

Welcome To

SHOMREI TORAH SYNAGOGUE EARLY CHILDHOOD EDUCATION CENTER

Your partner in creating strong Jewish roots

2007 - 2008 PARENT HANDBOOK

ECEC OFFICE 818-346-4979
FAX: 818-346-3956 * SYNAGOGUE OFFICE 818-346-0811
7353 VALLEY CIRCLE BLVD. WEST HILLS, CALIFORNIA 91304

School Philosophy

At STS-ECEC, each child is guided on his/her path of discovery. Each child is a unique individual journeying through the stages of development within his/her own time frame. We believe that hands-on, multi-sensory learning through play encourages strong self-esteem, language skills, imagination, and cognitive skills, such as problem solving, critical thinking.

Recognizing that a child's world is a blend of many people and experiences, we work collaboratively with parents to help guide your children through the critical learning stages of their young lives.

Jewish culture, tradition and values are tightly woven into our curriculum. Through Mitzvot (commandments), Tzedakah (charity) and Tikun Olam (repairing the world), the children learn to respect themselves, others and the world they live in. Mitzvot are incorporated into the daily curriculum. We practice many forms of tzedakah such as collecting tzedakah money on Fridays, bringing in canned food and clothing, and donating toys to help those in need. We practice Tikun Olam when we encourage children to respect the earth and others through such activities as recycling, planting and taking care of their environment. A sense of love and pride in our Jewish identity is fostered through experiential Shabbat and holiday celebrations and community wide tefillah (prayer).

In the Beginning

THE FIRST DAYS OF SCHOOL

The first days of school are very important in establishing routines. Routines help the children know what to expect and to feel secure. We believe that parents play a vital role in their child's transition to school.

School begins at 9:00 AM. It is important to arrive a few minutes early. When you arrive at school, please help your child find his/her cubby and put away their lunch box.

Teachers usually start the day in two ways. In the first type, there will be several activities set up on the tables in the room for your child to choose from. Help your child choose an activity and when your child is comfortable, let the teacher know that you are leaving and be sure to say good-bye to your child.

SEPARATION

Separation is a process not a problem. Some children adapt to the school routine quickly and separate in a few days. Other children need more time with a parent or significant adult present in the classroom. When the teachers feel that your child is ready for a brief 5-10 minute separation, you will be asked to tell your child that you are leaving and will be back in a few minutes. (Children at this age relate best to activities, or events rather than specific time. For example, say "I will be back after outside time." Or, "I will be back when you are eating lunch.") As the days progress, your child will feel more comfortable with us and we will ask you to remain away for longer periods of time.

TRANSITIONAL OBJECTS

If your child has a special attachment to a blanket, toy, or any other object please allow him/her to bring it to school. A transitional object can provide your child with a source of comfort during his/her separation from home and adjustment to school.

TOYS FROM HOME

Most teachers set aside one day each week for sharing toys from home. Share Day is the only day children may bring toys from home. If bringing a toy to school, it must be put immediately into the share box upon arrival. No toys are allowed outside of the share box at anytime. No toys are allowed on the playground at any time. **DO NOT SEND GUNS OR WEAPONS OF ANY KIND.** If an item is of emotional comfort to the child, please discuss it with his/her teacher, and in this case, it may be brought to school. STS however, is not responsible for lost, misplaced or broken toys. Please remember to label all toys brought to school.

TOILET TRAINING

If your child is not fully toilet trained (most 2 year olds are not), please DON'T PUSH HIM OR HER. Realizing that children are in various stages of toilet training, we will work with them as individuals. Children will have an opportunity to see their friends use the toilet and when they are closer to toilet training at home, let his/her teacher know. The staff will cooperate with you and reinforce your efforts.

ADDITIONAL INFORMATION

We are very interested in anything that you think will make your child more comfortable. Please tell us things what will help us to get to know him/her more quickly. **Be sure to alert us to any allergies. Although we encourage sharing in every aspect of our program, we do not allow it during meal times because of the various food allergies and levels of kashrut observance.** We thank you for your cooperation in this regard.

