



Temple Adat Elohim
Early Childhood Center



Welcome to the school year **AT TAE ECC!**

We are excited to welcome you and your family! At Temple Adat Elohim Early Childhood Center, we offer a program grounded in Jewish values such as kindness, compassion, inclusiveness, and respect.

We aim to provide a warm, nurturing environment, focused on meeting the needs of each individual child. We create a safe place for children to develop their physical, social, emotional, cognitive, and pre-academic skills at their own pace, while meeting appropriate developmental milestones, and preparing your children for their next year of preschool.

We are dedicated to playing a vital role in supporting these areas, that encourage complex exploration, critical thinking, and asking questions. We believe that implementing a developmentally appropriate, STEAM focused, emergent curriculum, will help children develop a strong foundation and passion to become life long learners. Some of the many skills we will be strengthening are fine motor and gross motor skills, emotional regulation, sharing, listening, cognitive, language, and social skills. We have a wide variety of toys and materials to support your child's learning through play, art, storytelling, music and movement.

We look forward to partnering with you throughout this academic year. Your involvement, encouragement, and support are invaluable to your child's success. Throughout the year, we maintain a strong home:school connection by communicating with you through Brightwheel, updating you with classroom happenings, photos, curriculum, and more.

We have an open door policy, and welcome you to join us for Friday morning Shabbat, or coordinate with us to volunteer in the classroom as a special guest, to read a story or facilitate an activity!

Please feel free to reach out anytime. Looking forward to the school year!





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WHAT TO BRING TO SCHOOL

PLEASE REMEMBER TO LABEL EVERYTHING WITH YOUR CHILD'S NAME.

- We can get messy at school, so have your child wear comfortable, casual play clothes that you don't mind getting dirty, closed-toe shoes with backs, and a jacket, if needed.
- Extra Clothes: Please send 2-3 extra changes of clothes in a labeled Ziploc bag, for various weather conditions, including socks, underwear, jackets, etc. to store in your child's cubby.
- Diapering: If your child is not potty trained or wears diapers for naps, please send LABELED diapers, wipes, diaper cream (if needed)
- Gloves: Please provide a box of non-latex, size medium nitrile gloves for wiping noses, incidents with blood, potty assistance, accidents, diapering, etc., as needed (<https://amzn.to/4db6eGO>).
- Water Bottle: Please send a filled water bottle to school daily with a NONEXPOSED straw, labeled with your child's name. We will refill as needed with filtered water, for your child.
- Snack & Lunch: Please send a morning snack and a lunch, daily. Label everything with your child's name. Please do not send shellfish or pork to school. For the safety of all children, NO peanuts or tree nuts are permitted. Food items that are "processed in a facility" with peanuts and/or tree nuts are ok. Your teacher will let you know if there are any other food allergies to be aware of in your specific class. Avoids choking hazards, by not sending popcorn, un-cut grapes/cherry tomatoes/uncooked large carrots, etc.
- Afternoon Snack: If your child stays at school 1pm-3:00pm, please make sure there is enough food for them to have an afternoon snack (around 2:30pm). Most have leftovers from their lunch, or you can pack something separate, if you'd like.
- Late Care Snack: If your child stays until 4pm or later, please bring an additional, separate snack for them (labeled with your child's name) and put it in the 4pm snack basket OR bring snack in bulk (labeled) for us to keep here for them, like a box of cereal, crackers, bars, puffs, etc.
- Please let us know if you do not want your child having any of the following:
 - On Friday we celebrate Shabbat with fresh challah, delivered from a local bakery.
 - On birthday's parents may bring in an item from our approved list of snacks.
 - As needed, we provide snack such as string cheese, fresh or dried fruit, apple sauce pouches, pea crisps, pretzels, etc., to children who have finished all of their food from home, as needed.
- Nappers: If your child will be napping at school, please provide a nap mat (the ones with attached pillow/blanket work great: <https://amzn.to/46BsWFX>), that we will place on top of our nap mats here, along with any special "lovey", paci, or comfort item, that your child likes to sleep with.
 - This should all be placed in a reusable Wet Dry Bag like this: <https://a.co/d/hCxabUQ>
- Sunscreen: Apply sunscreen to your child before school, as needed. If your child stays for late care, please supply us with sunscreen (labeled with your child's name) to apply in the afternoon.
- Family Photo: We aim to cultivate a home away from home, here at school, with a strong home/school connection. Please bring in a family photo to put up on our family tree in the classroom! This is also helpful for children who need a little comfort during transitional times.
- **DO NOT** send medications, vitamins, cough drops, herbal remedies, lotions/ointments, etc., to school with your child, or in their lunchbox/backpack. If needed, any medication should be kept in the ECC director's office, in their original packaging, labeled with your child's name, accompanied by a doctor's instructions or notes, and form "LIC 9221" linked in your Welcome Info email.



