



# PARENT HANDBOOK

2017 – 2018

**\* PLEASE SAVE \***

[www.ajpreschool.com](http://www.ajpreschool.com)

Adath Jeshurun Preschool 2017-2018 School Calendar

August 2017						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
		1	2	3	4	5
6	7	8	9	10 Teacher In-service	11	12
13 Parent 4:00 Orientation	14	15	16 1st day AJ	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2017						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
					1	2
3	4 Labor Day	5	6	7	8	9
10	11	12	13	14	15	16
17	18 Open House 5:30	19	20	21 Rosh Hashanah	22 Rosh Hashanah	23
24	25	26	27	28	29 Close @ 3:00	30 @ Yom Kippur

October 2017						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	2	3	4	5 Sukkot	6 Sukkot	7
8	9	10	11	12 Shmini Atzeret	13 Simchat Torah Parade 9:30	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31 Halloween Parties				

November 2017						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
			1	2	3	4
5	6	7	8	9	10 *Conferences	11
12	13	14	15	16	17	18
19	20	21 Thanksgiving Celebration 4s	22	23	24	25
26	27	28	29	30		

December 2017						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15 Hanukkah Party 10:00	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

January 2018						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	1 No School	2 No School	3 School Resumes	4	5	6
7	8	9	10	11	12	13
14	15 MLK Day	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31 Tu B'Shevat			

February 2018						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14 Valentine Parties	15	16	17
18	19 Teacher In-service	20	21	22	23	24
25	26	27	28			

March 2018						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
				1 Purim Parade 9:30	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28 Model Seder 10:00	29	30 No School	

April 2018						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	2	3	4	5	6	7
	Spring Break					
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23 *Conferences	24 *Conferences	25 *Conferences	26 *Conferences	27 *Conferences	28
29	30					

May 2018						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
		1	2	3	4 Oak's Day	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24 Last Day of School	25	26
27	28	29	30	31		

Shaded days indicate days when AJ is closed

\*Parent/Teacher Conferences will be held on Nov. 10 (times to be determined) & week of Apr. 23 (after 3:00-more info to come)

## **PHILOSOPHY**

Adath Jeshurun focuses on every area of the child's development. All children are considered regardless of race, creed or national origin. The emphasis is geared toward individual, social emotional, physical, cognitive, linguistic and intellectual growth. From beginning problem-solving, reasoning and critical thinking to the nurturing of creativity, sharing and individuality, the staff at Adath Jeshurun Preschool allow each child to develop at his or her own pace. Activities are designed to engage, challenge, and stimulate our children.

Adath Jeshurun encourages self-expression and self-confidence as children learn about friendship and group interaction. All of this is accomplished through hands-on experience and that all children deserve a learning environment that is both challenging and guiding. The children play and learn in a secure and supportive atmosphere in which emphasis is placed on the process of learning rather than on a predetermined final product.

Adath Jeshurun children learn critical thinking, problem-solving, and reasoning through dramatic arts, creative art projects, block building and water play. They learn Jewish culture, religion, and spiritual principles by celebrating the beliefs, holidays, and heritage of the Jewish people.

## **JEWISH PERSPECTIVE**

Adath Jeshurun Preschool is under the auspices of Congregation Adath Jeshurun. The curriculum includes subjects of Jewish interest and content. A Hebrew and an English prayer are recited daily at snack time, and on Friday, the children help usher in the Sabbath with the ritual blessings of the wine, challah (bread), and Sabbath candles and an all school sing-a-long.

The music program includes Israeli and Jewish songs. Throughout the year the students are visited once a month by Cantor David Lipp who teaches them about Judaism.. Holidays, Jewish and secular, are celebrated through stories, songs, arts and crafts, cooking, and other activities.