Finally, remember that the first few weeks of school tend to be hectic, especially with the very young children. Be assured everything will fall into place as the weeks go by and the children adjust to the school routine. Everyone reacts differently to new situations. Be patient. Help your child to feel comfortable being himself/herself.

SCHOOL FYI'S

DIAPERS

If your child wears diapers, please bring in a box, as well as a package of wipes on the first day of school. Please clearly label all belonging for your child.

CLOTHING

Please bring a plastic Ziploc (2 gallon size) containing the following seasonally appropriate articles labeled with your child's name: underwear, shirt, sweatshirt or sweater, pants, socks and shoes. Messy art activities, sand and water play, digging, climbing and running, are important parts of a good early childhood program. We encourage the children to enjoy these activities as a regular part of their school day. If children worry about dirty clothes it interferes with their school experience. Please help make these activities positive experiences for your child by:

- ❖ Dressing your child in comfortable clothing that can be easily changed.
- ❖ Making sure clothes are easily laundered.
- ❖ Protecting legs from scratches and falls by encouraging your child to dress in pants rather than shorts or dresses except in really warm weather and or Shabbat.
- ❖ Helping your child develop independence by dressing him/her in clothing that can be easily pulled up and down for toileting (Elastic waists are great!)
- ❖ Sending your child to school in closed shoes or closed-toed, strapped sandals (no flip flops), so that she/he may safely develop confidence in climbing, running, and riding.
- ❖ Making Fridays a day to dress up

NAPTIME

Children who stay for nap must bring a small sheet, blanket and pillow in a plastic bag or pillowcase (all labeled). Linens should be brought home on Friday, washed and returned to school on Monday morning. Children may bring small toys, dolls, etc. to remain at school, in the nap room.

NUTRITION, LUNCH AND KASHRUT

Pack a lunch everyday in a lunch box labeled with your child's name. Eating lunch together has both learning and social components and is an integral part of an early childhood program. Choose simple foods, **DAIRY or PAREVE ONLY**, and small quantities. We are very proud of the good health and nutrition practiced at our school! Fruits, vegetables, yogurt, cheese, tuna fish, pasta, and pizza are all popular with the little ones. If you choose to send grapes in your child's lunchbox, please cut them in half.

Remember that all food brought to STS must be consistent with our Synagogue's Kashrut Regulations. Food must be dairy or pareve and **be free of any animal product ingredients**.

Dairy Foods are all types of products derived from milk, milk itself, cheese, yogurt, sour cream, ice cream, butter and most margarine.

Pareve Foods are foods which contain neither dairy nor meat products. These foods include fruits, vegetables and eggs, fish with fins and scales – tuna, salmon, etc.

Meat Products of any kind, including chicken and other poultry **are not permitted**. Even meat or chicken prepared in a kosher home are not permitted at STS.

Utensils of any kind may not be brought from home for classroom cooking projects.

We offer the following suggestions for sample lunch foods:

cream cheese and jam
cream cheese and lox
cream cheese and olives
cream cheese on a bagel
cream cheese and celery
cottage cheese in a container
macaroni and cheese in a thermos

cheese and apples
cream

peanut butter and celery
peanut butter and jelly
carrot sticks, celery sticks
assorted vegetables and dip
assorted fruits, fresh and dried
fruit rolls, fruit salad
cole slaw, potato salad, cold
kugel
rice cakes, tofu, yogurt, sour

cheese and crackers	nut butter, assorted nuts,
raisins	
cheese melt (tomato/mayo) sandwiches, egg, tuna, salmon, cheese	
cheese pizza (cold)	smoked fish, gefilte fish, hardboiled
eggs	
cheese triangles and fruit	soups (vegetarian) in a
thermos	
kosher crackers/breads/bread sticks/chips	mixed salads in containers

Our emphasis is on developing nutritious eating habits and making lunch a comfortable experience for all children. Therefore, please do not send candy, cakes and soda pop. And, remember **clearly label all parts of your child's lunch box – thermos bottom/top/cup, etc.**

HOT LUNCH

This year we will be offering a hot lunch program through **Kosher on Location**. A lunch menu and order form will go home once a month. Parents will have the option to purchase a few lunches or lunches for the whole month.

