

We have made this easy! Each family MUST complete a Payment Authorization form, which provides the JCC the authority to charge monthly child care expenses on your Visa, MasterCard, or Bank Draft. Your annual tuition is broken down into 10 equal monthly payments (with the exception of additional days and overtime) There **will be NO credit given for any reason including illness, vacation, etc.**

Please keep in mind that the tuition system we have in place allows us to have sufficient income for the program, which ultimately ensures the quality and integrity of our program of excellence. Families with special needs are encouraged to contact the Director.

Should you need to add or extend your child's day, approval must be made by the director and payment made (prior to the additional time needed) at the front desk.

ENRICHMENT ACTIVITIES

All of our classes participate in a variety of enrichment activities throughout their day. These activities help to stimulate their learning in many different areas, including cognitive development, gross motor and fine motor. These activities include: Music and Movement, Creative Dance, Spanish, Gym, Storytelling, 3's & 4's Swimming and 4's Hebrew.

SWIMMING

Our children in the 3 and 4 year-old classes swim for one half-hour each week.

On swim days, please dress your child in a bathing suit under his/her clothes. Children should bring a towel and underwear in a waterproof bag. All items must be labeled. Please dress your child in self-help clothing (no tights or shirts with buttons) on swim days.

The swim program is an introduction to water, geared to help children become more comfortable in the water. Safety, comfort, and the feeling

of success are emphasized. We welcome parents to help us in the pool, in addition to the aquatic staff, and the classroom teachers.

SCHOOL CLOSINGS

Please listen to local radio stations (WBEN 930, WGR 550) for information on closings during inclement weather. **Closings are made independent of the area school systems. Please refer to your copy of our school calendar.**

WELLNESS POLICY

We need to cooperate in order to insure that we have a healthy environment for our children. Therefore, we have established a strict wellness policy. Below are guidelines for you to follow when your child is ill. If your child shows any of the following signs of illness, your child **must** be kept at home:

1. **FEVER** –a child with a fever may not return to school until he/she has been fever free for a full day (i.e. fever on Monday, fever-free on Tuesday, may return to school on Wednesday.)
2. **NASAL CONGESTION** -Thick, yellow/green discharge, interferes with breathing, not related to allergies
3. **COUGH** –Persistent, “croupy” or “barking”
4. **IRRITABILITY**
5. **LISTLESS**, no energy
6. **VOMITING** and/or **DIARRHEA** – a child may not return to school until he/she has been free of these symptoms for a full day.

7. **POOR APPETITE** –associated with other signs
8. Suspicious **SKIN RASHES** or **LESIONS**.
9. Complaining of a **SORE THROAT** or **EARACHE**.

If your child's health is questionable, please keep him/her at home where individual needs can best be met. When a child does not feel well, "there's no place like home!"

Should you be called during the day because your child has become ill, arrangements must be made for your child to be picked up within 30 minutes. If a parent is not able to do so during the day, alternate arrangements must be discussed ahead of time to avoid delays in the event that your child becomes ill. Please keep in mind that it is difficult to isolate your child, and that it is unfair for other children to be exposed to a sick child. We do not have a program for one-on-one care.

When your child returns to school after an illness, the morning supervisor will do a "wellness" check. If it appears that your child is not ready for a full day of school, you will be asked to take your child home. The same policy applies to a child who appears to be getting ill. Your cooperation will enable us to keep illness at a minimum.

In addition to the above, it is the parents/guardians responsibility to notify the Director if the child has been exposed to any communicable illness, etc. (i.e. chicken pox, strep throat, etc.)

This policy has been instituted to benefit everyone!