# IMPORTANT TELEPHONE NUMBERS & EMAIL ADDRESSES

Preschool Office	451-3434
Kathy Ralston –	Director
Lynn Hartman –	Administrative Asst.
Michelle McCarty -	Day Care Coordinator
Preschool Fax	451-3650
Kathy Ralston E-mail Address	kralston@ajpreschool.com
Lynn Hartman E-mail Address	lhartman@ajpreschool.com
General Email	preschool@ajpreschool.com
Michelle McCarty E-mail Address	mmccarty@ajpreschool.com
Website Address	<a href="http://www.ajpreschool.com">www.ajpreschool.com</a>
AJ Preschool Facebook	<a href="http://www.facebook.com/ajpreschool/">www.facebook.com/ajpreschool/</a>
Synagogue Office	458-5359
Mary Jane Baker, Speech/Language Pathologist	893-0765(home)/891-8878(office)

**\*\*The teachers' addresses and telephone numbers will not be printed in the handbook. If you need to reach a teacher please leave a message in the office and she will return your call as soon as possible.**

## NOTES

# PARENT ASSOCIATION

**AJ Parent Association Chair:**

Shannon Benovitz

**Pasta Supper:**

- **Silent Auction Chair:**
- **Food Chair:**
- **Décor Chair:**
- **Raffle Chair:**

Christina Frederiksen

Nell Gibson

**POSITION AVAILABLE**

Maire Gregory

**Challah Bread Sales Chair:**

**Art to Remember Chair**

**Service Chair:**

**Events Chair:**

**Teacher Appreciation Chair:**

**Website/PR/Social Media Chair:**

**Room Parents Chair:**

**Discovery Garden Chair:**

Samantha Perkins

April Wood

Jenny Kute

**POSITION AVAILABLE**

Brooke Rohrs

Hannah Wemitt

Jennifer Newman

Sara Celello

# SCHOOL HOURS

## Early Drop Off:

7:30 a.m. - 9:00 a.m. \$7.00 per day

*Breakfast is served from 7:30 a.m. – 8:30 a.m.*

## Regular School Hours:

9:00 a.m. - 12:00 noon Tuition Rate

## Extended Days:

12:00 noon - 1:00 p.m. \$11.50 per day

12:00 noon - 3:00 p.m. \$18.75 per day

**4 year old Enrichment** (12:00-3:00) \$23.75 per day

3:00 pm — 6:00 p.m. \$7.25 per day

12:00 noon - 6:00 p.m. \$25.50 per day

*A balanced lunch and snacks are included.*

It is advantageous for your child to arrive on time in order to maintain consistency and to insure that your child is not missing the classroom activities. It is disruptive to the teacher and other children when children arrive at different times during the morning.

**If your child is going to arrive late, please call the office. If your child stays past 12:00 you must call the office by 10:00 am. After 10:00 am we will assume they are not coming and we might fill their spot if someone wants to add on.**

## **DAY CARE REGISTRATION & FEES**

IF THIS FORM IS NOT RETURNED BY THE DUE DATE WE CANNOT GUARANTEE THERE WILL BE ROOM FOR YOUR CHILD. THERE IS A \$20.00 LATE CHARGE IF THIS FORM IS TURNED IN AFTER THE DUE DATE. Once the month has started there will be no refunds or substitutions.

Add-on, early drop off and extended day services **may** be available, however, a ***\$5.00 per day*** late fee will be added on to the extended day fees. Please call in advance to see if there is space available.

### **LATE FEES**

**We appreciate a phone call to let us know that you will be late, but a call does not negate late fees.**

Any child not picked up by **12:10 p.m.** will be charged a **\$10.00 late fee** *plus* any incurred extended day care fees.

Any child not picked up by **1:00 p.m.** will be charged a **\$10.00 late fee** *plus* any incurred extended day care fees.

Any child not picked up by **3:05 p.m.** will be charged a **\$10.00 late fee.**

Beginning at **6:01 p.m.** the charge will be **\$10.00 plus \$2.00 per minute.** This also applies to days we close at 3:00 p.m.