SNACKS

A snack is provided each morning and late afternoon. The older children in Pre-K and Kindergarten may be asked to bring a morning snack. Choosing an item from an assortment of goodies in their lunch box encourages decision-making and independence.

We vary the snacks served to introduce your child to different foods while keeping in mind their nutritional needs.

Special cooking projects are sometimes prepared and served at this time.

Birthdays may also be celebrated at snack time.

BITING

Biting is normal during early childhood stages of development, and frequently occurs in children just on the verge of fluent language. When it happens, it can be scary and frustrating for everyone involved. It simply means that a child is going through that particular stage in his or her development. At the same time, for safety and health concerns, we take biting seriously. In situations where a child is routinely biting, our staff works with families to develop an action plan to reduce biting incidents and

help the child work through this stage of development. When biting happens, our response is to care for and help the child who was bitten with the assistance of the biter. Our focus is not on punishment of the biter, but on effective techniques to address the reason for biting. We believe that delayed punishment at home will not be understood by the child.

DAILY OPERATIONS AND PROCEDURES

OPERATING HOURS

We are open weekdays from 7:30 A.M. to 5:00 P.M. with some exceptions. Full school days are **9:00 A.M. to 3:15 P.M. (please note new time)**. School closes at 4:00 P.M. on Fridays. Check the School calendar for special closing times for holidays and vacations.

All gates to the School will be closed and locked at all times except the main gate outside of Room 7 (ECEC Office). This gate may remain open and guarded during the morning drop-off period. It may also remain open when all of the children are in a different location, i.e. Friday services in the chapel. Please ring the buzzer for entrance into the School when the gate is locked.

We want the first thing you and your children see when you arrive at school each morning to be a smiling happy face. Every morning you will sign your children in, as you and your child are greeted at the gate by our friendly teachers and administrators. Although we encourage you to take your children to their classroom, speak with their teachers and check out their artwork, it is important for us to say hi to you each morning.

PARKING

Safety in the parking lot is always a concern. Please remember to park your car in a designated parking place, drive safely and slowly, and please have the courtesy to allow the reserved parking spaces to be utilized by those for whom they are intended. **DO NOT PARK ALONGSIDE THE CURB IN FRONT OF THE SCHOOL!!! This can cause a serious accident. All vehicles must follow the direction of the arrows on the asphalt.** Our parking spaces are narrow, please park within the painted lines and be careful when opening car doors.

ATTENDANCE

Whenever possible, children have been scheduled to attend on the days requested on the Registration Forms. Days may not be switched from week to week; additional days may be added if teacher/child ratios are still met. Credit or make-up days will not be credited for holidays or any absences.

In order to maintain STS-ECEC's high quality program and teacher/ratio, we must maintain the enrollment and budget that was established by the Synagogue when your original contract was signed.

Request for additional hours or days may be made at any time. Changes will be made on a space-available basis.

SIGN IN/SIGN OUT SHEETS

- ❖ Signing your child in and out on a daily basis is a **state mandated law.** **State of California Licensing defines a signature as a Full First and Last Name.** Your child/children must be signed in and out by the authorized adult accompanying them.
- ❖ **It is important to be accurate in writing down arrival/departure time.**
- ❖ Please notify the ECEC Office and your child's teacher if there are any changes in your child's pick-up schedule. Indicate any changes in the "Comments" column of the Sign In/Sign Out Sheet.
- ❖ No child will be allowed to leave the school with anyone other than authorized persons listed on the Emergency Form. Until known at the school, all persons must be prepared to show identification.
- ❖ Children under the age of 16 may not sign a child out.
- ❖ Upon signing your child out of school, you are responsible for his/her safety and that of any other children that you have signed out that day.
- ❖ In order for our program to function smoothly, it is important that parents pick up children on time. We know that on occasion you may be late; please call the office so we can let your child's teacher know. Children may feel a sense of abandonment when the anticipated arrival of a parent is delayed. Safety and supervision is impacted when parents are late.