MEDICATION

Our Center abides by the medication policy set forth by New York State. This policy includes the administration of any type of medication and/or sunscreen in a licensed Child Care Center. Should your child need prescription, over-the-counter medication or sunscreen applied during your child's day at school, you **MUST** follow New York State mandated procedures as follows. Your pediatrician **MUST** complete and sign a Medication Consent Form, you **MUST** complete the section for parents, and you **MUST** bring the medication/ sunscreen to school in its original packaging, with

any and all supporting documents from the pharmacy. You **MUST** personally hand deliver everything to your child's teacher or the Director prior to leaving it at school. We have approximately ten individuals who are trained and certified to administer medication during the school day. Once again, all medication/ sunscreen **must** be given to your child's teacher upon arrival to school. All medication is kept in the refrigerators in our kitchen.

Absolutely **NO** exceptions will be made. This policy is part of the NY State Department of Social Services regulations. If your child needs any medication administered, please write it in the Composition notebook located in classroom "D", on the sign-in table, and sign your notice **each day**.

If your child is taking medication that can influence his/her behavior, it is important that you inform the morning Supervisor, or Head Teacher.

ALLERGIES

If your child has any allergies, please bring in a picture of your child and provide a complete list of allergies to your child's teacher. If your child has food allergies, you may be required to leave a sufficient supply of snacks in school. Your cooperation will insure the safety and wellness of your child.

CLOTHING

Please dress your child in comfortable clothing for play. Proper footwear (i.e. sturdy sneakers) must be worn. Self-help clothing (clothes that children are able to take off and put on themselves) is especially helpful. Our program provides daily opportunities for playing outside, or in the gym. We go outside in the winter, so please be sure to dress your child for the weather. During the winter months, you may want to leave snow pants and boots at school. Snow play can be the highlight of a long winter day!

Please bring a complete change of labeled, size and season appropriate clothing to leave at school. These must be stored in a

labeled Ziploc baggie. Please include underwear, socks, shirt, slacks and a sweater or sweatshirt in it. **LABEL ALL OF YOUR CHILD'S BELONGINGS CLEARLY WITH HIS/HER NAME!**

BATHROOMING

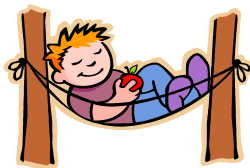
Parents need to provide diapers and unscented; hypoallergenic wipes for their child if he/she is not potty-trained. We will inform you when supplies need to be replenished. In addition, all parents are to bathroom their children upon arrival to school and prior to entering their classroom.

LUNCH AND SNACK

Lunch is served at approximately 12:00 p.m. Each child brings his/her own lunch. Please pack a well-balanced meal with foods from each of the four major food groups only. We want to instill proper eating habits and food choices, therefore, please help us by not packing lunches with candy or foods lacking nutritional value. We will provide healthy, Kosher snacks during the morning and afternoon.

Our school provides milk on Mondays and Fridays and juice at all other times in observance of Kashruth. We request that if you choose to send meat that you do so only on days that we are serving juice (Tuesday, Wednesday, and Thursday).

Lunches are not shared. Some children have food allergies or particular dietary needs. Should your child have any known food allergies, it is imperative that we are informed.



NAP-TIME

NYS Department of Social Services mandates that all children attending a full day of nursery school have a nap/rest time. It is important for all children to learn how to rest and relax. A labeled, soft beach towel is needed to cover your child's cot, and your child may want a small blanket and stuffed toy for rest time. These items must be stored in a Ziploc baggie in your child's cubbie. (The NYS Department of Social Services prohibits the use of pillows during naptime)

These items are to be taken home and laundered weekly and then returned to school the following week.

PARENT CONFERENCES

We are happy to discuss your child's progress at any time. Scheduled conferences are held twice during the school year. Should you wish to schedule a conference at any other time, please make arrangements with your child's Head Teacher. Communications is the key to our success!

PARENT PARTICIPATION/OBSERVATION

Parents are always welcome to observe and/or participate with your child at school. If you have a special skill or project that you wish to share with the children, please let us know so that we may arrange a time that is mutually convenient. Our Parent/Teacher Group helps with several annual events. Please tell the director if you wish to become more involved in school events

EARLY MORNINGS

In order to maintain safety and comfort for children and staff, please...

