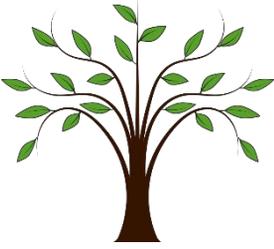


Beth El Center for Early Childhood Education

Parent Orientation Guide



2020-2021



Welcome!

Dear Parents,

We are excited to welcome you to the Beth El Center for Early Childhood Education family where laughter and learning create a unique environment for our children to grow. This Handbook is designed to acquaint you with our policies and practices, and to inform you about the various opportunities that enable you to become an active participant in your child's experience here at school.

In these unforeseen times, some things have had to be changed but we have worked hard to ensure a smooth transition into the new school year. Please take time to read the information in this parent guide and the COVID-19 addendum. Let us know if you have any questions.

We also urge you to stay in close contact with your child's teachers and the administration through our Remini app. We want to meet your needs and expectations and know that as a team, we can provide an enriching experience for your child.

We look forward to a wonderful school year

Sincerely,

Joanie Charnow

Joanie Charnow
Director

Phone Numbers

Front Office	(602) 944-2464
Joanie Charnow (mobile)	(602) 576-1901
Fax	(602) 944-3565

Center Emails

Joanie Charnow, Director	jcharnow@bethelphoenix.com
Ros Slovin, Office Manager	rslovin@bethelphoenix.com



The ABC's of Beth El

Allergies

The BEECC is an allergy aware program. No nut products of any kind are to be brought into the ECC at any time. Please ensure that any residue from nuts/peanuts is cleaned from hands, toys, books, clothing, school bags, etc. before entering the ECC. Also, read ingredient labels to check for the presence of any nuts, flavorings, or oils as ingredients can change frequently.

Assessments

At the beginning of each school year, parents will be asked to complete a Family Goals Survey. This survey helps communicate to the teachers your hopes and dreams for the upcoming school year. Teachers assess the children starting immediately as an ongoing process to assess the needs of each individual child.

Birthdays

Birthdays are special and your child will enjoy celebrating with his or her peers. A day or so before bringing birthday snack, please check with your child's teacher for children's allergies. Do not send favors or gifts for the children. If you are planning a home party for your child, please do not hand out invitations in school. Likewise, if your child is attending a party after school, please do not send gifts to school with your child. In the past we have found that these situations can be upsetting for those who are not invited and can create hurt feelings and sad children. Please extend your invitations by mail or by phone. When planning your child's out-of-school birthday party, please keep in mind the observance of Shabbat by families in our school.

Clothing

Please put your child's first and last name on all clothing sent to school. An additional complete change of clothing needs to remain in your child's cubby at school. Remember to dress your child appropriately according to weather and playing conditions. For your child's safety, closed toe shoes must be worn at all times. **No sandals or flip flops are allowed.** Similarly long necklaces and dangling earrings are hazardous and can get caught on playground equipment or pose a choking hazard. Please refrain from sending your child with accessories.

Water days will be M-W-F in August and September as the weather permits. On those days please send your child to school with their swimsuit under their clothes and bring a change with them.

Community Resources and Cultural Events

We strive to inspire our community to participate in experiences that develop spiritual growth and expand knowledge of Jewish values and traditions. As a part of a Synagogue based school, our children and their families are a part of this community. Our clergy staff is deeply committed to enhancing our childhood center and is active in all programs.

Our Vision

Our vision is to join and support every child and their family on their journey by providing a road map paved with Jewish values, a myriad of opportunities for children to learn, explore, experience and grow and by creating a nurturing, safe and loving place where children and their families feel supported and guided in their endeavors.

Beth El Early Childhood Center (BEECC) celebrates diversity and embraces all types of families. We believe people from different races, cultures, socioeconomic backgrounds, genders, physical capabilities, religious and sexual orientations are sources of strength that enrich teaching and learning.

Classes Available		
Infants	6 weeks – 12 months	5 days
Ones	At least 12 months and steady walking	5 days 3 days
Toddlers	18 months old before September 1 st , current school year	3 days, 5 days
Twos	2 years old before September 1 st , current school year	3 days 5 days
Threes	3 years old before September 1 st , current school year	3 days 5 days
Pre-K	4 years old before September 1 st , current school year	5 days ONLY

Conferences

Conferences with your child's teacher are held twice during the school year. Please watch for a signup sheet in order to sign up for a specific time. At your conference, you will be shown some of your child's work and have a discussion about your child's progress. Parents will have the opportunity to discuss current and new goals for their child.