- ❖ **A late fee of \$18.00 (tzedakah) will be charged for parents picking up after child's scheduled departure time. There is only a 5-minute grace period by the school clock.**

CALENDAR

STS ECEC observes all Jewish and most legal holidays. Please note the school calendar for school closings so that you may plan ahead. A calendar is enclosed in this packet. No credit on tuition is given for regularly scheduled school holidays and vacation periods

HOLIDAY CELEBRATIONS

The school devotes itself to the development of both the Jewish and the American identity of the child. In the school setting, children can learn to effectively synthesize compatible elements of the respective parts of their heritage. Therefore, in addition to the Jewish holidays, celebrations of holidays like Thanksgiving, President's Day and other American holidays of a national and a secular nature, are an integral part of our program.

Conversely, it is our policy that non-Jewish holidays that are of religious origin, such as Halloween and St. Valentine's Day, are not celebrated at our school. Although such holidays may be considered to be secular in their observance today, their origins make them inappropriate for inclusion in the curriculum of our school. We ask that children not bring Valentine cards, Halloween candy, costumes or other symbols of these holidays to school.

Additionally, we believe the children must be introduced to people from all over the world. Many children in our school are from far away countries that have different customs, looks, celebrations and languages. We try to focus our curriculum on the children in the class and school as well as our friends and neighbors in a non-bias, multicultural and fun element within our theme-based curriculum.

HEALTH POLICES

ILLNESS

The health and safety of all the children in our care is our first concern. If your child is ill, please call us to let us know. For the protection of all of us, **PLEASE DO NOT SEND YOUR CHILD TO SCHOOL IF THERE ARE ANY SYMPTOMS OF ILLNESS.** After a fever has subsided, we cannot readmit your child to school for 24 hours, as per the State of California licensing regulations. Our policy is based on the Model Health Care Policies developed by the American Academy of Pediatrics.

Children will be excluded from attending preschool for the following reasons: This list covers the most common illnesses, but is not inclusive of all reasons for exclusion.

- ❖ Illness that prevents the child from participating comfortably in preschool activities.
- ❖ Illness that results in a greater need for care than our staff can provide
- ❖ *Respiratory Illnesses & Colds.* If mucus is profuse and cannot be controlled by normal wiping, the child will be excluded at STS-ECEC's discretion. A child will also be excluded if the runny nose is associated with a fever, an infected throat, persistent cough or general irritability.
- ❖ *Fever* (99.5 degrees and above) accompanied by other symptoms.
- ❖ *Diarrhea* (more than one abnormal, loose stool). The child can return to school after **24 hours** of firm stool. **There are NO EXCEPTIONS to this RULE.**
- ❖ *Vomiting:* The child can return to school after **24 hours** of being vomit free. **There are NO EXCEPTIONS to this RULE.**
- ❖ *Mouth Sores* not associated with drooling
- ❖ *Rash* with fever or behavioral changes, unless a physician has determined it is not a communicable disease.

- ❖ *Purulent Conjunctivitis* (defined as pink or red conjunctiva with white or yellow eye discharge) until the child has been on antibiotics for **24 hours**.
- ❖ *Impetigo* until **24 hours** after treatment.
- ❖ *Strep Throat* until **24 hours** after treatment.
- ❖ *Head Lice* until **24 hours** after treatment and all nits are removed.
- ❖ *Scabies* until **24 hours** after treatment has begun.
- ❖ *Chickenpox* until all lesions have dried and crusted (usually 6 days)
- ❖ *Pertussis* (whooping cough) until 5 days of appropriate antibiotics.
- ❖ *Pinworm* until **24 hours** after treatment.
- ❖ *Hepatitis A* virus until one week after onset of illness, after immune globulin has been administered.