A. DROP-OFF - Parents must bring children to school by 9AM.

- B. SIGN-IN** – Please sign your child in on the sign-in sheet in the classroom upon arrival. Please write and sign any important notes in the composition book located in classroom “D” (prior to 9AM) and in the office suite (after 9:00 am). Please note information concerning medication, changes regarding pick-up, or any other special messages (i.e., beginning toilet training, parent out-of-town, sleepless night, etc.)
- C. BATHROOM** – We ask that you toilet your child upon arrival to school, prior to entering their classroom.
- D. BREAKFAST** – Children who arrive prior to 8:15 a.m. may bring breakfast to school. Please send in a simple and nutritious breakfast in DISPOSABLE containers.
- E. ITEMS FROM HOME** – Please leave all toys/small items at home. These items tend to get lost, damaged, or create hurt feelings among other children. The 3’s and 4’s have a weekly opportunity to bring in a special item from home to “show and tell”. **Children may not bring in large toys, jewelry, money, weapons, super hero action-toys or Beanie Babies ®.

Following the above policies will help to insure pleasant mornings/transitions for everyone!

PICK-UP

Please initial the sign-out sheet. If anyone other than the parent is picking up the child, we must be notified in writing. Please check your child’s cubbie and mailbox daily to be sure that you have all of his/her belongings, projects and teacher’s notes.



LATE PICK-UP POLICY

A phone call should be placed to the teacher on duty to inform him/her of the late pick-up whenever possible. **Parents who pick up their children late will be billed a late fine of \$15.00 for the first 15 minutes or less. The late pickup fee for more than 15 minutes will be \$25.00.**



BIRTHDAYS

We celebrate your child's birthday at school by making a crown for your child to wear. We light a candle on our "cake" and sing "Happy Birthday". This is usually done during the morning snack or at lunchtime with his/her group.

If your child will be celebrating a birthday, and you wish to send in a special store-bought treat for the celebration, please note that the treat you provide must be Kosher in keeping with the Jewish Dietary Laws. (I.e.  or  on the package indicates the product is certified Kosher). We suggest Entenmann's or Kosher Ice cream. Also, please note that all Kosher "treats" must be store bought. If you have any questions, please contact the Director.

Another birthday option for you and your child is to have the class bake a birthday cake in our Kosher Kitchen for a fee of \$5.00. This option allows for all children to participate in the birthday celebration.

Birthday invitations may **only** be distributed in school if every child in the class is invited. This will avoid hurt feelings.

PLEASE NOTIFY US IF:

- Your child will be absent.
- Your child is ill.
- Your child has been exposed to communicable illness/situation (i.e. chicken pox, conjunctivitis, lice, etc.)
- Your child will be out for a long period of time.

- A different person is picking up your child (Please write in notebook.).
- Any information on your application changes – address, telephone numbers (home or business) emergency numbers, family situations, employment, etc.
- You have any questions or problems concerning your child or the program.
- Any situations arise at home which can affect your child’s behavior.
- Your child is leaving the program (one month written notification is required in order for your deposit to be refunded).

DISCIPLINE POLICY

Class rules are designed to insure the safety and happiness of all the children. These rules are developmentally appropriate for each class. They are explained and modeled by the teachers. The key to helping the children to internalize class rules is consistency. It takes lots of reinforcement before pre-school children can be expected to internalize rules.

Our toddlers are reminded of how we treat each other throughout the day. Conflicts are frequent at this age. Recognizing that a toddler’s language skills are only beginning to develop, a teacher will often model the words needed to resolve a disagreement between children. If the conflict is not resolved in this way, the children are redirected. A change in activity gives a new opportunity for appropriate behavior.

As language skills develop, children are more able to resolve their own differences. Teachers stay nearby and encourage children to use the words they have been taught. Modeling is still important, and appropriate interactions are reinforced through positive feedback. Children have opportunities to help develop classroom rules. They are posted and reviewed throughout the year.

