



# Beit HaYeladim Preschool

## Parent Handbook 2012-2013

This handbook and the statement of program and philosophy were prepared to describe some important rules and policies, and to help you understand the rationale behind them. The BHY Staff needs your help to create a safe, comfortable and meaningful place for your child. Please keep it handy so you may refer to it from time to time.

Dear Parents,

Eighteen hundred years ago, Rabbi Judah haNasi said, "The world would not endure were it not for the sake of the breath of little children at school."

Jewish tradition has long held that there is no greater miracle, nothing more important or more holy, than a young child. And our preschool, Beit HaYeladim, is the heart of this synagogue. At Beit HaYeladim (literally "House of the Children"), our children establish the foundation of their Jewish education and identity, and also of a deeply ethical relationship with other people. We are incredibly fortunate to have a staff of gifted, loving and devoted teachers, who give each individual child the love and guidance that we want for our children.

We at Congregation B'nai B'rith are also committed to you and your family, and we welcome families from all religious backgrounds. We know that raising a child in this world is a challenging, sometimes hair-raising, task. Regardless of your religious affiliation, we hope that you will find our Temple to be a place of refuge, a place to find good friends, a place that will nourish you emotionally and spiritually, and a place where you can grow as a human being.

Please do not hesitate to contact me if you ever feel the need or desire to talk. I would welcome the opportunity to get to know you better!

Sincerely,  
Rabbi Steve Cohen

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## I. The Basics

### A. Message from the Staff

Shalom and Welcome to Beit HaYeladim Preschool!

Beit HaYeladim (BHY) is the starting place for young children to experience Jewish life at Congregation B'nai B'rith. We provide a warm, nurturing environment that is socially, emotionally and cognitively challenging for your child. We welcome families from all religious backgrounds and strive to make every child feel included and at home.

Preschool is an important investment in your child's future. It is the foundation from which your child will develop vital social skills and build trust in him- or herself and others. Early childhood educational experiences foster your child's future success in school. We are privileged to be entrusted with your most precious possessions. We honor this trust, take our responsibility seriously, and are committed to your child's safety and well-being.

We understand that sending a child off to preschool can bring forth many emotions: excitement, anticipation, fear, sadness, concerns for safety and "readiness." We are aware of how important a child's early years are, and work hard to provide a safe environment where your child can question and explore. Our low teacher-to-student ratio provides us with an advantage in meeting this goal.

We hope you will be engaged in your child's preschool education. Daily communication between the staff and parents allows us to be responsive and supportive of children's growth. Bridging the gap between home and school is very important and we encourage you to inform us of any significant changes that may occur while your child is enrolled.

We also encourage you to get involved in our school. Parental involvement is an integral part of our program and allows for deepening the entire family's knowledge and experience of Judaism. We hope that this handbook will serve as a reference throughout your time here at BHY. Please read through it carefully and if at any time you have questions or concerns, please feel free to contact us.

We look forward to getting to know your family.

The Staff at BHY

## B. Beit HaYeladim's Philosophy

BHY is a playful place where teachers and parents work together to create a warm, inspiring and loving atmosphere for children. The curriculum focuses on the emotional, social, cognitive, physical and creative development of each child and is infused with Jewish values and culture. We believe that children construct their own knowledge through meaningful relationships and experiences. Because opportunities for discovery are based on children's interests and grow out of their existing knowledge, our curriculum emerges, in part, from those interests. As a result, our curriculum does not look the same from one classroom to the next, or one year to the next; it is adapted to meet the curiosities and learning styles of each child.

BHY strives to create a sense of community and tradition by celebrating Shabbat each Friday and other Jewish holidays together with students, teachers and parents. Because BHY is the gateway to the temple for many families, the children continue their Jewish education together through grade school and high school. This process enables them to create and sustain lifelong friendships.

Jewish preschools can have a profound effect on the Jewish life of the entire family, especially when families participate in school activities. The educational process at BHY is truly a partnership between home, school and community. In order for our mission to thrive, we need families to be informed and involved. Parent participation benefits the children's education and strengthens family relationships, as well as our temple community. Your involvement also shows your child that you value his/her preschool experience.

## C. Hours of Operation

The preschool is open from 7:30 a.m. until 5:30 p.m., Monday through Friday. The day is divided into four sections: 7:30 to 9:00 a.m. (morning care); 9:00 to 1:00 p.m. (core day); 1:00 to 3:30 p.m. (early afternoon: nap or afternoon program); and 1:00 to 5:30 p.m. (full afternoon: nap, afternoon program, and more activities). We offer a 12-month program, beginning in July and ending in June. The "school year" runs from September to June. In July and August, our programming is set up as a "summer camp" with every week or two having a different theme.

## D. Contact Information

Congregation B'nai B'rith  
Beit HaYeladim Preschool  
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Santa Barbara, CA 93111  
CBB: (805) 964-7869  
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[bhyassistant@cbbsb.org](mailto:bhyassistant@cbbsb.org)  
[www.cbbsb.org](http://www.cbbsb.org)

## II. The Children's Program

### The Classroom Experience:

#### A. Class Structure and Ratios

BHY is licensed for children 18 months to 5 years old. Depending upon demographics of our community during a particular year, we may or may not offer the 18 month-to-2 year toddler program. The classrooms are organized with multiage groupings and typical age combinations are 2s and 3s, 3s and 4s, and 4s and 5s. These groupings may vary by year.

Our toddler program has a one-to-four ratio of teacher/teacher assistant to child. Our other classes have one-to-nine ratio. The pre-K class may be one-to-twelve as needed.

#### B. Curriculum

Beit HaYeladim offers a combination of a carefully planned and child-emergent curriculum, in a rich Jewish environment where appreciation and knowledge of Jewish customs, values and traditions are fostered. There are four primary considerations our teachers make when designing preschool curriculum: developmentally appropriate practices, emergent curriculum, the five selves, and Judaica.

DAP - Developmentally Appropriate Practice is the philosophy of doing the right thing for each child at the right time. The "right thing" is making the decision that will best help the child to learn, grow and develop into the most well adjusted, secure person he or she can be. When we make the Jewish aspects of the curriculum developmentally appropriate, embracing the children's individual learning styles, we give our children a broad base of knowledge, which is, in essence the foundation of their Jewish identity. For example, children one year may not remember the name of Antiochus and instead only refer to the "bad king." The next year, with enough opportunities to explore and play with the concepts, the children will not only remember the King's name, but they will compare Antiochus to Haman and Pharaoh.

Emergent Curriculum stems from the interests of children and relies on the teachers' knowledge of developmentally appropriate practice. Emergent curriculum is embedded in a reciprocal relationship between teachers and children, both having valid goals and ideas. It requires energy, flexibility, observation, listening skills and commitment. Throughout the day, teachers actively respond to children's interests by planning activities and providing props and materials that further engage and develop the children's interests. To begin the process, teachers set up the room with activities they think might be of interest to the children. Next, they observe and record expressed interest in any of the planned activities that could be extended and built upon (Gordon and Browne, 1993). This is a

dynamic process that allows for the children's natural interests to be merged with concepts and ideas we introduce in our curriculum.

