

Temple Adat Elohim Early Childhood Center

“An Enriching Experience for Children and Their Families”

Philosophy

Temple Adat Elohim ECC nurtures all aspects of a child’s development – social, emotional, cognitive, physical and spiritual, in a sensitive and caring Jewish environment. Early childhood is the most critical period in human growth and development. The foundation of personality, self-image, and the motivation to learn are all established in the first five years of a child’s life. Our role as educators is to inspire, motivate, teach and guide young children to feel valued and respected as individuals.

The ECC program serves children 2 to 6 years old, preschool through transitional kindergarten. We believe in a play based, child centered curriculum where children learn experientially by interacting with their environment. Children are encouraged to explore, work as a group, solve problems, and handle frustrations in ways that enhance self-esteem. Important tasks such as separation, communication, socialization and language acquisition are dealt with individually and respectfully.

Lovingly Jewish

The ECC follows the yearly cycle of the Jewish holidays. A positive Jewish identity is taught and encouraged through the observance of Shabbat, Rosh Hashanah, Yom Kippur, Sukkot, Simchat Torah, Hanukah, Tu B’Shevat, Purim, Passover, Lag B’Omer and Shavuot. The Rabbis and Cantor participate with the children weekly, imparting the Jewish values of kindness, compassion and fairness. Each week is highlighted by the whole school Friday Kabbalat Shabbat celebration.

Learning Environment

Children are taught in small classes with a high ratio of adults to children, allowing for the optimum learning atmosphere. Daily activities include a balance of inside/outside, active/quiet, teacher directed/child-initiated and planned/emergent experiences. Specific curriculum areas are addressed daily: language acquisition, math, science, large and small motor experiences, dramatic play, music, dance, cooking, problem solving, social and emotional expression, comfort and free play opportunities. Classrooms are filled with a variety of hands-on materials, encouraging exploration and creativity. Outside specialists are brought in to enhance developmental learning. Weekly movement and music classes are offered.

Faculty

The award winning teaching staff is highly experienced and trained in child development and early Jewish education. Our educators are warm, nurturing and deeply committed to teaching young children. Teachers participate in regularly scheduled education programs and CPR/First Aid Training. Their dynamic approach to teaching offers children a stimulating and rewarding school experience.

Separation

Every new family is made to feel welcome in our community. Children and parents are invited to visit the classroom before school starts. Prospective parents are encouraged to talk directly with the director, staff, and participating families. To help ease separation difficulty, it is important that a parent or other close adult be available to spend the first few days (or weeks) at school with their child. Potty training is not required for our youngest children.

Family ECC Interaction

We have found that a strong partnership between the family and our school creates successful and positive relationships for all involved. Through work with our parent association, Mishpaha, classroom participation, parent education workshops, and holiday celebrations, your lives and the life of your child will be enriched. In addition, the family is an integral part of the larger Temple community, Temple Adat Elohim.

ADDITIONAL SERVICES

Extended Hours – Early morning drop-off at 8 a.m. and extended care until 4 p.m.

Enrichment Programs – Examples of offered classes include: Jazzercise, Fairy Tale Theater, Tumble Bees and Torah Club. The classes are from 12:30 p.m. to 1:30p.m.

Parenting Classes - (3 month sessions). These classes include: Infant Parent & Me, 1-12 months, Parent & Me, 12 to 24 months and Transition Class, 12 to 24 months.

Summer Camp – Offers children ages 2-6 an exciting summer camp curriculum. This 8-week program includes a fun and stimulating summer experience.

DAILY OPERATIONS

CALENDAR

Each family will receive a yearly school calendar upon entrance to the school. Generally, we adhere to the local public school calendar and close for the major Jewish holidays. The school contract year is from first until the last day of school.

HOURS OF OPERATION

School is open 8:00 a.m. to 4:00 p.m., Monday through Friday. Half day and full day programs are available five days a week. Early care and late care is available for an extra fee. Families must pre-enroll for these programs.

EARLY CARE ARRIVAL: 8:00 a.m. to 9:00 a.m.

Children signed up for Early Care should be brought to the designated room where they will be supervised by a staff member until their class begins.