Example of a classroom **FLEXIBLE SCHEDULE**

7:30-9:00am	Early Care (optional, for those signed up)
8:50-9:00am	Classroom Drop-off/Welcome!
9:00-9:30am	Diapers
9:30-10:30am	Handwashing, Morning Snack Time, and Outside Yard Time
10:30-10:45am	Morning Circle: Song & Movement, Books, Puppets, Flannel Stories, Developmental Emergent Lesson Plan, Group Discussion, and more!
10:45-11:30am	Art/Cooking/Sensory Tables/Music & Movement, Special Activities/Holiday Projects/Etc. (Diaper as needed)
11:30-12:00pm	Handwashing and Lunch Time
12:00-12:30pm	Clean-up, Diapers for Nappers, Closing Circle
12:30-1:00pm	Diapers for 1pm pick-up students and Open Classroom Learning Centers Available (play-based curriculum, focused on developing the major learning domains and developmental milestones)
12:45/1:00pm	Pick-Up Time From Core Program and Nappers into nap room
1:00-3:00pm	Nap/Rest Time for Nappers OR Afternoon Indoor/Outdoor Curriculum for Late Care Program
3:00pm-ish	Wake up when ready or as requested by parents and Diapers
3:30pm	3:30pm Pick-up
3:30-5:30pm	Snack and Indoor/Outdoor programming until pick-up

- Mondays: Music & Movement 10:00-10:30pm (social hall)
- Tuesday: Share Day
- Wednesdays: Parent Volunteer Mystery Guest
- Thursday: Challah Dough Making
- Fridays: All-School Shabbat 9:30-10:00am (sanctuary)



This is an example. You will get your official class schedule from your teachers before school starts.



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DROP-OFF & PICK-UP

Parking: Parents/Caregivers will park around back and walk in for drop-off/pick-up daily. You will go straight upon entry, around the back of the building, to enter through the back gates.

Gate Security: All parents have been granted access to Avigilon Alta (formerly OpenPath), the mobile app that allows you to unlock the TAE gates via your mobile phone. Please note that your Bluetooth needs to be turned on and you have to grant the app the requested accesses ("always" for location tracker) to be able to tap the black sensors with your hand, for the gate to automatically unlock, otherwise you will have to open the app at the gate manually.

(NEW TAE FAMILIES: Please check your inbox or junk mail for an email from Avigilon Alta and follow the activation instructions.)

Brightwheel: Parents/Caregivers will use the free Brightwheel app to sign your child in and out daily, manage your child's authorized pick-up contact list, emergency contact info, and receive messages, alerts, photos, and videos from your teachers throughout the day.

(NEW TAE FAMILIES: When you receive your invitation via email, please download the app, create a Brightwheel account, join our school, and complete your child's profile.)

Please make sure your child's profile is up to date, including **PARENT/CAREGIVER PHONE NUMBERS (this is how the teachers can reach you, at the tap of a button, in case of emergency,** so please make sure info is always up to date in your profile!), APPROVED PICK-UPS, PROFILE PHOTOS, & ANY NOTES OR ALLERGIES/MEDS. Your teachers will be sending updates through the app, so please make sure at least **1 parent has notifications turned on.**

Please add all caregivers (nannies, grandparents, etc.) dropping off or picking up your child, to your child's profile, so they can create an account, and understand how to use it.

Drop-Off/Pick-Up: Thank you for understanding we are staffed accordingly to stay in legal teacher:student ratio for our programs, based off of the number of students we have enrolled, and sticking to your scheduled days/hours. We understand that unforeseen circumstances and emergencies come up, so if you need to pick-up your child at an off-time, please notify your child's teacher via Brightwheel so they can arrange a plan with you.

- Early Care: Please walk your child to class **no earlier than 7:30am.** (Rm 7 for Infant center students. Room 2 for ECC students 18 months-5 yrs+)
- 9:00am start time: please walk your child to their class **no earlier than 8:50am.**
- 1:00pm or 3:00pm pick-up: Please be prompt in picking up your child. Pick up in the classroom or yard for students in rm 1/2/7/9 (infants & toddlers) or on the courtyard for rm 3/4/5/6 (3y+).
- 5:30pm Late Care: Please pick-up anytime between 3:00pm and 5:30pm THE LATEST. (Rm 7 for Infant center students. Room 1 or the play yard for ECC students 18 months-5 yrs+).