The Five Selves refers to cognitive, social, emotional, physical and creative areas of early childhood development. This is the language that Early Childhood Educators use professionally, and will help you understand the teacher's assessment language at conference time.

Judaica - The primary focus of Judaica at Beit HaYeladim is to give children a sense of the culture and traditions in Judaism, and simultaneously teach them the basic values in the Jewish religion. Teachers integrate Judaica into the context of children's everyday experiences; they use a combination of experience and resources to provide a strong Jewish foundation and enrichment activities. We celebrate Shabbat and Jewish holidays throughout the year with traditional foods, songs and prayers, providing children and their families with experiences they can build on at home. At least one member of our clergy team—Rabbi Cohen, Rabbi Solomon, or Cantor Mark—meets with the children each Friday to celebrate Shabbat. Cantor Mark also spends time with the children singing and teaching Jewish songs. We also have a Hebrew teacher introduce our children to Hebrew words.

### C. The Daily Schedule

The schedule varies from class to class and includes activities, outside time, snack and lunchtime.

Examples of typical preschool activities are:

Art Mediums: Art provides an outlet for the expression of ideas, feelings and emotions. Art activities are process-oriented. Finger painting, easel painting, experimenting with clay and drawing are samples of typical classroom art activities. We provide smocks and offer them to the children to protect their clothes, though we do not require children to wear them.

Dramatic Play: Enables the child to reenact the experiences in his/her world in order to understand and explore their meaning, and gives him/her the opportunity to develop a rich, creative fantasy life. With the help of props, such as dolls, hats, and other items, a child may explore being a parent caring for a small baby, a doctor giving shots, or an astronaut on the moon.

Concept Development: Young children are in the process of forming many new concepts about their world. Together the teachers and children create experiences of interest to expand the children's knowledge, cognitive skills, language, curiosity and problem-solving skills.

Fine and Gross Motor Skills: Climbing, running, pushing and pulling are a few of the large-muscle activities encouraged by the availability of slides, tricycles and various climbing structures. Activities such as cutting and pasting, art activities, puzzles, and the use of

other manipulative materials, provide opportunities for the practice and development of fine motor skills.

Music: Opportunities include: singing, rhythms, listening, rhythmically moving, experimentation with various instruments, and creation and interpretation of music.

Dance: Provides for the exploration of the elements of dance, including body awareness, spatial awareness, rhythm and creativity.

Experiences with Literacy: Provide books, child-dictated stories, discussions, puppets, storytelling, and many experiences with printed materials which aid in the child's development and help him/her learn about the world.

Science and Math: Experiences offer the child firsthand opportunities for scientific discovery. Questioning, hypothesizing, experimenting and discovering what happens are naturally satisfying processes. Number, quantity, volume and similar math concepts are derived from experiences such as cooking activities, planting seeds, counting and sorting.

Blocks: Provide opportunities for dramatic play, social interaction and cooperative activity, as well as opportunities for perceptual and spatial learning.

Writing: Opportunities for children to freely explore the concept and process of writing through the use of a variety of writing materials (pencils, pens, markers, and a variety of paper types and sizes). As children exhibit the skills for writing, teachers work with him/her to further develop his or her skills.

## D. Ongoing Programming

Here is a list of the activities in which children participate on a regular basis:

- Music with Cantor Mark
- A child-friendly Shabbat service each Friday with a member of our clergy team
- Schmooze Buddies, an intergenerational program for the pre-K class
- Jewish holiday observances
- Movement/physical education
- Gardening
- Cooking
- Hebrew

## E. Specialists

Specialists provide enrichment to our program during the core day, from 9:00 to 1:00 p.m. Specialists may either lead or support the core teacher with activities. Here are some of the specialist offerings:

- Holiday Cooking
- Sign Language
- Science Programs

- Physical Education
- Fine Arts: art, music, dance and theater
- Creative Movement

Parents: If you have a special skill or talent you can share or a job that would be interesting to children, please let the teachers know. Examples include: playing an instrument, painting, drawing, dancing, sculpting, cooking, storytelling, doctors, firepersons, veterinarians, etc.

## F. Outdoor Play

Children's exposure to the outdoors and its ever-changing wonders is an important part of the curriculum and the children's day. The sensory quality of the outdoors makes it a natural classroom, one that encourages the gross motor, construction play, and symbolic play instincts of preschoolers. Outdoor play offers opportunities for:

- Free play, because adults are less inclined to control outdoor play.
- Developing children's movement skills and physical fitness.
- Interaction/experience with nature.

## G. Rest Time

All children who stay after 1:00 p.m. are required by state licensing to have an opportunity to rest. A typical rest time is one to two hours, though no child will be forced to rest. If a child cannot fall asleep after a sufficient attempt (for approximately 20 minutes), he or she will be given the opportunity to join the afternoon class. If your child does not take a nap, we will engage him or her in quiet activities for approximately 20 minutes.

If you would like your child to nap or lay down to rest, please send two sets of sheets (crib sheets) and pillows. Each should be marked with your child's name. Every Friday, one set will be put into your child's cubby for you to take home and wash. You will need to return the sheet on your next day of school.

## H. Shabbat

At Beit HaYeladim, we celebrate a Kabbalat or pre-Shabbat with the children and their families. Every Friday at 12:00 p.m. the teachers and children enjoy lunch together. Up to three children can be honored as "Shabbat Kids" for the day by signing up in the preschool lobby or online. At lunch those children will sit at a special table and lead us in our Shabbat blessings. Families of "Shabbat Kids" are invited to join us for lunch. Lunch for those parents will be hosted by the preschool as long as the office is notified by Wednesday of that week that lunch is desired. After lunch we all go to the Temple to celebrate Shabbat with a brief service led by a member of our clergy team. The Shabbat Kids are singled out once again with the honor of opening the Ark and carrying small Torahs around for everyone to kiss.

## I. Assessment and Parent/Teacher Conferences

Teachers use a combination of anecdotal notes, pictures, child work studies and developmental guides to provide authentic, child-focused assessment. Twice a year, teachers and parents meet to have a formal conference. At the conference, teachers and parents share their observations of the child's strengths and challenges. Each child's work and developmental milestones are kept in a portfolio that will be given to the family at the end of the year.

Individual conferences can be scheduled at any time during the year should a specific need arise.

## Other Things to Know

### J. Nutrition

We are aware of the importance of good nutrition and strive to provide healthy meals and snacks for the children. With that in mind we offer a catered lunch program. Families are given the option of purchasing 1 to 5 meals per week. Please refer to the registration form for monthly fees for lunches.

Our meals consist of a protein, complex carbohydrate, vegetable and fruit. Out of respect for Jewish dietary laws all meals will either be meat or dairy. If your child is a vegetarian, a meat-free option will be available. Also out of respect for Jewish dietary laws, BHY is free of pork and shellfish.