REGULAR ARRIVAL 9:00 a.m.

Children ***may not be brought to their class earlier than 8:55 a.m.***, as this time is critical to teacher preparation and staff meeting. You may come early and your child may play in the playground area before school begins, *but you are responsible for your child.* It is very important that your child is on time, as this sets the tone for the day. We also ask that you accompany your child to the classroom and sign in at time of arrival.

PICK UP

Unless other arrangements have been made in advance, pick up times are:

PROMPTLY	12:00 Noon for Preschool
PROMPTLY	1:00 p.m. for TK
PROMPTLY	1:30 p.m. for Enrichment or Late Care designated time
PROMPTLY	4:00 p.m. for Late Care

If you are running late, notify us so we may reassure your child you will be coming soon!
If a child is picked up late, after 4:00 p.m. the parent will be charged a \$20.00 late care fee.

SIGN-IN, SIGN-OUT SHEETS

The State of California **MANDATES** the daily signing in and out of each child (*in pen*) by a responsible **ADULT** (not by children or siblings) – initials are not acceptable. It is the responsibility of parents to inform relatives, sitters, etc. of the law.

RELEASING A CHILD

Children may only be released to parents and the people listed on the child’s Enrollment Card. Please contact us in writing when someone else will be picking up your child. Identification is required.

UNSCHEDULED EXTENDED DAY PROGRAMS

If it is necessary for your child to remain at school past the normally scheduled time, you need to call at least one day in advance and receive the permission from the office. Payment must be made on that day. We cannot guarantee there will be space, as we **MUST** adhere to acceptable adult-child ratios.

SECURITY GUARD AND PARKING PERMIT

Each family member will be entitled to a parking permit on campus. A private security guard is paid for by the ECC families. The guard will be on site every day school is in session from 8am. to 4 pm.

ENROLLMENT FORMS

THE FOLLOWING FORMS MUST BE REVIEWED, COMPLETED, AND RETURNED BEFORE YOUR CHILD'S FIRST DAY OF SCHOOL. NO CHILD WILL BE ADMITTED IF ANY ARE INCOMPLETE OR MISSING:

1. Registration Form and Registration Fee of \$140 (non-refundable) & a one time Disaster Preparedness Supply Fee of \$20.
2. Signed Admission Agreement
3. Enrollment Card
4. Child Pre-Admission Health History (Parent's Report)
5. Child Pre-Admission Health Evaluation
6. Physician's Report and Immunization Record
7. Immunization Record (blue)
8. Identification and Emergency Information form
9. Authorization to Treat a Minor (Los Robles Hospital)
10. Parent's Right Notice
11. Personal Rights Notice
12. Signed Child Abuse Information Pamphlet
13. Preschool Emergency Care with photograph of your child
14. Signed Discipline Policy

TUITION POLICIES

1. Tuition arrangements must be made before the school year begins. There are three options to choose from: (1) Payment in full; (2) Tuition can be paid in two payments, July and December; (3) Arrangements with FACTS TUITION MANAGEMENT PROGRAM – Tuition payments through FACTS are made automatically from either your checking or your credit card on a 10 month payment agreement. **NOTE:** Tuition fees will neither be reduced nor pro-rated for your vacation, school holidays or illness.
2. The sibling discount is applied to the second child when there is already a child enrolled in the ECC program.
3. The ECC reserves the right to refuse attendance to any child at anytime in the event the tuition is not paid as agreed.
4. Temple rates apply **ONLY** to Temple Adat Elohim members who are current with their dues. No refund or credit will be given for absences and children may not switch one day for another during the school year. If a child does not complete the school year, tuition will be prorated based upon the number of months attended. ***In addition, a one-month notice is necessary for a refund.*** Registration and Disaster fees are ***non-refundable***.

HEALTH AND ILLNESS

Upon enrollment, you must file a health form with us, signed by a physician. The State of California also requires that you complete and sign their immunization form which is available in the ECC office.

If your child is going to be absent, please call the ECC office at (805) 497-6920. We care about your child and want to know when your child will return to school.