In order to assure your child's comfort and reduce risk of contagion, we ask that children be picked up as soon as possible. **Children must remain home for 24 hours without symptoms before returning to school.** In case of a suspected contagious disease, rash or continuing symptoms, a doctor's note is required before your child is permitted to return to school.

Excluded children may return when:

- ❖ They are free of fever, vomiting and diarrhea for a full 24 hours.
- ❖ They have been treated with an antibiotic for a full 24 hours.
- ❖ They are able to participate comfortably in all usual preschool activities, including outdoor time.
- ❖ The child is free of open, oozing skin conditions and drooling unless:
 - 1) A health-care provider signs a note stating that the child's condition is not contagious, and
 - 2) The involved areas can be covered by a bandage without seepage or drainage through the bandage.

If a child has had a reportable communicable disease, a doctor's note is required, stating that the child is no longer contagious and may return to School. The Director will make the final decision about whether a child may return to School. The decision can be made at anytime such as, at drop off time, or during the day.

ABSENCES

If your child will be absent, please call the ECEC office and let us know. We are concerned when children are not in school.

Should a child become ill at school, he/she will be isolated from other children. The parent will be notified to take him/her home.

Any symptoms that may cause the school to suspect a contagious illness may require a doctor's note stating that the condition is not contagious before a child may be readmitted to school.

Parents **MUST** notify the school if their child has been exposed to any contagious disease. There can be no admittance to school after your child has had a contagious disease unless the child is accompanied by a release from the doctor. Contagious diseases include, but are not limited to, conjunctivitis and chicken pox.

Please remember that when we send your child home, it is for their benefit as well as the benefit of the school. Keeping the school as healthy and germ-free as possible ensures that when your child is well, he/she will not relapse or re-catch the flu a few weeks later.

Please also note that there are no make-up days or tuition adjustments for illness at any time or for any reason!

Your child's teacher will care for minor injuries with soap, water and a Band-Aid. Our staff has been instructed to use every hygienic method to protect both children and staff members. Should there be an emergency, parents or those listed on the Emergency Card will be called. If none of the previously mentioned people can be reached, we will contact the physician you have listed. We must have at least one person who is able to communicate in English.

MEDICATION

No medication will be given at school unless under a physician's directions and the appropriate forms have been completed. The following State regulations govern the dispensing of medication at school:

- ❖ Prescription medicines must be in the original prescription container with the instruction label attached and administered in accordance with the label directions as prescribed by the child's physician.
- ❖ Nonprescription medicine must be administered in accordance with the product label directions on the nonprescription medication container.
- ❖ An Authorization to Dispense Medication must be completed as instructed and left with the director or secretary, giving approval and instructions for the administration of the medication.

- ❖ All medicine will be disposed of if not picked up in June. STS/ECEC is not responsible for medicine that is left in the office.

DO NOT LEAVE MEDICATION IN THE CHILD'S LUNCH BOX, CUBBY OR ANYWHERE IN THE CLASSROOM.

SPECIAL DAYS

Birthdays

Birthdays are very important events in the lives of preschoolers. On the Friday following your child's birthday celebration, parents are invited to our Shabbat celebration at 9:15 A.M. Children celebrating birthdays that week are called up to the bima during the service. A child enrolled in our program may have the opportunity to celebrate his/her birthday once during a calendar year. Therefore, a parent may choose to celebrate a child's summer birthday in our camp program or during the school year. Arrangements should be made with the child's teacher. Please keep the in-school birthday celebration simple. **You may bring a snack that has a Kosher sanction on it or is from a certified bakery**, as well as birthday napkins and tablecloth. No home-baked goods are permitted, even from a kosher home. As a special treat, you may wish to plan a

project for the children. Again, arrangements must be made with your child's teacher.