### **After 6 p.m. Pickup Policy**

We do not maintain staffing beyond 6 p.m. If a parent does not pick up a child before the preschool closes at 6 p.m. the emergency names provided for the child will be contacted. If we are unable to reach any of the emergency contact, we will use our best judgement to provide appropriate care. An initial \$10.00 per child late fee will be charged at 6:01 p.m. plus a \$2.00 per minute late fee. All charges must be paid at the time of arrival or the next morning. Please be aware that repeated late pickups after 6 p.m. is reason for nonparticipation in the After School Program. We appreciate a phone call to let us know that you will be late but a call does not negate late fees.

Disputes arising over exact time will be settled by a staff member calling Time and Temperature (585-5961) to determine the correct time.

### **RETURNED CHECK FEE**

There will be a \$25.00 fee charged for returned checks.

# CARPOOL

IF YOUR CHILD IS NOT GOING HOME WITH THE REGULAR CARPOOL, YOU MUST SEND A NOTE STATING WITH WHOM YOUR CHILD IS TO GO. WE WILL ASK TO SEE IDENTIFICATION FROM THIS PERSON. FOR YOUR CHILD'S SAFETY, NO EXCEPTIONS WILL BE MADE.

## **VERY IMPORTANT**

The carpool line is designed for safety so please be patient and wait in line. We encourage everyone to use it.

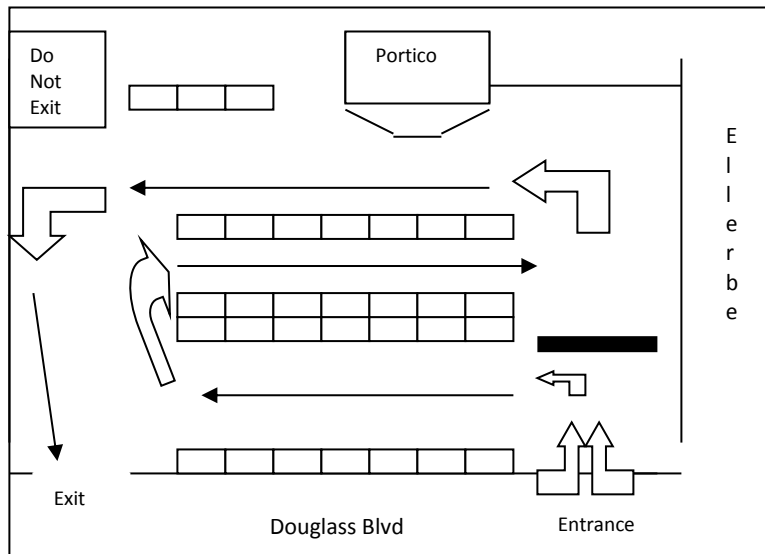
## **CARPOOL PROCEDURES FOR DRIVERS**

Enter ONLY at the **Douglass Blvd.** entrance that is near Ellerbe. Make an immediate left turn and proceed through the parking lot as shown on the map. Pull up under the portico and the teachers will help the children in and out of your car.

Cars will be unloaded between 8:50 and 9:10 a.m. and loaded between 11:50 a.m and 12:10 p.m. At 3:00 carpool cars will be loaded between 2:50 and 3:05. A carpool number will be assigned. **Please put this number on the rear view mirror of your car so the teacher can see it.**

Please make sure all the children in your care are in their seatbelts. If you are keeping people waiting, just pull over in the parking area and secure the children. It is time well spent. Also, children should be seated and securely belted when you drop them off. Please do not allow your child to sit in your lap to "steer" or "drive". This is not safe.

**One final reminder - please be prompt. An occasional late pick-up is understandable, however all children are anxious when they have to wait.**



## **CARPOOL PROCEDURES FOR WALKERS**

All car drivers who are going to park and walk their child in must enter through the Woodbourne Avenue entrance, park on the hill and enter the preschool by the ramp. If you are walking to preschool you must also enter through the Woodbourne Avenue entrance so you do not walk across the carpool line. **DO NOT, under any circumstances, WALK ACROSS THE CARPOOL LINE.** Please feel free to use strollers when entering the building by the ramp.