PLEASE KEEP YOUR CHILD HOME IF HE OR SHE:

1. Has a fever or has had one within the previous 24 hours.
2. Has a cold that is less than 3 days old.
3. Has a heavy nasal discharge (green color).
4. Has constant cough.
5. Child must be symptom free for 24 hours.
6. Have symptoms of possible communicable disease.
7. Has lice, (**MUST** be cleared by your physician's office)

THE SCHOOL MUST BE NOTIFIED AT ONCE IF YOUR CHILD DOES HAVE A COMMUNICABLE OR LICE DISEASE. NO CHILD WILL BE ADMITTED BACK INTO SCHOOL WITHOUT A SIGNED DOCTOR'S FORM THAT THE CHILD IS FREE OF ANY COMMUNICABLE DISEASE. Please let us know in advance if your child has allergies.

IT IS ALSO YOUR RESPONSIBILITY TO PROVIDE US WITH CURRENT EMERGENCY NAME AND PHONE NUMBERS AND YOUR PHYSICIAN'S NAME AND PHONE NUMBER PRIOR TO YOUR CHILD'S FIRST DAY OF SCHOOL.

If your child appears to be ill at school, we will contact you to come and take him or her home. If your child is sick before coming to school, ***please keep your child home*** and inform us that your child will not be attending school.

Any medication that needs to be given must be labeled and kept in the original container with the child's name on it. The medication will be kept in the ECC School Office. ***Written authorization to administer any medication along with dosage instructions must be given to the ECC Office in order for the medication to be given to your child.***

ADMISSION CRITERIA AND ENROLLMENT

Admission Criteria

Temple Adat Elohim ECC offers a program designed for children between the ages of two years and six years.

Enrollment Placement

Priority is given to members of Temple Adat Elohim and to parents who have had their children in the program during the previous year. Children will be grouped according to age, Director's recommendation and developmental needs of each child. **No classroom requests will be granted.**

Enrollment is open to all children. Children who are physically, mentally, or developmentally challenged will be accepted, provided that our school is able to meet the individual needs of the child.

Placement for the following school year is done in the late summer and is based on teacher and Director's evaluation recommendations and needs of each child. A placement letter is sent to the parents in August.

Exclusion Policy

We reserve the right to exclude any child who is unable to benefit from our program. This includes children, who by the evaluation of our early childhood staff, have not yet developed the social or emotional skills necessary to successfully function in our school setting.

We further reserve the right to consult with a mental health professional regarding any child enrolled in our school and to require that a family seek counseling as condition of the continued enrollment of their child.

WHAT TO WEAR TO SCHOOL

Suitable clothes are extremely important for the freedom and happiness of a good school experience. Parents are requested to send children to school in "play clothes". Daily activities include: painting, gluing, sand and water play and lots of physical activity. If children worry about soiled clothing, it interferes with creative experiences.

Please send a complete change of clothes including two pairs of underwear and socks in a LABELED zip lock bag to leave at school. If your child wears diapers, you must pay a yearly fee. We will supply the diapers and wipes.

Clothing should be washable, comfortable and easy to put on and take off. In spite of smocks and washable paints, clothes will still get dirty or even become stained. Dress your child so that both you and he or she can enjoy their school experience.

Shoes with non-skid soles such as tennis shoes are safest for climbing and outdoor play. Socks should be worn. *Sandals, boots and long skirts pose safety problems and are not appropriate for school.*

Label all clothing, particularly sweaters and jackets. Parents and children get upset when their things are misplaced or lost. We will place lost items in our Lost and Found box near the office.

PARENT CONFERENCES

Teachers will hold parent conferences during the school year. These will provide a formal opportunity to discuss your child's progress. Please feel free to contact the teacher with questions or concerns you may have throughout the year. Teachers will arrange a personal appointment with you. Drop-off and pick-up times are not appropriate time for such discussions.

PARENT PARTICIPATION

The success of our program and the optimum development of each child is dependent upon the commitment that each family makes to participate at school. Your commitment provides an educational experience where home and school cooperate for the best interest of your child. Your participation is welcomed, encouraged and is of tremendous value to your child.