### **"NO NUT POLICY" Beit Hayeladim Preschool (BHY)**

A nut allergy is a significant problem. A child who suffers from nut allergies may die if he/she consumes anything that has nuts or consumes a product that was even made on equipment that made a product with nuts in it. The life threatening risk is very real. Many schools, particularly preschools, attempt to eliminate nuts in an effort to prevent severe and life threatening allergic reactions. BHY is no exception.

BHY has a "NO NUT POLICY" and will continue to totally eliminate nuts from all products we purchase for student consumption. However, as one can imagine, we cannot control what parents send to the school with their children and that is where you can help protect our students.

**BHY REQUIRES THAT PARENTS DO NOT SEND FOODS IN LUNCHESES OR SNACKS THAT CONTAIN ANY NUTS.**

We do not serve snacks or bake items in class that contain nuts in ANY BHY program - regular preschool or Extended Day. If a child comes to school with a product that contains nuts the

teachers will send it back home in the child's lunch box with a note reminding the parent that this item does not meet our policy.

Students are asked NOT to share lunches.

While we acknowledge that individual families decide what to include for their child's lunches and snacks, we ask that all families be respectful of our policy and the life threatening result to a child who unknowingly consumes food from another child that he/she is allergic to. Parents are asked to make certain that they communicate to BHY staff all their children's allergies and health issues.

If a child brings in a snack for the class where the packaging states it may have been processed in a plant with peanuts, BHY will not serve that item to a child where a parent has informed us of that child having a nut allergy, unless we have written permission to do so from the parent. Parents of children who have nut allergies are asked to provide a few special treats for us to keep at school that are acceptable for their child to consume on an occasion when a snack is brought in for the class that may have come from a bakery that has nuts.

At all BHY events that serve food parents are asked to respect our policy and not bring in items that may contain nuts. If such an item were to show up it would be removed from the event and not served.

Because of the many events, activities and programs we host, Congregation B'nai B'rith cannot guarantee a complete nut free environment. Because it is a multi-use facility, we may at times have nut products present in the building. However, working together with you, we will do our best to provide a safe and healthy environment for all our treasured students.

For more information on Nut allergies and what foods to avoid bringing to school, check out the web site [www.webmd.com/allergies/guide/nut-allergy](http://www.webmd.com/allergies/guide/nut-allergy)

## K. Clothing

It is important to label every item your child wears or brings to school, including lunch boxes, backpacks and the extra clothes we keep in school for each child. For clothing, a permanent marker works very well. Labeling enables us to return any lost items.

Because children throw their whole hearts and bodies into their work, they will frequently come home with leftovers of their art projects on their clothing! Although our students are encouraged to wear smocks, they are not required to do so, as smocks prevent some children from participating in a project. When children are dressed in clothes that they must keep clean, it dims their enthusiasm. For these reasons, we ask that you dress your children in play clothes for school. Play clothes are defined as clothes that can get dirty or messy without upsetting you!

**Each child will need to have a bag of extra clothes in school. The bag should contain clothes that your child actually likes, that fit, and that are seasonally appropriate. Please give them to your child's teacher and update them as your child grows.**

Please dress your child appropriately for the weather. Here in Santa Barbara it is often cold in the morning, warm in the middle of the day, and cold again in the late afternoon. Dressing your child in layers helps keep them comfortable throughout the day.

Rubber-soled shoes with socks are best for active young children. Closed-toed shoes or sandals with backs on them are required. Crocs, or their equivalent, are not allowed. Crocs are developmentally inappropriate for children and have caused numerous injuries. Sandals without backings are dangerous. We recommend that you leave a pair of sneakers in your child's cubby.

When you drop off your child in the morning, please make sure that all wet jackets or rain gear are hung outside the classroom.

## L. Diapers and Toilet Training

Teachers collaborate with parents to provide a consistent routine for children who are ready to learn to use the toilet. Children who are in the toilet-training process should bring several extra pairs of underwear, as well as two complete changes of clothing (shirts, pants, socks and underwear). Toilet accidents will be dealt with in a calm, pleasant and casual manner. If your child is not yet toilet-trained, please provide disposable diapers and wipes. There is space above the changing table in your child's classroom labeled for your child's diapers. Please check your supplies in this area occasionally. Your teacher will also leave you notes reminding you when it is time to restock.

## Behavior Concerns:

## M. Conflict Resolution with Children

Conflict resolution is one of the many communication and problem-solving skills that we help children develop at BHY. We are committed to teaching children to resolve conflict in a positive manner. It is our goal to help children work toward resolving conflicts independently; however, expectations vary according to the age and stage of the children involved. While certain strategies are used consistently throughout the school, other strategies are more appropriate for particular age groups. Individual teachers and parents may have unique strategies that are successful, and we encourage the sharing of these strategies with the children.

While children are taught that an apology can be helpful, children are never forced to apologize. Children are often not sorry about what they've done; forcing children to apologize simply teaches them to lie about their feelings. Learning to recognize error and apologize is important; what's more important, however, is that children learn to be both

honest and sincere when making apologies. Rather than prompting children to apologize, we often ask them, "Is there anything that you would like to say?" Sometimes an apology is forthcoming, yet other times children say something else.

Children learn to resolve conflict both individually and in groups. Interpersonal conflicts that arise on the playground are most often addressed immediately. Occasionally these concerns will become an agenda item for a circle-time discussion. During circle-time or snack or lunch with the younger classes, children will learn to share their experiences and express feelings, as well as listen to the experiences and feelings of others. Teachers will paraphrase the comments of the children, model empathy, generate suggestions, and help the children select solutions. A child's right to privacy will always be respected.

We know that it is easier for both children and adults when conflicts and issues are dealt with in a consistent manner. The following guidelines will be used to help children resolve conflicts.

1. A teacher will set the ground rules. All children will have a chance to speak.
2. A teacher will ask the child who is most visibly upset to share what happened. With a teacher's help he/she should describe his/her feelings as well as the sequence of events. The conversation may be started with a phrase such as, "Tell what he or she did that you didn't like."
3. The other children are asked to listen without interrupting.
4. Once the initial speaker concludes, the teacher will help the listener paraphrase the speaker's concerns and feelings.
5. The teacher will identify each party's needs.
6. The teacher and children brainstorm to come up with solutions together. To encourage brainstorming, the teacher will guide the children with questions like, "What would you like to have happen next time?" or "What would make you feel better?"
7. Finally, one or more solutions are agreed upon and put into action by the children.

Young children are often still learning to control the impulse to hit or kick when conflict arises. They are taught to communicate in words, share feelings, listen to the concerns and feelings of the other child, listen to teachers paraphrase their concerns, and think of solutions when possible. It is important to remember that the child who is crying is not always innocent. Also, a child who reacts aggressively is not necessarily the perpetrator. Adults need to listen carefully to both children without jumping to conclusions. Children this age can often think of solutions, but may also need adults to model the process of brainstorming solutions. Circle-time includes children identifying feelings and learning to express them appropriately, expressing appreciation and concern, sharing solutions to problems, and agreeing upon possible solutions to problems.