You and your child are our greatest assets. It is important to us that when conflicts do arise that your needs are met. To help solve the situation, speak with your classroom teacher if appropriate or if unresolved, schedule an appointment with the Director. Between conferences, please feel free to contact the teacher with any questions or concerns. We are always available to you and we want you and your child to have the best possible school experience.

As long as the pandemic continues conferences will be held remotely.

Curriculum

We believe that life experiences are the basis for all learning. Our teachers provide developmentally appropriate activities and individualized attention. There is a balance of teacher-directed and child-initiated activities throughout the school day. The classroom schedule includes a balance of active and quiet learning activities, large and small group activities, indoor play centers and outdoor play. Weekly lesson plans are posted in each room. Classrooms and outdoor areas are designed to encourage safe exploration, allowing children to discover, make friends and learn. The entire program is designed to be engaging and fun, so children don't just learn, they love to learn.

Child Abuse and Neglect

Unfortunately, we must all be aware of and concerned about child abuse. Should any of our staff suspect possible abuse or neglect, reports of mistreatment will be brought to the attention of the director and reported to Child Protective Services in accordance with Arizona Revised Statutes Sections 13-3620. This is a legal requirement.

Daily Journals

"A picture is worth a thousand words" has never been more of a true statement. Our classrooms are each equipped with digital equipment to take pictures, send newsletters and post information about your child and their day on Remini.

Discipline

A child is secure when they know what the limits are for each situation. There will be times when a child will test these limits. It is our responsibility to intervene when the behavior is "inappropriate" and model appropriate ways of managing conflicts. Staff interventions are always age-appropriate and

specific to the situation. We meet the challenge of discipline by:

- Providing an environment and schedule to meet children's age-appropriate needs.
- Individual and group discussions with teachers and children on ways to relate to other people.
- Discussions of rules and a great deal of guidance towards positive interaction.
- Encouraging the use of words rather than physical force in conflict situations.
- Modeling desired behavior.
- Allowing lots of time to practice social skills.
- Redirecting activities of children when they are unable to maintain the desired behavior.
- Team planning and preparation by staff members to address needs of specific children.
- Patience and humor.

Biting

Many pre-verbal children go through a time of biting. Biting is a part of the young child's normal developmental process. They bite for several reasons. One, they find the impulse to bite is a natural defense when cornered, not having yet mastered more refined ways of defending and protecting themselves and their wants. Two, the use of biting is used as their form of communication.

We recognize that biting, while it may not be acceptable, is normal and natural for toddlers and not unusual for two year olds and preschoolers. It frequently occurs in groups of children just on the verge of fluent language. To prevent biting, staff will carefully monitor children and will model appropriate gentle behavior and pre-social play, encouraging children to use words.

When a biting incident occurs:

- a. Staff will quickly respond with a clear message to the biter: "No! Biting hurts!" Tone of voice, body language, and facial expression all will clearly express disapproval. Staff will recognize the biter's feelings: "I know you are angry but we only bite food."
- b. Staff will comfort the "bitee"
- c. Staff will suggest alternatives to biting behavior as appropriate for the age of the children. The seriousness of the incident may need to be reinforced: "No! It's not funny. Biting hurts. No biting."
- d. Parents of both children involved in the incident will be notified.

Drop off and Pick Up Procedures

Refer to the COVID-19 addendum.

Please make sure that you sign the release form and also that you drop off and pick up at your scheduled times as we staff according to the times for which your child is signed up.

Enrollment, Disenrollment and Changes to Enrollment

If there is to be a change in your child's school schedule, a change form will need to be completed. Changes will take place on the first day of the month only, no mid-month changes can be made. Fees will not be pro-rated. No changes made verbally will be honored. All changes MUST be in writing. Any fees to your bank account incurred from such changes will not be covered by BEECC.

Cancellation of Enrollment

In the event that you need to withdraw your child, the following procedures must be followed.

1. Notify the BEECC in writing 30 days prior to your last day of school.
2. Notify bookkeeping to assure all fees through the last month of attendance, even if it is a partial month, are paid. There will be no refunds or pro-rated fees for a partial month of attendance.
3. Remove all personal belongings from the classroom. We will not be responsible for any personal items that are not picked up within 7 days.

Disenrollment

The school reserves the right to cancel enrollment based on failure to pay in a consistent manner or a student or parent demanding excessive amounts of staff energy and time at the expense of the staff or other children. Furthermore, any parent who is rude or disrespectful to any staff member or uses abusive language in the presence of children or towards another parent, may be asked to leave the program. All decisions are at the discretion of the director.