# CHILD PREPAREDNESS

## **DRESS**

We prefer your child wear play clothes. Please, no straps which need buttoning or belts which are difficult to handle. We are trying to help children gain independence, and clothing that they can handle will aid in that direction. Please have your child wear closed-toe shoes. Please avoid Crocs. We have found Crocs are difficult for the children to run and play in.

**Please mark all articles of clothing and have an extra outfit at school.**

While taking into account the daily wind chill factor, unless the weather is bad, our classes go outside every day, even if only for a few minutes. So please dress your child accordingly.

Parents of toddlers and 2 year olds - please help the teachers by sending your child in clothing that will assist them in changing diapers. Any child wearing pull-ups must wear the kind that break away at the sides.

## **SCHOOL BAGS**

We ask that each child, even toddlers and 2 year olds, carry a bag (large enough for art projects, etc.) back and forth to school every day. Make sure it is clearly labeled with your child's name. Please check your child's school bag daily for messages and art work.

## **FIELD TRIPS & SPECIAL EVENTS/GUESTS**

The 3 year old and 4 year old classes will take a variety of field trips. These trips are chosen to broaden your child's experience.

Miller Transportation will provide buses for the field trips.

A permission form will be required for **EACH** field trip. If we do not receive this permission form your child will be unable to attend.

The infants, toddlers and two year olds will join the older children for programs in school. These may include a magician, a puppet show, or a music experience. These events will be listed in the monthly newsletter you will receive each month.

# MISCELLANEOUS INFORMATION

## **SPEECH THERAPY**

Children will be screened after school begins by the school's speech therapist. If it seems advisable that your child have speech therapy, you will be notified by the therapist. Speech/language therapy sessions will be offered during school hours. Parents who decide on therapy for their child will pay the therapist directly.

## **PARENT-TEACHER CONFERENCES**

Conferences are held twice a year. This school year (2017-2018) they will be held on November 10, 2017 and during the week of April 23, 2018. Please feel free to contact your teacher or the director at any time at school.

## **BLESSING**

Each day at snack a prayer is recited before eating. It is recited in Hebrew and English.

Bah-roo *ch* Ah-tah Ah-doh-nye,  
Eh-lo-hay-noo Meh-le *ch* Ha-o-lam,  
Bo-ray Mee-nay Miz-o-note.

Thank you dear God for the good things we eat. Amen

*Ch* = sound not found in English: similar to German "ach"

## **Translation**

Praised are You, Our God,  
Ruler of the universe,  
For creating the food we eat.

## **FAMILY CRISIS**

From time to time families in our school may encounter divorce, death of a family member or a hospital stay by parent or child. This can cause great trauma for children and alter their behavior at school. Because of this and because our staff can lend emotional support to children during these times, we request that you discuss any situation of this nature with your child's teacher or the Director.

## **DISCIPLINE**

The forms of discipline used at Adath Jeshurun Preschool are positive reinforcement and re-direction. In some cases we do use time-out. On some occasions children may be brought to the office to talk to the Director. Parents will be notified and asked to meet with the Teacher and Director if the undesirable behavior continues.

## **CHILD ABUSE**

State Law requires that any suspected case of child abuse **must** be reported by the teacher to the Child Abuse Hotline and then to the Director. In Kentucky, any person is protected by law when a case of child abuse or neglect is reported. The person reporting is protected from any criminal liability. The Center will take affirmative steps to protect children from abuse or neglect.

1. If abuse by a staff member is suspected, the staff person will be removed from direct supervision of children.
2. The child will be examined for injuries. The Director will talk to child to hear child's account of incident.
3. The Child Abuse Hotline will be notified.
4. Child's parents will be notified.
5. If abuse occurred the Licensing Division of the Cabinet for Human Resources will be notified within 24 hours.