Parents are invited and encouraged to attend Back to School Night at the beginning of each school year. This is a special evening when teachers and the director meet with each class of parents to discuss curriculum, themes and goals for the year.

Parents are always invited to help with special classroom programs and events. Those who want to share special skills are asked to do so. Parents will receive a monthly newsletter and monthly calendar listing upcoming events and important dates.

FOR YOUR INFORMATION

BIRTHDAY

Children celebrate their birthdays at snack or lunchtime. Parents may bring a nut free-snack such as a small muffin, cookie, cupcakes, or doughnuts (minimum sugar and food coloring content). Please do not send a sheet cake. Each child receives a special birthday "crown" for the day. Colorful napkins are appreciated, but not necessary. You may wish to contribute a book or CD to the school library in honor of your child's birthday and sign your child up as "Shabbat Star" that week. Invitations to parties at home need to be mailed, not distributed at school.

PHOTOGRAPHS

Periodically during the school year, the Director and teachers may take candid snapshots of the children while participating in school activities. These photos will be used in the classroom or for Temple or Preschool use. We will also have class and individual pictures taken once a year. You will be notified in advance.

FIELD TRIPS

Some classes occasionally go on field trips, which reinforce what is happening in the classroom. Trip Permission Slips will be sent home in advance. Transportation may be provided by parent volunteers who have a car seat for every child they are transporting. Please let the teacher know if you are available to drive.

LUNCH POLICY

We follow biblical laws of Kashrut. This means we do not allow any pork or shellfish in our school. A nutritional lunch is a yogurt, a sandwich, fruit, vegetables, and a boxed fruit drink. Please do not send soda, candy or gum. Monday through Friday Hot Lunch is offered. Forms are available in the office. A lunch card is also available or you may sign up on an “as needed” basis.

ALLERGIES

Since we have children in our preschool who are severely allergic to peanuts and nuts, we ask that you do not send your child to school with a peanut butter sandwich or other related foods with peanuts or nuts that can compromise the health of other children with severe nut allergies. If your child does have food allergies, latex, environmental, drug allergies, etc., please inform us so we may document them and inform our staff.

PRE-REGISTRATION POLICY

Children who are Temple members, or who are currently enrolled in our Preschool are given first priority for enrollment for the following year if they are registered before the pre-registration deadline. Non-temple members are encouraged to pre-register their children at the earliest possible time. Their children will be put on the waiting list after children of Temple members and in the order in which their applications are received. After the pre-registration deadline, any class openings remaining will be filled from the waiting list, first from Temple members and then from Non-Temple members. There is an annual non-refundable registration fee (not applied toward tuition) for each child enrolled. This fee must accompany the enrollment form. Children who have not previously attended our ECC may attend our summer session, space permitting. Attendance in the summer session does not guarantee fall placement. Newly enrolled children of Temple members are given waiting list priority in the order their applications are received. Pre-registration information may be obtained from the school office by calling (805) 497-6920.

OUR CELEBRATION OF THE JEWISH HOLIDAYS

A Kabbalat Shabbat, led by our clergy, is celebrated every Thursday (for Tues. & Thurs. children) and Friday (for all Mon. through Fri. and Mon., Wed. & Fri. children) at 9:30 a.m. in the sanctuary. We light the candles and the children recite the traditional blessings over the candles, grape juice and a challah. Parents are always welcome.

ROSH HASHANAH – The Jewish New Year celebrates the birth of the world and usually falls in September. The children enjoy apples and honey which are symbols of hope for a sweet year. The blowing of the Shofar is always an exciting experience for our children.

YOM KIPPUR – is the most solemn and holy day of the year, the Day of Atonement. At this time, 10 days after Rosh Hashanah, we reflect on the deeds of the past year and discuss the nice things we can do for others during the coming year.

SUKKOT – or the feast of Tabernacles, recalls the journey of the Jews from Egypt to the Promised Land when they lived in tents and booths called Sukkot. The Lulav (palm branch) and Etrog (citrus)) symbolize the harvest season. During this week we decorate the Temple Sukkah with fruit and greenery and enjoy snacks and lunch in it.