## N. Biting

Biting can be one of the most upsetting behaviors preschoolers try out. Parents and caregivers are often frustrated by this experience as it can be both frightening and painful to the children involved. But, it is very important to remember that biting is a natural behavior for very young children and for some, it is a behavior difficult to control. Reasons preschool-age children bite include:

1. Teething - As two year molars begin to come in, many children bite on objects to try to relieve the discomfort. Children who have never bitten others frequently start when they're teething.
2. Mimicking - Just as toddlers imitate one another in silly actions and noises, they also imitate more serious behaviors.
3. Language Frustration - Unable to clearly express their needs verbally, biting is a quick, easy way to get a message across.
4. Oral Exploration - As children develop through the sensory motor stage, they explore their world orally. Biting is a method of learning.
5. Curiosity - A child may simply want to see what will happen if he or she bites. Children rarely bite out of curiosity more than once or twice.

If your child bites or is bitten, we will call the parents and go through the conflict resolution steps with the child. To maintain confidentiality, we will not disclose the name of the child who has bitten. We will discuss the biting behavior with parents and create a plan of action.

## O. Parent Concerns

When there is a concern regarding classroom activities, curriculum, a student or teacher, the following process should be used and documented. Documentation will be kept at the school in a file.

1. Make an appointment by phone or in person to meet with the teacher.
2. Share the question or concern directly with the appropriate classroom teacher. The goal of the conversation should be for both parties to share their perspective, identify a problem if necessary and create a plan of action if appropriate.
3. If either the parent or teacher feels unsatisfied with the interaction or outcome in any way, he or she may request a meeting that includes the teacher, parent and director. The goal of this meeting will be to identify the problem, share perspectives, articulate each party's needs, clarify the rights and responsibilities of both parent and teacher, brainstorm solutions, select a plan of action that is mutually acceptable and set a time to evaluate the outcome.

4. When meeting to evaluate the outcome, the parties may identify the solution as successful and decide that the process is complete. The parties may decide that the solution is partially successful or not successful at all and determine further steps to be taken. This step may be repeated as many times as necessary.
5. If the problem or concern persists, the staff will be informed and work toward resolving the issue. If the problem is related to curriculum or internal classroom operations, the director will determine the outcome if consensus is reached. If consensus is not reached, the problem will be referred to the director and preschool trustee. When deemed appropriate, the CBB Executive Director will be contacted for information and advice.

## P. Children with Special Needs

The Santa Barbara County Education Office supports BHY by providing Preschool Specialist Special Education services for children 3 to 5 years old who have needs in the areas of Speech and Language delays, behavioral issues, fine and gross motor delays.

Also, we can provide psychological services that are related to the child's learning styles. The County will also provide special education services for children who are 0 to 3 years of age. All of these services are provided free of charge at the school site. If you are concerned about your child and want to know if he or she may qualify for these services, please contact the preschool director.

## Special Activities:

### Q. Field Trips

Approximately once a quarter we offer field trips to the older classes. We also offer an option for your child to stay at school.

#### Drivers:

In order to drive preschool children (that are not your own) on a field trip, parents must provide the CBB office with:

1. A completed Transportation Policy Questionnaire. You can get the forms in the CBB or BHY offices.
2. A copy of:
  - a. Valid driver's license
  - b. Car registration
  - c. Car insurance declaration page (This is typically the first page of your insurance policy, that identifies how much coverage you have.)
  - d. A release allowing us to get a copy of the Motor Vehicle Report from DMV.
3. Please check with your child's teacher before bringing an extra adult or sibling on a field trip.
4. If you plan to drive one-way only, the teacher must know in advance.

### On the day of the field trip:

1. Each child must have his/her own car seat or booster.
2. Each child must be in the car of the driver to whom they have been assigned. Teachers must be able to keep track of the children.
3. Please actively supervise the children who are in your car throughout the trip unless told to do otherwise by the teacher. Children should stick close to the group.
4. If you only plan to drive one-way, the teacher must know in advance.
5. We hope that all adults will find the field trips educational and enjoyable, however, please remember that you are role models. Please minimize social conversations that interrupt a program, speaker, or your ability to supervise. Please check with your child's teacher before bringing another adult or sibling on a field trip.

### General conduct for field trips:

1. We are ambassadors for BHY every time we go on a field trip, so it is important that we make a good impression. Children should be courteous and behave as is usually considered reasonable and appropriate in a given setting.
2. Please encourage children to be respectful of people and property. They should not be allowed to climb on buildings or furniture.
3. Please insist that children not harm fences, gates or signs.
4. Children should move and speak appropriately in given settings.

## R. Birthday Celebrations

Please speak with your child's teacher to arrange a mutually convenient time to celebrate your child's birthday in school. While there are no strict rules about "sugar treats," we prefer that snacks for birthday celebrations be healthy. If there are multiple birthdays in a month in one class, we recommend that the parents get together to plan one celebration for all the children and coordinate birthday treats.

One option for parents is to perform a birthday mitzvah by donating a book to your child's class.

### Birthday Book Giving

- Select a book for the classroom together with your child.
- Get a sticker from the BHY office to put in the front of the book.
- Write your child's name and birth date on the book's name-plate so all of his or her friends will know who donated the book.
- Read the book to the class when you come to celebrate your child's birthday.

### Birthday Parties

Most children have a birthday party at home, or in some location other than school. Here are some guidelines to remember when planning the party:

Choose the classmates to be invited with care. It can be hurtful to invite all but a few children. Some good choices are:

1. Invite all the children
2. Invite all the boys
3. Invite all the girls
4. Invite fewer than 6 children

Even if you are inviting all the children, please mail invitations rather than bring them to school. Invitations can get lost in school, resulting in unnecessarily hurt feelings.

If you are not inviting all the children, please be considerate and do not have the party directly after school. Children talk about where they are going next, and this can also result in hurt feelings for the other children.

Please be aware that birthday parties on Saturdays may not be enjoyed by all of the children. For many families who keep Shabbat, a Saturday party (particularly in the morning) conflicts with their religious practice. You may want to consider this when you plan your child's birthday party.

## S. School Pictures

School pictures are scheduled in late September or early October. At that time we will send home information about the days and times we will take pictures, order forms and suggestions from the photographer about what to wear, and order forms.

## III. Registration and Tuition

### A. Enrollment Requirements

At Beit HaYeladim children can be enrolled as early as 18 months or 2 years of age depending upon whether we offer the toddler program. This decision will be made prior to the fall schedule which begins in September. The school year is a 12-month program, beginning in July and ending in June. Children can begin the program in any month as long as there is room in the class. We offer three, four, and five-day options.