Field Trips (Threes and Pre-k Only)

ARE CANCELLED AT THIS TIME

There are many wonderful events we create right here. Sometimes opportunity presents itself outside our walls. We are fortunate to have the ability to add field trips to our curriculum.

- Our curriculum includes field trips. The day of the trip is still a school day and the trip is the lesson plan for the day.
- We need parent volunteers to drive. We will provide ample notice so that parents may make arrangements. Moms, dads, grandparents, etc. are all welcome to chaperone.
- If there is a cost to the parent, every attempt to provide assistance to those that need it will be made.
- Siblings not enrolled in our program are welcome to attend at the cost and under the supervision of the attending parents.
- A permission slip must be signed before the child can attend.

Volunteer drivers must follow these guidelines when driving on a field trip:

1. Drivers must carry only children they can buckle into a car seat.
2. No child may ride in the front seat of the car.
3. The driver must provide a current copy of their driver's license and insurance coverage certificate to the school.
4. No driver may be under the influence of alcohol or drugs while transporting children on a field trip.

Food Guidelines

- The BEECC is a meat and nut free facility.
- Please be respectful of this policy as it can be life-threatening. If your child has an allergy, it is extremely important that you notify us in writing of any food allergies or dietary restrictions your child may have.
- A nutritious snack is provided in the mornings and afternoons. On Friday, the children have challah as part of our Shabbat celebration. All snacks are Kosher.
- Your child will need to bring a NON-MEAT lunch. A list of food suggestions is included in this packet. When bringing lunch from home, please include utensils. Please do not hesitate to call the office if you have questions about this policy.
- Please send lunches labeled with your child's first and last name. Remember that while we can reheat food, please do not send frozen food or food that needs a significant amount of time to heat.
- Because good nutrition is an important part of our program, we request that lunches be sent to school representing a balanced diet.
- All food sent to school should be pre-cut for the younger children, and age-appropriate.
- Lunch must be sent in paper bags with everything in it being disposable.

Health and Wellness

Your child's health is a matter of major importance to all of us. Included in the Welcome Packet is the Emergency Information and Immunization Blue Card provided by the state. This card must be completed for each child prior to admission into Early Childhood programs. It is important that the information on the Blue Card be kept current throughout the year.

Holidays

While we celebrate cultural diversity and various national and Jewish holidays, we do not celebrate Halloween, Christmas, Valentine's Day, St. Patrick's Day, or Easter. Please refrain from sending in cards or candy related to these holidays for distribution to the children while in our school and no costumes are to be worn in relation to these holidays.



Illness

Early Signs of Illness

- Flushed or unusually pale face
- Watery or inflamed eyes
- Persistent coughing or sneezing
- Runny nose
- Soreness or dryness in the throat
- Fever
- Vomiting
- Unusual body rash

Contagious Illnesses: Must Be Reported to the School Immediately

- Chicken Pox
- Strep Throat
- Meningitis
- Lice
- Scabies
- Hepatitis
- Giardia
- Campylobacter
- “Slap Cheek” or Fifth’s Disease
- Salmonella
- Pinworms
- Scarlet Fever
- Impetigo
- Ringworm
- Mumps
- Measles (Red Measles, Seven to Ten Day Measles)
- Rubella (Three Day Measles, German Measles)
- Roseola
- Coxsackie (Hand, Foot and Mouth)
- Conjunctivitis
- Shigella

The frequency and severity of illness in your child’s group can be greatly reduced by your cooperation in keeping your child at home when he or she is not well. To protect the health of other children, and our staff, **Arizona State Licensing Requirements prohibit us from allowing any child showing definite signs of illness to come to or stay at school.**

Watch for early signs of illness, and keep your child at home if he or she is sick. A day or more at home, in a low-key setting, with the appropriate medical attention, can speed recovery and reduce the chance of rebound infection. If you return your child to school before fully recovered, he or she may also be more susceptible to other illnesses.

If your child becomes ill at school, we will notify you at once. Children with signs of illness will be removed from their classroom and wait at the front desk area. Although every effort is made to keep your child comfortable, we will expect you or your designated emergency contact to pick up your child as quickly as possible.

If you suspect your child has been exposed to any contagious disease (for example, chicken pox or measles), please inform the staff at once; so that we may watch for symptoms and we may warn other parents, especially pregnant women for whom these diseases pose a special risk. Medical Alerts for contagious diseases will be posted as quickly as possible at the school site and families will be notified of potential exposure. We will not disclose the name of the child.