When the use of words is not enough, children are redirected to other activities. The source of the conflict is removed. At times a child may need to be given an opportunity to play away from other children, or to sit alone and think. A “time for thinking” for a few

minutes may be used to allow a child the time to calm down and be ready to rejoin the class.

Physical punishment is never used!

MANDATED REPORTERS

The Early Childhood Staff are mandated reporters of child abuse by New York State law. Any suspicion of maltreatment of any child who attends our program will be reported to the appropriate authorities.

JEWISH EXPERIENCE/HOLIDAYS

While the programs offered by the Jewish Community Center are open to families of all races, religions and cultural backgrounds, the Early Childhood Program and other JCC programs focus on Jewish traditions and values. The following provides a brief description of these Jewish holidays, and some background information, which may help in understanding activities we do with the children.

** Please note that we teach about the Jewish and Secular holidays only.*

ROSH HASHANAH

The Jewish New Year is called Rosh Hashanah, and occurs in September or October. Regarded as the birthday of creation, Rosh Hashanah is the first day of a 10-day holiday period called the TEN DAYS OF REPENTANCE, which ends with Yom Kippur (See next entry). Jewish people believe that each year on Rosh Hashanah, God examines the Book of Life, in which every deed, word and thought of each living person is recorded. The Jewish people also believe that if a person repents during the Days of Repentance, his or her fate may be changed for the coming year. On this day, services that are held in the Synagogue begin with the blast of a trumpet made from a ram's horn, called a shofar.

YOM KIPPUR

Yom Kippur, or the Day of the Atonement, ends the Ten Days of Repentance and is the most solemn day of the Jewish Year. Held in September or October, Yom Kippur is a very serious day, which includes fasting for adults, praying in the Synagogue, and holding memorial services.

SUKKOT

Sukkot is celebrated in September or October, begins five days after Yom Kippur, and lasts for seven or eight days. It is a festival of thanksgiving for the harvest. A custom associated with this holiday is the building of a booth called a sukkah. By doing so, we commemorate the building of booths by farmers in the fields of Palestine so they would not have to return to their homes in the village during the harvest. The sukkah is made of green branches, which are decorated, with flowers and fruit.

SIMCHAT TORAH

Simchat Torah is the day after Sukkot. It is a happy day dedicated to the Five Books of Moses, known as the Torah. On this day, the annual cycle of reading the Torah is both completed and begun. In the Synagogue, there is a procession during which scrolls are carried around the pews, and children carry flags and are given fruits and sweets.

HANUKKAH

Hanukkah, also called the Festival of Lights is celebrated for eight days in late November or December. It is a joyous festival commemorating a great victory won by Jewish people more than two thousand years ago. Today, Jewish families celebrate this holiday by lighting a candle for each eight days of Hanukkah. A special candlestick called the menorah is used. During the modern

celebration of Hanukkah, a characteristic food called latkes, or potato pancakes, is served. Houses are decorated with the traditional Star of David. Gifts are usually exchanged among family members on each of the eight days. Many children receive a cubical top called a dreidel as a Hanukkah gift.

PURIM

Purim is celebrated in February or March. This feast commemorates Queen Esther and her cousin Mordecai, who saved the Jewish people from being destroyed by a man named Haman. During Purim, people gather in the synagogue to listen to the story of Purim. Whenever Haman's name is mentioned, children stamp their feet and shake wooden rattles called groggers. Purim is also the time of giving gifts, holding carnivals and masquerades, and serving special cakes and sweets. Hamantaschen, a three cornered tart is usually served.

PASSOVER

One of the major Jewish religious festivals is Passover, or Pesach, which commemorates God's deliverance of the Hebrew people from slavery in Egypt. It is celebrated for eight days in March or April.

The outstanding feature of Passover is the ceremony called Seder, which means "an order of service". During the Seder, the story of the first Passover is recalled. The story is read from a book called the Haggadah. The service includes the Seder plate of roast lamb shank, roasted egg, parsley, charoses, bitter herbs, and unleavened bread called matzoh.



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