By the first day of school, each student must have on file in our office the following completed and signed forms: Admissions Agreement, Physician's Report, Parent's Rights, Immunization Record, Identification and Emergency Information, Child Abuse Awareness Form, Liability Release, Parent Report, Consent for Medical Treatment, Personal Rights Form.

You will also be given a Parent Handbook signature page acknowledging that you have read the handbook and that you agree to abide by the policies set forth.

## B. Health Form Requirements

When your child first begins BHY, he or she must have a statement from a licensed physician stating that the child is physically able to take part in the school program. This must be recorded on the BHY Physician's Report.

Each child enrolled in the program must have immunizations kept up to date, following the California Immunization Schedule and documented on his/her medical record. Parents must bring in the Immunization Record filled out by a physician stating that immunizations are correct. If you are not participating in an immunization program for religious reasons, you must sign a waiver.

Each child must also have a record that he or she has been screened by a physician for tuberculosis risk factors, and have either a negative test result or an authorization that the test is not required.

## C. Tuition and Payment

Beit HaYeladim is an important part of Congregation B'nai B'rith, a non-profit organization. As the school is maintained through tuition, prompt payment each month is important. We offer direct payment and billing options. Scholarship funds are available for those truly in need.

Tuition for each month must be paid by the 10th day of that month. Each family is charged a yearly non-refundable registration fee. There is an additional building cost if your family is not a member of Congregation B'nai B'rith. The first month's tuition and registration fee are due and payable upon enrollment. A \$10 late fee will be charged to any family whose payment is not received by the 10<sup>th</sup> of the current month. If you have questions about your tuition or billing statement, please talk with the office staff or the CBB bookkeeper.

## D. Adding Days or Changing Your Child's Schedule

On occasion you might need to add additional time or an additional day to your child's schedule. Please call the office or email [bhyassistant@cbbsb.org](mailto:bhyassistant@cbbsb.org) for authorization. If the teacher-to-child ratio can accommodate additional time or days for your child that week, we are more than happy to help out. Teachers cannot authorize additional time or days for children. Once the change is authorized, please indicate on the sign in sheet that you have added the day or increased the time that day. There is a charge for adding days/time, which will be included on the following month's bill.

If you would like to request a permanent change to your child's daily schedule, such as adding or deleting a day or afternoon, 30 days notice is required and will depend upon availability. We may be able to accommodate a schedule change sooner based upon availability and enrollment. There are schedule change forms in the preschool lobby. There is a \$25 fee for schedule changes.

## IV. General Policies

### A. Release Policy

It is required by Community Care Licensing that upon your arrival and departure from Beit HaYeladim each child is signed in and out everyday in the "sign-in and sign-out" notebook in your child's classroom. The notebooks are kept on top of the children's cubbies. Teachers and other staff cannot do this for you. Per Licensing you must sign your full name and not just your initials.

The school must have a list of all people who regularly pick up your child. This list should include the child's caregiver, grandparent, aunt, uncle or anyone else who comes frequently to pick up your child.

If your child is going home on a play date with another child, we will need written authorization. Children are experts at inventing play dates during the course of the day! If a note has not been written, we will not be allowed to release your child. This is required by the State of California.

### B. Health & Illness Policy

At least one staff member is required by Community Care Licensing to be certified in First Aid and Cardiopulmonary Resuscitation and present at all times. Should emergency action be needed, staff will provide immediate care and call EMS, the parent, and the child's physician. All BHY core teachers have CPR and First Aid training.

For any minor injuries such as scrapes, scratches, bumps or bruises your child receives requiring more than "a hug and a kiss", a staff member will let you know by filling out a "Boo Boo" report form. This form will either be in your child's cubby or with the sign-out sheet if such an incident occurs. Any incident or injury that requires a child to be seen by a doctor must be reported to Community Care Licensing. If your child is injured at BHY and you decide at a later time to take him or her to see a doctor to address the injury, please let us know as soon as possible.

The Health & Illness Policy is based on the following criteria:

- Preventable public health practices
- The comfort and safety of the sick child
- The staff's ability to accommodate or care for a sick child
- The protection of the other children, staff, students and parents from communicable diseases and conditions

Children with infectious illnesses should not attend the preschool. If a child is sick, unable to play outdoors, and/or unable to participate in the preschool's regular program, alternate arrangements for care must be made. If a child becomes sick while at the preschool, the

parent(s)/guardian(s) will be notified and prompt pick-up arrangements must be made. In an emergency, medical aid will be sought immediately.

If a child is continuously crying or requires more attention than the teacher can provide without jeopardizing the health and safety of other children in their care, teachers will contact a parent.

**Here is a note on illness from David Fisk MD, Sansum Clinic, Infectious Diseases:**

Here are my ideas for handling children with upper respiratory symptoms based on my knowledge of transmission of infections from person to person and knowledge of how other educational institutions with young children handle these situations. While many children with runny noses harbor viruses that are transmissible from person to person, runny noses are caused by several other conditions (allergies, irritants, etc.), so runny noses alone are not generally considered sufficient grounds to exclude children from participating in class. Furthermore, the aims of most exclusionary policies are to prevent transmission of respiratory *bacterial* infections (*Mycoplasma*, etc.) or *lower* respiratory viruses (RSV, sometimes influenza), because they are often more serious than upper respiratory viruses. These policies seem to require the presence of fever plus one or more of the following symptoms: cough, runny nose, or sore throat, when determining which children should stay out of school for respiratory illness. A cough with thick colored sputum also favors a bacterial cause and I would suggest parents consider keeping their children home if they develop this with or without fever. Whooping Cough is an important exception to these guidelines as it can present with a dry cough and no fever but is risky for children. It is characterized by a repetitive violent cough with a "bark" or "whoop." The patients with it often cough until they gag or vomit.

**Health & Illness Attendance Chart**

<b>A child should <u>not</u> attend preschool when:</b>	<b>A child <u>may return</u> to preschool when:</b>
He/she has a fever	His/her fever has remained normal 98.6 degrees, for 24 hours, without medication
He/she has a sore throat	He/she has not had a sore throat in 24 hours and/or received a medical clearance
He/she has vomited more than 2 times in a 24-hour period.	He/she has not vomited in 24 hours
He/she has severe coughing: child gets red or blue in the face or makes high pitched whooping sound after coughing	He/she has been examined by a doctor and has received medical clearance
He/she has consecutive bouts of diarrhea: runny, watery, or bloody stools	He/she has had at least two normal bowel movements in a 24 hour period
Yellowish skin or eyes	He/she has been examined by a doctor and has

	received medical clearance
He/she has skin infections, undiagnosed rash, sore infected eyes, or signs of any contagious disease	He/she has been examined by a doctor and has received medical clearance
He/she has any parasite-related condition	He/she has been examined by a doctor and has received medical clearance

For all of the following illnesses, other than colds, please contact the school immediately when you are aware that your child has contracted them. A written letter will go out to inform all families of the exposure to the illness. Each family's privacy will be respected and individual children and/or families will not be identified.