SIMCHAT TORAH – falls on the day after Sukkot. Throughout the year, the Torah is read aloud in the Synagogue. On Simchat Torah, the reading which is completed for the year, then immediately begins again, symbolizing the study of Torah which has no beginning and no end. Children are called to read the Torah alongside the adults, and join them in carrying flags in a series of seven processions around the Synagogue in honor of Abraham, Isaac, Jacob, Moses, Aaron, Joseph and David.

CHANUKAH – the Festival of Lights, celebrates the victory of Judah Maccabee and his army over the Syrians. For eight days each year, the Hanukah Menorah is lit to recall their re-dedication of the Temple in Jerusalem, and to give thanks for the survival of the Jewish people. You can expect hand-made gifts from your children.

TU B'SHEVAT – or Israeli Arbor Day, celebrates the New Year of the trees, or the Birthday of the Trees.

PURIM – the Festival of Queen Esther, will be celebrated by the children dressed in costume, and eating Hamantaschen cookies. This holiday celebrates religious freedom and the survival of the Jewish people.

PASSOVER – the Exodus from Egypt, will be celebrated by the children with a mini seder and the traditional foods. The children will come to recognize the symbols and meanings of the Passover holiday.

STAFF

We are very proud of our award winning staff. Teachers are dedicated to providing a quality program for your child. Our staff is talented and committed. All staff members participate in continuing education programs. We have weekly staff planning sessions and in-service training programs.

EMERGENCY PREPARATION

Temple Adat Elohim ECC has given much consideration to preparedness for earthquakes as well as other disasters. Staff members are trained in First Aid and CPR. Parents are encouraged to receive similar training.

1. Monthly earthquake/emergency disaster fire drills take place throughout the school year. Additionally, school utilities, including smoke alarms, fire extinguishers, emergency lighting, telephones, and answering machines are frequently evaluated.
2. Emergency information forms will be collected and placed in each classroom. You are required to keep your emergency information up-to-date.

EMERGENCY RESPONSE PLAN

CARE - The primary responsibility of the staff will be to see to the safety and care of the children. We will await the arrival of parents to pick-up their children.

Don't try to come to the school before it is safe to do so.

There is no advantage in jeopardizing your own safety or in interfering with the movement of emergency vehicles. Listen to the radio for advice on when it is safe to travel.

If possible, plan to stay at the school to help care for the children.

In the event of medical emergencies, we will need additional help. Also, don't forget that the staff have families of their own to look after and would want to leave as soon as it is feasible to do so. You may want to make the school your family rendezvous point in your personal earthquake plan.

EMERGENCY INFORMATION SHEETS – The “Disaster Emergency Information” card should be delivered to the school on or before the first day of school. If any information changes during the school year, a new card should be prepared and submitted to the ECC office.

UNSCHEDULED SCHOOL CLOSURES

If the Conejo Valley Unified District Schools are closed due to earthquake, fire, or other emergency, we will also close. We will not close unless we feel it is absolutely necessary, and we apologize for any inconvenience this may cause.

PARKING LOT POLICIES

- Parking is permitted in marked stalls ONLY. There is NO PARKING along any of the curbs or in any of the reserved spaces. ***Please note that the front curb Parallel to Hillcrest) is now painted red.***
- Religious School students may be dropped off in two locations: the front gate (parallel to Hillcrest) or the north gate (by the school building).
- Speed limit is 5 MPH at ALL times.
- Cell phone use is not permitted at any time in the parking lot. This applies to drivers and pedestrians.
- Traffic is one-way; entrance on the north side of the property and exit on the south.



TEMPLE ADAT ELOHIM
your place to learn...grow...connect...

Temple Adat Elohim Early Childhood Center

Please return Acknowledgement page to ECC Office

PARENT ACKNOWLEDGEMENT

This is to acknowledge that I have received and read a copy of the Temple Adat Elohim Early Childhood Center Parent Handbook. I understand that it contains important information on the ECC's policies.

I/We agree to follow the policies and regulations contained herein and have had the opportunity to ask any questions regarding the material stated herein.

Acknowledged:

Signature

Date

Print Name

Child's Name _____
The acknowledgement page will be included in your child's file.