PLEASE MAKE SURE TO SIGN OUT, SAY GOODBYE & MAKE EYE CONTACT WITH YOUR TEACHER BEFORE YOU TAKE YOUR CHILD SO WE KNOW THEY WERE PICKED UP.



At TAE ECC, Parents/Caregivers will use the Brightwheel app to sign your child in and out daily, manage your child's authorized pick-up contact list, emergency contact info, send and receive messages, photos, and videos from your teacher throughout the day, directly from the Brightwheel app on your phone.

Please make sure your child's profile is complete and up to date, including:

1. Parent/Caregiver PHONE NUMBERS (this is how the teachers will reach you in case of emergency, so please make sure info is correct in your child's profile!) If you want to opt out of the parent directory, please see FAQ below.
 2. Please add parent and student PROFILE PHOTOS (this is helpful for the teachers)!
 3. Update your APPROVED PICK-UPS within the app. Please make sure all adults (nannies, grandparents, etc.) dropping off or picking up your child, download the app, create an account, and understand how to use it. You can directly add your approved pick-ups in your child's profile (see instructions below).
 4. Optional note, allergies, etc.
- Make sure to sign your child in and out daily. If you forget, you can use the QR code I printed in your welcome info packet, or go to your child's Brightwheel profile, tap "paperwork", tap "documents" and find the QR code to print for remote use off campus.
 - Your teachers will be sending updates through the app, so please make sure at least 1 parent has notifications turned on.

FAQ

Through the app you can:

- Sign your child in and out daily
- Send and receive messages from your teachers
- Get alerts, incidents, photos, videos, and more from your teachers
- Utilize the Parent Directory
- Manage your child's authorized pick-up list
- Add family members (like Grandparents who want to see all the photos posted)

You will get an automatic notification to your phone, as long as your phone's push notifications haven't been turned off.

Manage Student Profile: <https://help.mybrightwheel.com/en/articles/6858794-manage-student-profile-as-a-parent>

1. Select the appropriate child to open their profile
2. Tap Profile in the top-right corner
3. Make changes to any of the available fields
4. When finished, click Save

Using the Parent Directory: <https://help.mybrightwheel.com/en/articles/8129695-using-the-parent-directory>

1. Click the ≡ menu in the top left corner
2. Click to open the Parent Directory page

Manage Contacts: <https://help.mybrightwheel.com/en/articles/1161627-manage-student-contacts-as-a-parent>

1. Open the student's profile by tapping on their name
2. Tap the Pencil icon to edit on Android or Profile on iOS
3. Scroll down to locate the 'Contacts' section
4. Click the + sign to add (or "remove" or "update", as needed)
5. Select the 'Contact Type'
6. Fill in the 'Personal Details' and 'Account Info'
7. When finished, click Save

Please make sure all adults (nannies, grandparents, etc.) dropping off or picking up your child, download the free [iPhone/iPad](#) or [Android](#) app, create an account, and understand how to use it as well, so they are able to sign your child in and out easily.



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ECC Parents, please
check your child IN and OUT daily,
using the QR code below, via



brightwheel





HEALTH AND WELLNESS

We thank you for partnering with us to keep the students, staff, and families, health, and safety a priority, by keeping your child home from school if they are experiencing flu or cold-like symptoms. To keep the spread of communicable disease to a minimum, and to protect your child, as well as others, please notify the ECC office if your child exhibits any of the below. A note from your doctor that your child is no longer contagious, and cleared to return to school, may be necessary.

Health Policy

- Children who have a fever, diarrhea or vomiting, must stay home until fever-free and symptom-free (without medication) for 24 hours before returning to school.
- Children who have symptoms such as a heavy nasal discharge or congestion, persistent cough, earache, sore throat, GI issues/abdominal pains, rash, open soars, red irritated eyes with discharge, shortness of breath, loss of taste or smell, fatigue, muscle aches/pain, headache, or symptoms of a possible communicable disease, infection, illness, or virus that prevents the child from participating in program activities, should not be sent to school until they are completely symptom-free, or a doctor's note that the child can be in school.
- Students who test POSITIVE for COVID-19 will follow the most up to date protocol provided by the school, based on guidance provided to us by the California Department of Social Services (CDSS) Community Care Licensing (CCL) and California Department of Public Health (CDPH)
- We ask that a caregiver comes to get your child within 30 minutes of being notified that they need to be picked up from school.