**Please keep your child at home** for the specified length of time (or time recommended by your doctor) and notify the preschool immediately if your child develops any of the following:

Cold (with fever or continual cough)	Until symptoms are gone for 24 hours
Chicken Pox	For six days after the rash begins or when all blisters have scabbed over
Ear Infection	Until under treatment for 24 hours
Impetigo	Until under treatment for 24 hours
Lice	Until under treatment for 24 hours
Measles	For five days after rash appears
Mumps	For nine days after swelling begins or until swelling is gone
Pin Worms	Until 24 hours after treatment and bathing
Scabies	For 24 hours after treatment has begun
Scarlet Fever	Until under treatment for 48 hours
Strep Throat	Until 24 hours after antibiotics have begun
Whooping Cough	For two to three weeks, by doctor approval
Herpes 1	With your doctor's permission, your child may attend school.
Hepatitis A	Please notify the school <u>immediately</u> if your child or any of the people who live with your child develop Hepatitis A.
Meningitis	Please notify the school <u>immediately</u> if your child or any of the people who live with your child develop Meningitis.

If you have any question about whether or not your child should attend please check with either your child's teacher or the preschool director.

## Lice

Lice are commonplace among children in preschools and elementary schools. If your child contracts lice or nits (their eggs), you should:

- Shampoo your child's hair with one of the available lice-removal shampoos (Nix and Rid are very good).
- Check the other members of the family for lice, and shampoo where needed.
- Wash your family's clothing and sheets in very hot water.
- Spray your child's pillows and other cloth items in your house (such as a couch), with an anti-lice spray.
- THEN: Check your child's hair and REMOVE ALL NITS.
- Often, a second lice treatment (shampoo and nit removal) -- a few days to a week later -- is required to ensure that all lice and nits have been eradicated.

The Board of Health requires that any child returning to class must be ENTIRELY FREE OF NITS, even if he or she has been shampooed. Children not meeting this condition will be sent home. So, please check your child's head carefully before returning to school. If a case of lice is reported in our school, every child will be checked daily upon arrival, in accordance with Board of Health regulations.

## C. Open Door Policy

Parents are welcome and encouraged to observe or help in classes at anytime. If your child is adjusting to the program, we may encourage you to wait or help in another classroom. If you wish to speak with your child's teacher about something school related, please set up a time that is mutually agreed on.

## D. Parking and Speed Limit

For safety and traffic flow, please park in the parking spots available. If there are no parking spaces available, please park in the Temple parking lot and enjoy the short walk with your child(ren). There is no parking permitted in front of Marion's house (which is located on the left side of the road as you drive down the parking lot to BHY). If you are staying for more than a moment to drop off your child, please do not park in the 'circle' area.

We respectfully request that you and anyone you send to drop off or pick up your child refrain from using cell phones while driving in any of the CBB parking lots.

Your child(ren)'s safety while in the parking lot is your responsibility. Please take it seriously as parking lots can be very dangerous and ours, in particular, is very busy and has many blind spots.

Please note that the upper parking lot is a one way street; you cannot exit the lot on the same side that you entered it. You must exit on the right hand side. Please do not drive out of the parking lot on the left side, even if no one appears to be coming into the lot.

#### Speed Limit

Our speed limit is 5 mph in all Temple and Preschool parking lots to maintain the safety of children and families.

### E. Bringing Toys from Home

Children are welcome to bring books, tapes and other special items that relate to class topics. Please do not bring toys, games, action figures, etc. We recognize that many children at this age have objects to which they are particularly attached such as a blanket or favorite stuffed animal. If your child has an item such as this, he or she may bring it to school. If it appears to get in the way of their classroom participation he or she may be asked to place the item in his or her cubby.

### F. Termination of Care

We require a written notice 30 days prior to your child's last day. This notification allows teachers time to transition the children in a caring and thoughtful manner. It also cues us to stop the billing process.

### G. Child Abuse Prevention and Reporting Policy

As preschool staff members we are all required by law to be Mandated Reporters of child abuse. If we suspect any type of abuse or neglect we are required to report it to Child Welfare Services.

Parents are encouraged to discuss any concerns regarding child abuse and neglect with the Beit HaYeladim Preschool Director and/or their child's teacher.

There are three kinds of child abuse:

1. Physical abuse - inflicting bodily injury on a child (beating, burning, etc.)
2. Sexual abuse - using a child in or exposing him/her to sexual activities.
3. Emotional abuse - demanding that the child do more than he/she is able to do, severely criticizing or humiliating him/her for not living up to a demand, or placing upon the child such unclear requirements that the child cannot understand what he/she is supposed to do.

There are at least two kinds of child neglect:

1. Physical neglect - failure to provide enough food, clothing, shelter or medical care.
2. Emotional Neglect- failure to provide adequate education, guidance or supervision.

## V. Procedures

### A. Attendance & Absences

Upon entering the classroom, teachers will assess the health of the children. If the teacher feels your child is not well enough to be in school, he or she will ask you to take him or her home.

Sometimes children begin to feel sick as the day progresses. If your child becomes ill during the day, a teacher or the director will call you to come and pick him or her up. If you are not able to come to school you must be able to designate someone else who can.

If your child is ill and will not be attending school, it is extremely important to notify the school. When appropriate, we will send out notices to the other parents in the class so they can be on the alert for symptoms in their own children.

We need all parents to make every effort to comply with these rules. It is in the best interest of your child that we keep healthy children at school, and that your sick child receives the rest and attention that she/he needs at home.

If you know about an absence in advance (such as a vacation), please inform your child's teachers. When the staff is aware of your family's plans we can help children to finish projects in time to take them home. Any advanced notice that you can give will be helpful. If your child(ren) will be absent from school for a month or more and you notify us 30 days in advance, we will discount tuition accordingly. There are no discounts for shorter absences. There are no make-up days for illness. If you know in advance that your child(ren) will not be attending on a particular day and would like to add a different day during the same week and we are able to accommodate you request we will do so.

If you are going away, and your child will be remaining in school, please notify us of your travel plans in advance so we can be aware of this change in your child's life.

### B. Arrival and Departure

Arrival: It is important that you escort your children all the way to their classrooms, sign them in and assist them in placing or taking any of their items in or out of their cubbies. This serves as a function of safety, as well as maintaining a home-school connection.

Doors to the classroom open at 8:45 a.m. for the core day. Please make an effort to arrive between 8:45 and 9:15 a.m. If you have a note about any medical information or any other instruction for the teacher, hand it directly to him or her. If there will be any change in your regular pick-up procedure (such as a grandparent picking up), please be sure to inform the teacher and write it in the sign-in book.