Conditions Required for Re-admission regulated by state law:

- When your child is sent home from school for being ill, your child can not return to school for the remainder of that school day and the entire following school day. In addition, your child must be completely free of symptoms without the use of medication before he/she can return to school.
- Fever Free for 24 hours without the use of medication.
- Child must be free of diarrhea (Frequent, watery or greenish bowl movements) for 24 hours and have a normal bowel movement.
- Child must be free of vomiting for 24 hours and must have consumed and kept down 2 full meals.
- Child with green or yellow nasal discharge, or a cough with mucous, must be certified by a physician to be non-contagious.
- Rashes must be identified by a physician as non-contagious.
- A note from your child’s physician must clearly state that your child is not contagious to other children and what the official diagnosis is. The ECC reserves the right to refuse a doctor’s note if it is in violation of D.H.S. regulation.
- Following Conjunctivitis (redness or eye with puffy eyelid or yellow-green discharge), child may return to school 24 hours after treatment and no discharge.
- Following illnesses requiring antibiotics, child may return 24 hours after beginning treatment.
- **Additional rules (per the Addendum) apply during the pandemic.**

Late Policy

If at any time you pick your child up after closing (5:30 p.m. and 5:00 p.m. for Infants Monday through Thursday, 4:30 p.m. on Friday or noon on early release days), you will be charged \$1.00 per minute. Staff need to get home to their families and it's not fair to keep them after hours. There is a 5 minute leeway.

Legal Custody Notification

We require documentation regarding which parent has legal custody in the case of separation or divorce. If there is no legal documentation, then both parents have the right of access to ECC records and pick-up of their children. It is the responsibility of the custodial parent to provide legal documentation verifying custody arrangements. Custodial parents are responsible for notifying the ECC, of any special circumstances with regard to the rights and obligations of the non-custodial parent. This includes providing permission for the non-custodial parent to pick-up a child on a regular basis or for a special occasion.

Liability Insurance and Licensing

Beth El Early Learning Center is fully covered by liability insurance as mandated by the Arizona Department of Health Services. Day Care Licensing (AAC R9-5-302). Inspection reports are available for viewing in the front office. The Arizona Department of Health Services regulates the BEECC facility. It is located at 150 N. 18th Avenue, Ste. #400, Phoenix, Arizona 85007 | 602-364-2539..

Lost and Found

A lost and found box is not maintained. We do our best to find a home for all lost items. Please make sure all extra clothes are labeled with first and last name as well as lunch boxes and clothes your child is sent to school wearing. Unclaimed articles are donated.

Medication at School

If your child requires medication at school, you must fill out a Request to Give Medication Form (available at the ECC Front Office). You must give the form along with the medicine to the ECC front office. All medicine must:

- Come to school in the original bottle and packaging.
- The prescription label must be on packaging
- Have your child's first and last name.
- Have the date of prescription.
- Have the prescribing physician's name and phone number.
- Show dosage..

[DO NOT PUT ANY MEDICINE, INCLUDING VITAMINS, IN YOUR CHILD'S LUNCH BOX, CUBBY OR POCKET. PLEASE DO NOT GIVE ANY MEDICATION TO YOUR CHILD TO GIVE TO THEIR TEACHER OR TO SELF-ADMINISTER. ALL MEDICINE MUST BE GIVEN TO THE ECC FRONT DESK TO ADMINISTER.](#)

Nap Guidelines

Parents of children who nap at school are required to provide a fitted sheet and a small blanket (please label with first and last name). We will send home nap items each Friday to be washed; please return these to the nap room on Monday morning.

Newsletter

All families will receive a weekly newsletter from the director and the teachers to keep parents informed and up to date on the events, activities and special interest stories that happen in our school. These are sent electronically. If you do not have an email address, please notify the office and they will provide you with a hard copy.

Procedures for Fire and Emergency

In Case of an Emergency

1. Director will call 911.
2. In case of fire, an alarm will sound throughout the building and outside. For other emergencies requiring evacuation, the director will manually pull the fire alarm.
3. Classes will evacuate the building according to instructions in classrooms.
4. Teachers will take class attendance lists and the director or office personnel will carry out emergency blue cards for each child.