# MEDICAL INFORMATION

## MEDICATION

Medication will be administered only at 12 noon to children enrolled in the Before/After School Program. Only medication prescribed by a physician will be administered to the child. A note from the physician must accompany over the counter medicines stating the name of the medicine and the amount to be given. We do ask that you administer medications at home if the medication is required to be given only once a day.

1. Medicines **MUST** be in their original container.
2. **Prescription medicine MUST** have the pharmacy label with the instructions attached.
3. Before we can give medication you must sign our MEDICATION RELEASE LOG. This log will indicate the date, time, and dosage (dosage must be age appropriate as indicated on the medicine otherwise we must have a note from the doctor) of each medication. **PARENTS MUST HAND DELIVER MEDICINES TO THE PRESCHOOL OFFICE AND FILL OUT THE MEDICINE LOG EVERY DAY THAT MEDICATION IS TO BE GIVEN. Medication should be picked up every day. Medicine left for more than five days will be discarded.**

We will not make judgment decisions regarding medication or take telephone requests for this issue. Medicine will not be given if the log is not filled out properly.

## ILLNESS

**School is for well children only.** Children showing symptoms of illness will not be admitted and children becoming ill during the day must be picked up **immediately**.

Children may not be brought into school with any of the following: skin rash or sores, vomiting, sore throat, chills, diarrhea, inflamed or swollen eyes, flushed or unusual pallor of the face; severe headache, listlessness, nausea, temperature above 101 degrees, or any communicable disease. **When your child is sent home because of fever or illness, he/she is not allowed to return to school the next day and must be symptom free for 24 hour before returning.**

If a child has been treated for head lice he/she will not be admitted to school until the his/her hair has been checked by school personnel. The hair must be **totally** nit free before the child will be admitted to school.

## IMMUNIZATION CERTIFICATE

An up to date **KENTUCKY IMMUNIZATION CERTIFICATE** is required by State Law for each child before admittance. If you have a valid certificate on file with us, you are not required to obtain a new one. You will be notified as it expires.

## MEDICAL EMERGENCY FORM

It is imperative that we have this form on file. This form provides us with emergency information and allows the school to have your child transported to a hospital in the event you cannot be reached. If any information changes during the school year please notify us immediately.

## RIGHT OF REFUSAL POLICY

The school reserves the right to drop a family from its rolls for reasons of non-cooperation, delinquency in payment of fees, or inability of child or parents to adjust to the expectations of the preschool program.

Such withdrawals are to be determined by the Director.

## **BIRTHDAYS AND SPECIAL DAYS**

If you wish to celebrate your child's birthday during the school year, or for those who have summer birthdays, a special day may be celebrated at anytime the parents prefer. School procedure is as follows:

\*Arrange the day of the party with your child's teacher. Please check with the teachers regarding any allergies.

\*In keeping with the synagogue's Kashrut (Jewish Dietary Laws) policy, no cupcakes or other treats baked at home will be allowed in the building. Any treat that is packaged and marked with a "K" or "U" is acceptable. Please refer to the list below of approved bakeries, treats, etc.

Birthdays and special days are optional and up to each individual family. A gift of books, tapes, or toys to your child's classroom is a nice way of honoring your child's birthday. If goodie bags are desired, please pack with stickers, pencils, little toys, etc. versus candy/sweets. This suggestion has been made by parents.

One of our children's greatest joys is having birthday celebrations with their friends. Please make every effort when planning the party to be sensitive to the religious observances of school mates (Friday night, Saturday and Sunday mornings).