Departure: As required by the Community Care Licensing division, children cannot be picked up by anyone not listed (as listed in their identification and emergency information

sheet) without prior written notification. All children will be dismissed from their classroom, the playground, or the room in use for the afternoon program. Please make every effort to be on time for dismissal. If you know that you will be late, we would appreciate you calling the school ahead of time so that we may reassure your child that you are on your way. If someone else will be picking up your child, please give that person the school phone number so that, they can communicate directly with the school if they will be late, or there is another problem. The BHY direct line is 967-6619. We check messages throughout the day. If you reach voicemail and it is urgent that you speak to someone, please call the temple office, 964-7869.

**Please be on time to pick up your child. If you are consistently late, we will talk with you about adding the afternoon time to your schedule, as we are managing our teacher-child ratio at all times.**

### Sign-In and Sign-Out

As stated previously, it is required by Community Care Licensing that each child is signed in and out everyday with a full signature. Teachers and other staff cannot do this for you. In the event of an emergency, this is the list we use to identify which children are here. Sign-in and sign-out sheets are located on the top of the cubbies in each classroom.

Please make sure that the school has a list of all people who regularly pick up your child. You can add or delete names at any time. This list should include the child's caregiver, grandparent, aunt, uncle, or anyone else who comes frequently.

### C. Emergency Procedures

In the event of an emergency, the preschool is equipped with cellular phones, first aid kits, blankets, diapers, food, water, flashlights and batteries on hand. Community Care Licensing also requires that staff have current CPR and First Aid training. During an emergency, each staff member has designated responsibilities and procedures to follow. Fire and earthquake drills are routinely practiced every six months.

In the event of an on-site emergency that would require us to relocate the children, we will go to the Tucker's Grove Park or the home of Nancy and Mike Sheldon. In the event of a natural disaster that would require us to move out of the area, we will go to the Selmer O. Wake Center. Our secondary evacuation site is Dos Pueblos High School. Please put these addresses in your wallet.

Tucker's Grove Park  
Cathedral Oaks & Turnpike Rds  
Santa Barbara, CA 93111

Nancy & Mike Sheldon  
1014 Via Los Padres  
Santa Barbara, CA 93111

The Selmer O. Wake Center  
300 N. Turnpike Rd.  
Santa Barbara, CA 93111

Dos Pueblos High School  
7266 Alameda Ave.  
Goleta, CA 93117

Should we have to leave the site for any reason, a phone tree has been established to contact all parents. The Staff will contact the Preschool Trustee or Parent Co-Chairs who will call room parents, who will then contact all of the families in their class. In the event of an emergency, on-hand staff must be allowed to focus their attention on your child(ren)'s care. Please call the classroom parent, who should have up-to-date information.

#### D. Security Procedures

Gates enclose BHY. Parents and children enter BHY through a locked security gate that has a code. Please make sure that the gates are securely closed every time you enter or exit. Children are not allowed to touch any entry or exit gate to the school. The preschool also has an alarm system.

#### E. Medications Procedure

All medication will be administered in accordance to Community Care Licensing requirements. All prescription medication must be in its original container with a current prescription label on the bottle. If your child needs to take a prescription drug, you must complete and sign a permission form when you leave the medication with us. The form must be consistent with the prescribed label directions. Forms are available in the office.

For non-prescription medication, the medication must be in its original container with the product label directions on the bottle. If you wish your child to take a non-prescription drug, you must complete and sign a permission form when you leave the medication with us. The form must reflect the product label directions.

All medications will be kept in a central place inaccessible to the children (staff office refrigerator or cabinet). Confirmation of the administration of the medication will be indicated on the child's sign in/out sheet.

## VI. The School-Home Partnership

### A. Communication

#### Calendar

The annual calendar can be found in school packets and on the Beit HaYeladim Yahoo site. Please watch the website for updates throughout the year.

#### Entry and Lobby Bulletin Boards

Outside the door of the lobby and each classroom are white boards that the staff uses to communicate with parents. Teachers use the boards to highlight key activities the children have participated in during the day. This information may help you start a conversation with your child on the way home.

Inside the lobby, there is a bulletin board that has important preschool information and parent messages on it. This is a place that parents are welcome to post flyers. Please check with the office staff before you post your flyer.

### Daily Reports

Parents are encouraged to have brief conversations with their child's teacher at arrival and/or dismissal. Please schedule a time to meet or speak with the teacher privately for longer conversations or for issues that should not be discussed in front of children.

### Weekly Updates

Each week, the preschool administration produces a newsletter to parents that lists upcoming events, shares information on topics such as child development, parent education, and holidays. The newsletter also contains a brief summary of the weekly events in each classroom and any other relevant preschool or temple news. A copy of the newsletter is available in each classroom as well as the preschool lobby. It is also sent via email through the Yahoo group.

### BHY Yahoo Groups

To facilitate school-wide communication and to be environmentally conscious we have created two school-wide Yahoo Groups. One group is for communication from school to home (Beit HaYeladim) and the other is a community group where parents and teachers have a forum for conversations about their children and class activities (BHY Connection). Becoming part of these two Yahoo groups will allow you to gain 24/7 access to information about the school.

All emails regarding school activities, the BHY Weekly Update, scheduling, and health issues will come from the Beit HaYeladim Yahoo group. All emails from the Parent Association, Parents, and individual teachers will come from the BHY Connection group.

**To access these Yahoo Groups you need to provide the school with a current email address. Once you complete your school registration forms, you will be automatically added to both Yahoo groups.** (Please let the BHY office staff know whether you want both parents or only one parent to be added to the Yahoo groups.)

Once you are added, you will begin receiving all email messages from both groups. However, in order to access other features of the group websites (e.g., calendars, databases, photos), **you must complete a Yahoo Profile**. To accomplish this, simply follow the link and instructions that will be provided in an email that you will receive when you are added to the groups. Please note that you will receive **two** emails, one for each Yahoo group. Thus, **you must follow the link and the instructions TWICE in order to gain access to all features of both groups.**

Once you complete your Yahoo profile, you will have access to all of the resources and information available on the two Yahoo Groups websites. Here are some of the features associated with each site.

**BEIT HAYELADIM: <http://groups.yahoo.com/group/BeitHaYeladim>**

At this site, you will find:

- A CALENDAR (which lists all school events and holidays)
- A data base with contact information (names, addresses, emails) for all children/families who are currently enrolled in school (found in the DATABASE section)
- A Staff Directory with contact information for all BHY staff (found in the DATABASE section)
- Registration forms, lunch menus, and other school-related forms (found in the FILES section)
- An archive of all email messages posted to this group (found in the MESSAGES section)
- Pictures of school events (found in the PHOTOS section).

**Sending messages or uploading material to this group:** Only the BHY staff and Parent Association Chairs can post messages and upload material to this group. However, all BHY families have access to this information at all times by logging onto this Yahoo site.

**Replying to email messages from this group:** When you "reply" to an email message from this yahoo group, please be aware that your reply will go to all owners/moderators of this group, which includes the Director, the BHY Assistant, the Executive Director of CBB, the Preschool Trustee, and one or more chairs of the BHY Parent Association. If you do not want your reply to go to all owners/moderators, please do NOT hit "reply" to the message. Instead, simply compose an email message to the specific person you want to reach (e.g., the Director or BHY Assistant).