Pesticides

A notification will be posted in the preschool at least 72 hours before a pesticide is applied on the facility's premises

Potty Training Policy

We are happy to assist you and your child in the potty training experience and will gladly work with you to create a consistent environment for your child's success. We focus on the individual needs of each child in determining potty training readiness and an appropriate schedule. Beginning in our twos room, we will invite your child to the bathroom many times during the day and provide lots of positive reinforcement. We do not force potty training in any of our classrooms and will not offer food as a reward for using the toilet. If we determine your child is not ready for potty training we will inform you and revisit the concept when they are emotionally and physically ready. If your child is actively potty training, please make sure to bring several extra sets of clothing (including underwear) labeled with your child's name.

Safety and Security

Each family will pay a deposit of \$20 for a key fob. When you return the key fob, you get your money back. All gates and doors are locked. Everyone must be identified before being buzzed into the building. Please do not allow unidentified people into the building.

Schedule of Hours

The children will stay in their own classrooms all day – e.g. there will be no moving around to other rooms for early care and aftercare.

The ECC is closed on New Year's Day, Labor Day, Memorial Day, Thanksgiving Day, Independence Day and Christmas Day.

Snacks

We ask our families' assistance by participating in and supporting our Snack Sack program. We are asking each family in the ones through Pre-K to bring one box of crackers (with a Kosher sign)) at the beginning of each month. We will provide the fruit and everything else needed for snack.

Staff

We believe the most important asset of our school is the quality of teachers. We have a low child/teacher ratio and a staff comprised of dedicated, loving educators who are carefully selected for their early childhood education backgrounds, teaching experience and sensitivity towards the needs of the children and their families. We have some staff members who have been with the program for 10 years or longer. Strong emphasis is placed on professional development. In order to continually improve the high quality of our program, we keep abreast of the latest research in the field of early childhood education. This includes workshops, seminars and conferences.



Transportation

The BEECC does not provide transportation .

Suggestions

Although it is our goal to have someone answer the phone during all school hours, this is not always possible. When someone is unavailable to answer the phone, we have voicemail. Please leave a message. Messages will be checked as soon as possible. Our busiest times are between 8:30 and 9:30 a.m. and 3:15 and 3:45 p.m. If there is a family emergency, and you can't reach us, you can call Joanie Charnow, the director, on her cell phone at 602-576-1901 or you can call the Beth El Congregation office at 602-944-3359 so that they can contact us.

Special Needs

All children and their families are welcome at the Beth El Early Childhood Center. To better serve you and your family, we ask that you inform us of any special needs your child may have, such as but not limited to, developmental or speech/language delays, physical limitations, behavioral or other health concerns. The school director may ask for your permission to have the Special Needs Consultant from the Council for Jews with Special Needs observe your child at our center to provide suggestions for enhancing your child's experience.

One of the many benefits of being a part of First Things First is that they provide an inclusion coach.

If you have concerns regarding your child's development in any area, we are eager to meet with you and discuss those concerns.

Scrapes and Bumps

A certain amount of minor scrapes and bumps are to be expected as children grow in their awareness of the physical world and their own capacities. We do our very best to maintain the playground and classrooms in a safe condition. Standard first aid procedures include applying ice to bumps and washing out cuts and scrapes with water and applying Band-Aids as necessary to keep dirt out. Per state guidelines, no topical ointments will be applied. An accident report will be sent home. We will call parents if they bump their head or if a child needs to be picked up for further treatment.

Temporary Situations

Please notify the ECC if you plan to be out of town, if either parent is hospitalized, or if other emergency situations arise. This information should include who will be responsible for the children, emergency contacts and carpool changes. Also make sure your address and phone number are updated when needed.

Tuition and Registration Payment Procedures

All outstanding school tuition bills must be paid in full before your child(ren) can be enrolled for the current school year unless other arrangements have been made..

Back

To

School!



Please sign & return

Remove, sign and return on or before your child's first day of school.

ACKNOWLEDGEMENT

I acknowledge that I have read the Beth El Early Childhood Center Family Handbook and I agree to follow the school's philosophy, policies and procedures.

Initial _____

I understand that no refunds are given at any time for any reason whatsoever. If I choose to dis-enroll my child I assume all financial responsibility for the 30 days after written notice is given.

Initial _____

I give permission for either my child's or my photograph or image to be used by the Beth El Early Learning Center in any publication and that I will first check with the school office before taking photographs of any other children in the school.

- Yes
- No

Please note that both parents (if applicable) and guardians must sign below and initial in the spaces above.

Child's Name (Please print. If more than one child please list all).

Parent/Guardian's Name (please print)

Parent/Guardian's Signature Date

Parent/Guardian's Name (please print)

Parent/Guardian's Signature Date