BIRTHDAY CELEBRATIONS OUTSIDE OF SCHOOL

One of the goals of ECEC is to teach values and sensitivity for the feelings of others. Parents can assist in teaching these concepts by remembering the following when planning the child's birthday party.

1. It is a terrible feeling to be left out of a birthday party when the rest of the class is there. Even if your child does not like a particular child, this is the time to teach him/her that we must be kind to everyone. **Invitations to birthday parties will not be distributed at school, unless the entire class is invited.** A better idea is to mail the invitations. If you seek to include a child from another class, that invitation must be mailed.
2. In consideration of all our families, please **DO NOT** schedule Saturday birthday parties. It is important that a child not be excluded because he/she is observant. A Sunday or after-school party will allow all children to attend.
3. Please be sensitive to the children in terms of the type of food you serve at your parties. Some of the children do keep kosher and cannot eat some of the foods from non-kosher food restaurants. If you need suggestions for the type of food to serve, please call the ECEC office.

SHABBAT

All parents are invited to stay for our Shabbat celebration on Friday mornings and accompany us to the Sanctuary for Shabbat Songs. The service usually lasts from about 9:15 AM to 10:00 AM. Each child will have the opportunity to be a Shabbat Eema (Mom) or Shabbat Abba (Dad) at least once during the school year. As Shabbat Eema or Abba, you and your child will be honored with the tradition of taking home the Shabbat basket to enjoy Shabbat at home with your family. Please be sure to sign-up in your child's classroom during the first weeks of school. This allows time if you need to re-schedule to a later date in the school year. Please do not

combine your child's birthday celebration with his/her Shabbat Eema or Abba experience.

Your child's teacher will inform you of the date, time and what to bring to the class.

TZEDAKAH AND TIKUN OLAM

Tzedakah, righteous giving, is the best of Jewish traditions. We practice many forms of tzedakah, such as sending tzedakah money for our weekly collection, bringing in canned food, clothing and toys to help those in need. We encourage children to respect the earth and others through such activities as recycling, planting and taking care of their environment.

FIELD TRIPS

Field Trips are a valuable part of our school experience for children at the Pre-K and Kindergarten level. Several trips are taken during the school year. All children are required to be in car seats. If you are not a driver, please remember to leave your child's car seat. Please remember to label your child's car seat, since many of them look alike,

PARENT/SCHOOL COMMUNICATION

Please notify us of any changes in your address, home phone, pager, and cellular or work number. We must have working emergency numbers at all times and we must be able to reach you.

In order to work effectively with your child, it is important that we are informed of your child's full history, any special needs or events that occur which may affect your child's feeling or behavior patterns. Please discuss any information with your child's teacher and the director that may not have been included elsewhere. All information is strictly confidential.

SCHOOL ROSTER

A list of names, addresses, and telephone numbers of the children (and parents) in each room will be made available to parents shortly after school

is in session. If, for any reason, you do not want this information circulated, please notify the director.

CONFERENCES

The school conducts formal parent/teacher conferences annually to give you and the teacher the opportunity to discuss your child's individual progress and goals. We encourage both parents to attend the conference. In addition, conferences can be set up on an "as needed" basis by the parents, teachers, or director. Please notify the teacher or director if your child is under any stress at home (such as, family illness, death, parental absence, etc.) We want to provide your child and family, the best care at school.

CHILD ABUSE REPORTING

In accordance with School policy and California law, school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision or sexual abuse and exploitation. In this very serious and legally narrow area, the School does not contact parents in advance of making a report to legal authorities. The clear intent of the law, based on the seriousness of the crimes listed above, mandates that a report of any reasonable suspicion of abuse be made. School staff members are legally required to make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

FAMILY/SCHOOL PARTNERSHIP

Excellent communication is crucial to the success and well being of any institution, family or school. At STS-ECEC, we work hard to partner with you and communicate with you clearly and often. If you would like meet with your child's teacher or the Director, please feel free to contact them to set up an appointment.