**BHY CONNECTION:** [http://groups.yahoo.com/group/BHY\\_Connection](http://groups.yahoo.com/group/BHY_Connection)

At this site, you will find:

- Minutes from the Parent Association meetings, Challah order forms, and copies of various letters, announcements, and forms uploaded from the Parent Association or from individual parents throughout the school year (all of which can be found in the FILES section)
- An archive of all email messages posted to this group (found in the MESSAGES section)
- Pictures of school events uploaded by families and teachers (found in the PHOTOS section)

**Sending messages or uploading material to this group:** Any member of this Yahoo group (parents and teachers) can post messages and upload material (files, photos) to this Yahoo site.

There are two ways to send an email message to the group (the entire school): (a) log-on to the group website and click POST under the MESSAGES section, or (b) use any email program to send a message to the group's email address ([BHY\\_Connection@yahoogroups.com](mailto:BHY_Connection@yahoogroups.com)). [If you would like to attach a file to your email message, you must choose the second option. The first option does not allow you to attach a file. You can, however, upload a file to the Yahoo site, which recipient's can then download as needed. Many recipients, however, prefer to receive attachments directly in their emails so that they do not have to take additional steps (i.e., logging onto the website to retrieve them.)]

Please use this site to share ideas, reach out to others, and build a close and joyous community. When sending messages to this group, please exercise care and limit your messages to those that are relevant to our preschool or to preschool families. In addition, because messages will be posted to the entire school, please take care in writing messages that are respectful to all members of our community.

**Replying to email messages from this group:** When you hit "reply" to an email message from this yahoo group, your reply goes only to the person who posted the message. If you would like your reply to be sent to the entire group (the entire school), please hit "reply all." Once again, please exercise care whenever replying to the whole school.

You will receive a **separate handout with detailed information and instructions** on how to access and use the Yahoo groups. If you have any questions or run into any difficulties, please contact the BHY Assistant or one of the Parent Association co-chairs.

#### Parent Folders

Each child has a folder in the lobby. We use this folder for things we cannot email you such as book order forms and other announcements. Please check your folder at least weekly.

### A. Parent Education

#### Parent Education Nights

Throughout the year parents are encouraged to attend Parent Education Forums. The topics will be specific to the needs of the parents and children at that time. The preschool director, core teachers, and/or guest speakers will lead these discussions.

#### Parent Resource Center/Library

We have a wide variety of parenting reference materials. If there is a particular topic you are interested in, please check with the director or classroom teacher to find out what we have available and to check out materials.

## B. Parent Leadership

### 1. Preschool Trustee

The Preschool Trustee is the CBB Board representative for BHY. This person is an advisor to the Director, attends CBB Board meetings, chairs the Preschool Committee meetings, and participates in Parent Association meetings.

### 2. Preschool Committee

The Preschool Committee is chaired by the Preschool Trustee and includes the Parent Association chairs, Executive Director of CBB and the Preschool Director(s). The group assists the director by making suggestions in relation to budget planning, school policies and other challenges that may arise.

### 3. Parent Association

Every parent at BHY is a member of the Parent Association. The Parent Association meets monthly and is involved in all special projects and activities and acts as an advisory committee to the Preschool Trustee and the CBB Board. Responsibility for chairing this group is shared by two or three parents. The co-chairs coordinate most of the volunteer projects for the school.

### 4. Room Parents

If you are interested in becoming a class parent please contact the director or talk to the Parent Association chairs at the beginning of the year. Each class needs one to two room parents. The job may include the following duties: supporting the Association chairs for various special events, organizing class volunteers, creating a phone tree, supporting teachers, helping in the classroom on special occasions, participating in holiday events, welcoming new parents. A room parent acts as a liaison to class families, keeping them informed about decisions and conversations taking place at the Parent Association meetings, as well as providing the Parent Association with information from the families and teachers.

## C. Parent Participation Opportunities

There are many different opportunities for parents to participate in our school depending on their interests and availability. Things that we have had involvement with in the past include: Gala Auction Fundraiser, Chaucer's Book Faire, Restaurant Night, Holiday Committees, Teacher Appreciation Day, Welcoming new families, Schmooze Buddies at the JCC, School Pictures, Graduation, Parent-Teacher Conferences, Parent Study Group, Scholastic Book Orders, Tot Shabbat and Challah Maven.

## VII. Resources

### A. Books/Magazines/Websites

Books: (We have copies of many of these books in our parent library)

- The Blessing of a Skinned Knee, Wendy Mogel, Ph.D.
- Reclaiming Childhood, William Crain

- If I Get to Five, Fred Epstein, M.D., and Joshua Horwitz
- Tough Questions Jews Ask, A Young Adult's Guide to Building a Jewish Life, Rabbi Edward Feinstein
- The Jewish Book of Why, Alfred J. Kolatch
- Parenting as a Spiritual Journey: Deepening Ordinary & Extraordinary Events into Sacred Occasions, Rabbi Nancy Fuchs-Kreimer
- Talking to God: Personal Prayers for Times of Joy, Sadness, Struggle, and Celebration, Naomi Levy
- The Jewish Kids Catalog, Chaya M. Burstein
- The Tapestry of Jewish Time: A Spiritual Guide to Holidays and Life-Cycle Events, Rabbi Nina Beth Cardin
- Embracing the Covenant: Converts to Judaism Talk About Why & How, Rabbi Allan L. Berkowitz & Patti Moskowitz
- Great Jewish Quotes: Five Thousand Years of Truth and Humor from the Bible to George Burns, compiled, Noah benShea
- To Life! L'Chaim! Prayers and Blessings for the Jewish Home, edited, Rabbi Michael Shire
- Inside Inter marriage: A Christian Partner's Perspective on Raising a Jewish Family, Jim Keen due out in Sept 2006 by URJ

#### Magazines:

- Parents
- Family Fun
- Mailbox

#### Websites:

- [www.cbbsb.org](http://www.cbbsb.org)
- [www.sbparent.com](http://www.sbparent.com)
- [www.jewishparentpage.org](http://www.jewishparentpage.org)
- [www.naeyc.org](http://www.naeyc.org)
- [www.caeyc.org](http://www.caeyc.org)
- [www.aish.com](http://www.aish.com) (Great for family Torah)
- <http://urj.org/shabbat/>
- [www.pitome.com](http://www.pitome.com) (Judaica products from local BHY family)
- [www.judaism.com](http://www.judaism.com)
- [www.uj.edu](http://www.uj.edu) Click on [Judaism@theUJ](mailto:Judaism@theUJ) and Torah (weekly commentary, Rabbi Bradley Artson)
- <http://soundswrite.com> (Jewish music)
- <http://www.judymusic.com> (Jewish music)
- <http://www.franavni.com> (Jewish music)
- <http://www.oybaby.com> (DVD for Jewish Babies)
- <http://urj.org/educate/holidayhappenings/>