## **APPROVED KOSHER PRODUCTS**

### **Cakes/Desserts**

- The Bakery
- Desserts by Helen Friedman
- Martha Wilson Cakes
- Baskin Robbins (non-marshmallow) Cake
- Kroger Pre-Cooked Sheet Cake (baked in a centralized bakery and sold from the bakery display case, not baked at your neighborhood Kroger store — okay to have decorated too)
- Packaged cakes with kosher symbol, i.e. U (with a circle around it) or K
- Sweet Surrender
- My Favorite Muffin
- Costco Cakes
- Dunkin Donuts Glazed Donut

### **Miscellaneous**

- Entenmann's Products
- Little Debbie Products
- Kroger Fruit Trays

### **Challah**

- Great Harvest Challah
- Panera Challah
- Breadworks Challah

### **Bagels**

- Breadworks
- Dooley's

# INCLEMENT WEATHER POLICY

**THERE WILL BE NO REFUNDS OR MAKE-UP DAYS FOR DAYS MISSED DUE TO INCLEMENT WEATHER.**

**CLOSINGS:** If **Jefferson County Catholic Schools** are closed due to inclement weather, AJ will be closed.

**DELAYED OPENINGS:** We will open at 7:30 am regardless of delayed openings by Jefferson County Public or Catholic schools.

**EARLY CLOSINGS:** If JCPS should announce an early dismissal time or if Louisville has announced “Operation Snow”, we will close **one hour after** JCPS elementary schools. When the roads become hazardous we may close early so that children and teachers may arrive home safely. If JCPS is not in session AJ Preschool will make an on-site decision about closing early. Everyone will be notified.

In the event of a tornado **WARNING** (not watch) all children will be kept at school until an all clear alert has been sounded. For everyone’s safety please do not attempt to pick up your child before the all clear signal.

IN THE EVENT OF A SEVERE EMERGENCY AND WE CANNOT RETURN TO THE BUILDING, THE CHILDREN WILL BE TAKEN TO ST. ANDREW EPISCOPAL CHURCH RIGHT ACROSS ELLERBE.

## **EMERGENCY EVACUATION PLAN**

Evacuation plan for **Adath Jeshurun Preschool** in the event of fire, natural disaster, or other threatening situation that may pose a health or safety hazard to the children in the preschool.

**In case of such emergency that the Adath Jeshurun Preschool requires evacuation – each teacher will take his/her class to the gym at St. Andrew’s Episcopal Church, 2233 Woodbourne Ave. Louisville, KY 40205. Staff will exit the building on the Douglass Blvd side and walk to Ellerbe Ave. and cross the street to St. Andrews. Staff and children will wait until an “all clear” signal has been given before returning to school. Parents will be notified by email and phone concerning the reason for evacuation and that children are safely returned to school property. If conditions require that the children not be returned to the school the parents will be notified by phone. If phone lines are unavailable staff will stay with children until parents arrive. A letter of approval from St. Andrew’s Episcopal Church is on file.**

Staff members will be responsible for the children in his/her class. Staff will devote full attention to the children in their care and ensure the children are within scope of vision and range of voice at all times. Floaters/extra assistant teachers will be available to help children that have special needs. The director will take the “emergency binder” with children’s emergency contact information and medical information. Teachers will take the attendance sheet from his/her classroom. The administrative assistant will take the daily attendance sheet with the names of children absent and a parent Sign Out Form.

Parents have been notified of the evacuation plan and evacuation sites (in Parent Handbook) and have acknowledged by signature that they have read and understand the location for evacuation and the evacuation plan.

Children with special needs will be assigned a staff member to help facilitate the move to the emergency location.

The staff will be instructed in procedures for emergency evacuation at a staff meeting before the beginning of each year. They will be given a copy of the emergency evacuation plan and acknowledge by signature that they have read and understand the plan. The staff will practice an emergency evacuation at which time procedures and assignments will be discussed.

The director and staff will update and evaluate evacuation plan every year in August before the beginning of school.

A copy of the above information will be provided to each parent, custodian or guardian of each child before the beginning of school and they will be notified whenever the plan is updated. A copy of the plan will also be sent to Doug Hamilton, local emergency management official, at 410 South 5<sup>th</sup> Street, Louisville, KY 40202.

## PARENT ACKNOWLEDGEMENT

*I have read this document and I understand it. I have been given the opportunity to ask questions about it. I agree to abide by its policy.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent of: \_\_\_\_\_

Please print and submit the signed portion of this document to the office by **August 31, 2017**.