EARLY CHILDHOOD PARENT ASSOCIATION

Our Early Childhood Parent Organization meets once every month. All parents are encouraged to participate and membership is open to all interested STS/ECEC parents. The goal of the Parent Association is:

GOALS

To enhance the continued growth and development of STS/ECEC students through parent participation in STS activities.

OUR OBJECTIVES ARE TO:

Involve parents in their child's Pre-School experiences

Give input involving important decisions to STS/ECEC;

Encourage involvement and participation in STS/ECEC activities among all STS parents;

Utilize parents' experience and backgrounds to enhance educational programming;

Promote Shomrei Torah Synagogue in the community;

Assist in developing and implementing parent education programs;

VOLUNTEERS

We depend on volunteers to ensure the excellence of our program. If you are looking for something to do that is very worthwhile and directly benefits your child(ren), please come and share your time and talents with us. We can arrange times according to your schedule.

Parents, grandparents and others interested in working with children are always welcome to help in the classrooms. We also have an active Parent Committee that is looking for your support and involvement. Please call the ECEC office if you are interested in participating.

Volunteer opportunities are often announced in flyers or in the newsletter. Please respond when something interests you. If you have a specific project you would like to add, please feel free to discuss it with the staff so we can work with you to make it happen.

Parent Night Out

Once a month the STS-ECEC will be offering a special program geared towards parenting. Some months we will provide pizza and childcare, and send you out for a night on the town. Other months we will provide stimulating adult education including pizza and childcare.

WAYS TO CONTRIBUTE TO SHOMREI TORAH SYNAGOGUE

Shomrei Torah Synagogue - ECEC is a non-profit school, and as such, relies on donations to supplement the tuition fees. Your tax-deductible gifts will be used to further enrich STS programs.

In honor of a special occasion (i.e., birthday, Bar/Bat Mitzvah, anniversary, etc.), or in memory of a loved one, contributions can be made to any of the following special funds, which benefit the Early Childhood Department.

***The Moshe and Jean Cohen Memorial Library Fund
@ Shomrei Torah Synagogue
The Anice Switzky Memorial Fund
The Dorothy Omens Fund***

Synagogue tributes for well wishes for births, birthdays, simchas, as well as condolences, are available through the Main Office and Sisterhood. In addition, Shomrei Torah Synagogue is always ready to accept your volunteer time and the donation of educational items (e.g., computers, software, toys, etc.)

Please contact the STS/ECEC Office at (818) 346-4979 for more information.

EMERGENCY/EARTHQUAKE PREPAREDNESS INFORMATION

We as Californians are aware of the ever-present possibility of an earthquake or other emergency occurring, creating damage and dangerous conditions. The safety and welfare of our students is of the utmost concern to us. At present, your children are involved in fire and earthquake drills. Public safety officials have stated that the school environment provides the safest possible protection during a time of general emergency. Please feel assured that the staff is well prepared to insure the physical safety of your children and handle First Aid insofar as it is possible. In line with this, we have devised a specific set of procedures to follow in the event of an earthquake or other catastrophe. We sincerely hope that these procedures will never have to be put into effect.

WHERE TO LOCATE YOUR CHILD

In the event of an earthquake or other emergency during school hours, students will remain at the school until released to parents or to their authorized representatives.

Because children will not be released to anyone not listed on their emergency cards filed in the school office, it is absolutely imperative that parents keep emergency cards updated and current at all times. Anyone who picks up a child will be required to sign before the child is released. This is for the child's safety; please be sure your child knows exactly who can pick him/her up at school.

If necessary, the children remaining on site will be taken to the nearest evacuation center which will be designated at the time of the emergency. A staff member will remain with the children at the emergency center. When arriving to pick up your child, please remain calm and wait in the designated area until your child is brought to you by a staff member. Remember, the calmer you are, the calmer the children will remain!!

COMMUNICATIONS

Telephone officials have stated that in the event of an earthquake, telephone service would be restricted to emergency use only, to prevent a breakdown of the system. If operational, local radio stations will issue emergency information.