Immunizations: We maintain a student population that is up to date with their vaccines required by California Department of Public Health Immunization Branch (IMM-230 (1/16) for childcare or preschool. It is mandatory for all students to have up-to-date immunization records. Parents must provide proof of vaccinations before they start school, as instructed in their new student packet.

Medication: If needed, parents must provide a PARENT CONSENT FOR ADMINISTRATION OF MEDICATIONS (LIC 9221) form, for our staff to administer any medication. This includes prescriptions, and any over-the-counter item or medication, not limited to vitamins, cough drops, lotions, ointments, Tylenol/Motrin, etc. Medication will be stored in a secure location and properly labeled with the child's name and dosage instructions, in the original packaging.

Allergies and Medical Conditions: If your child has allergies, asthma, or a medical condition, please make sure you have submitted the applicable Health Forms. We will be posting a notice on the wall of each class (unless you opted out), so all staff are aware, to keep your child safe.

Hygiene and Sanitation: Children and staff will engage in regular handwashing with soap and water throughout the day, including after using the restroom, before meals, and after outdoor play. Our facilities, classrooms, and toys will be regularly cleaned and sanitized to maintain a hygienic environment by our staff and TAE evening facilities crew, every afternoon after school.

Training: Our staff receive health/safety trainings, including Epi-Pen, CPR and First Aid certification.

The above is subject to change at any time.

FOR MORE INFORMATION ALWAYS CONTACT YOUR HEALTH CARE PROVIDER.



Birthday & Class Celebration

APPROVED FOODS

TO KEEP ALL CHILDREN SAFE WHILE IN OUR CARE, WE ASK THAT ALL FAMILIES ADHERE TO APPROVED LIST OF ITEMS BELOW FOR SHABBAT STAR SNACKS, BIRTHDAYS, HOLIDAYS, AND CLASS CELEBRATIONS. PLEASE ALSO MAKE SURE TO COORDINATE WITH YOUR CHILD'S TEACHERS ON WHICH DAY AND TIME TO BRING IT IN, SO THEY CAN ALERT THE OTHER FAMILIES.

FOR THE SAFETY OF ALL CHILDREN, NO PEANUTS OR TREE NUTS ARE PERMITTED. NO HOMEMADE ITEMS BAKED AT HOME, DUE TO THE RISK OF CROSS CONTAMINATION. NO CHOKING HAZARDS: POPCORN, UN-CUT GRAPES/CHERRY TOMATOES/OTHER SMALL ROUND FOODS.

- Pizza (cheese, child slices)
- Anything clearly labeled "peanut & tree nut free" or "school safe"
- Approved Brands:
 - Made Good
 - Enjoy Life
 - Abe's
 - Cybele's
 - Katz Donuts
- "Annie's" fruit snacks, grahams, cookies, crackers, bars, puffs
- "That's It." Mini fruit Bars
- Simply Balanced Fruit Strips
- Nabisco Mini Oreo or Chips Ahoy Cookies
- Barnum's Animal Crackers
- Kellogg's Rice Krispies Treats
- Popsicles (dye-free)
- Fresh fruit (no choking hazards, like uncut grapes)
- Applesauce or fruit/veggie pouches
- **NON-FOOD ITEMS** are great! Stickers, bubbles, coloring/painting sets, toys and fun items from the dollar stores, amazon, or Oriental Trading are always a hit and encouraged. Please just make note of the age it is suited for, so there are no choking hazards.

Nut Policy:

For the safety of all children, NO peanuts and/or any other kind of tree nuts are permitted. Food items that are "processed in a facility" with peanuts and/or any other kind of tree nuts are allowed. Avoid items that "may contain" peanuts and/or any other kind of tree nuts. Items that are sent to school with nuts or traces of nuts will be sent home. If there are additional food allergies in your classroom, all parents in the class will be notified.



Highlights

- Photos, messages, and updates of your child, sent through the Brightwheel app daily, to keep you connected.
- Infant and toddler intake meetings prior to starting
- Music & Movement with Ms. Kym every Monday!
- After school enrichment classes
- Friday morning ECC Shabbat led by the clergy, open to all parents + monthly classroom family dinner Tot Shabbat events + community!
- Holiday performances, and school celebrations
- ECC Parent Association opportunities.
- Community events, parent night out, family dinners and more, to connect and meet other ECC families.
- Parent education workshops.



CONTACT

Please feel free to reach out anytime or connect with your teachers via Brightwheel!

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