STUDENT CARE

While a student is on school premises, everything will be done to safeguard his/her welfare. All students will be under adult supervision until released to parents or authorized representatives. If a student has been injured, parents will be contacted as soon as possible. Although we are not allowed to treat serious injuries, we will administer basic First Aid until qualified personnel arrive. First Aid Kits are already on site, so that in the event of an emergency, they will be readily accessible.

The following are some of the basic supplies that will enable us to function in an efficient and safe manner. They are presently available in the school:

Child's Emergency Card, dried fruits, crackers, lollipops,
flashlights and batteries,
portable radios, cots, First Aid Kits, water, Mylar blankets

Thank you for your cooperation in allowing us to prepare, to the best of our ability, for the safety and well being of your children.

ADMISSION POLICY AND PROCEDURES

Shomrei Torah is a Conservative Synagogue and our Early Childhood Education Center is a non-profit school for all children ages 2 years through 6 years. While Jewish culture, tradition and values are central to our program, we do not discriminate against race, color, sex, age, disability or national origin.

We are open weekdays from 7:30 A.M. to 5:00 P.M. with some exceptions. School closes at 4:00 P.M. on Fridays. Check the school calendar for special closing times for holidays and vacations.

PAYMENT INFORMATION

TUITION

Tuition is an annual fee that may be paid in full in advance or in 10 monthly installments. No refunds will be made on tuition. Tuition is based on the number of weeks school is in session and calculated as an annual rate. All school closings are accounted for in the annual rate.

Monthly payments are due prior to or on the first of each month. We allow a grace period through the 10th. **Any payments received after the 10th of the month will be assessed a \$20 late fee.**

The school may refuse admission to any child in the event that tuition and dues are not kept current. We understand that from time to time unusual circumstances do happen that prohibit a family from meeting their financial obligation. Should a unique situation arise, please contact the ECEC Director or the Synagogue Financial Secretary immediately and we will do what we can to help.

REGISTRATION PROCEDURES

Upon registration for Kindergarten and Pre-School for the school year, a deposit of \$250 will be required in addition to a **separate** \$100 registration fee. The \$250 deposit will remain on your account for the duration of your child's enrollment in STS-ECEC. You may request a refund of your deposit within 30 days from your child's last date of enrollment. After 30 days the deposit will be gifted to the School. This deposit may be refunded for the last month of your child's enrollment provided that 1) all balances are paid in full and 30 days written notice is given for withdrawal from the program. 2) All balances are paid in full and child has completed Pre-K and is not returning for Kindergarten. 3) No refunds will be given for requests for withdrawals made between June 30th and September 30th for the coming school year (September – June).

WITHDRAWAL

The school requires a 30-day written notice prior to withdrawal from our program. **This notice is mandatory.** Failure to submit written notice 30 days prior to leaving the school will result in the loss of your \$250 deposit. Please also note that no adjustments will be made for families planning vacation during the school year.

The school reserves the right to dismiss a child if it is determined by the school, in its sole discretion, that it is in the best interest of the child and the school. If the school requests a child to withdraw, the tuition fee will be pro-rated and unused time will be refunded.

**SHOMREI TORAH SYNAGOGUE
EARLY CHILDHOOD EDUCATION CENTER**

I have read the emergency information and am aware of the Shomrei Torah Synagogue Early Childhood Education Center plan in the event of an emergency. I am aware of the fact that, if necessary, following the initial disaster, my child will be taken to the closest evacuation center should I or my designated guardian be detained.

As a parent, I will listen to the radio to ascertain the location of the closest evacuation center.

If this plan does not meet with my approval, I will give an alternate plan to the Early Childhood Education Director within a week of receiving the bulletin.

Parent/Guardian's signature _____ Date _____

I have received and read a copy of the Parent Handbook.

Parent/Guardian's Signature _____

Date _____

Names of children attending STS Early Childhood Programs:

_____	_____
_____	_____