



Solon Chabad Preschool Parent Handbook

Welcome!

Our preschool program is designed to provide a warm and nurturing environment where children can grow and develop emotionally, cognitively, and physically. Based on the neuroscience research that between birth and 5 years old, 90 percent of a child's brain development occurs, each child is viewed as a seed that we nurture with the utmost care. The seed's every experience will shape and color the quality of its matured self. The goal of our preschool is to utilize these precious years to plant strong and healthy roots that will bear wonderful fruit for a lifetime.

Our program includes hands-on activities in art, music, reading and math readiness, science, technology, and outdoor explorations. The children will also explore their Jewish heritage through singing and dancing, painting and creating, holiday cooking, storytelling, and lots of imaginative play.

In addition to our full curriculum, each class enjoys all of our weekly specials; Dance, Music, Hebrew and Shabbat.

We place the highest priority on ensuring that every student is well prepared for kindergarten. Our high educational standards have been repeatedly praised by the kindergarten teachers in Solon schools.

Our staff is hand-picked, not only for their experience and credentials, but most of all for their warmth and caring. With the guidance of licensed and loving teachers, your child will be motivated to grow socially, morally, and academically.

ABOUT US

We are located at 5570 Harper Road. Our telephone number is 440-498-9533 and our fax number is 440-498-9966. Our central email address is solonjpreschool@gmail.com.

Our program operates Monday through Friday from 9:00 am-12:30 pm. We also provide extended care options from 7:30 am – 6 pm (Fridays until 4:30) for ages 3 and up.

We also offer many classes for Moms and Toddlers, as well as Baby classes for mothers of newborns.

ATTENDANCE

Daily attendance is taken each day in all classrooms. When children are dismissed, teachers will verify pickup by documenting dismissal time. Children will only be released to the names listed on the Child Profile form. If additional contacts are needed, please inform the office of the change/additions of all emergency contacts. If a child arrives from another program or activity, the child will be escorted into the building by an adult and will be added immediately to the attendance. If the child does not arrive on time, staff members will alert the program or activity along with the parents.

ABSENT DAY POLICY

If your child will be absent, please email the school or call the office as soon as possible. If your child is absent due to illness, please inform the office.

SCHEDULED CLOSINGS

Our center will close on all National Holidays and the following Jewish Holidays:

Rosh Hashanah
Yom Kippur
Sukkot
Simchat Torah
Passover
Shavuot

As well 2 weeks in December for winter break (we follow Solon Schools Calendar).

CLOSING SCHOOL DUE TO WEATHER

We follow the Solon School district school closings when driving conditions are dangerous. We do not close because of the severe cold. If we close there will be a notice on our private Facebook page and you will receive a text. If you have any questions, please call the office.

STAFF/CHILD RATIOS AND GROUP SIZE

Ohio's licensing ratios are listed below. To give our students the best care, we always staff above these requirements—making sure there are extra adults to support the teachers and keep group sizes smaller.

Toddler:	Teacher to child ratio 1:6	Maximum group size 12
Preschool:	Teacher to child ratio 1:7	Maximum group size 14
PreK:	Teacher to child ratio 1:8	Maximum group size 16

SAFETY

Your child's safety is of utmost importance and there will always be a childcare staff member responsible for their safety.

We ask that you leave your child in the care of a staff member each morning.
If you have someone else picking up your child, we must have written permission from the parent.

We will never leave a child unsupervised. Each month we have fire, lockdown & tornado drills, at varying times. A record of these drills is available at the center. We always have immediate access to a working telephone.

In the classroom is a posted plan, explaining action to be taken and the staff responsibilities in the case of fire emergency and weather alerts along with diagrams showing safety routes.

If a child is injured in our program, we will complete an incident report for the parent to sign when they pick up the child. One report copy will be kept on file, and another will be given to the parent. We will call a parent for any injury to a child's head so that they are aware of the incident right away.

In the event a child needs emergency transportation and prior permission has been given by the parent/guardian, an ambulance will be called. A preschool staff member will accompany the child until a parent is present. Parents will be notified as soon as possible.

CHILD SCREENING AND ASSESSMENT

Each school year, all children will be assessed on their developmental milestones. The teachers will conduct formal and informal observations, take photographs, and collect work samples to highlight student progress.

If they observe something of concern, parents are contacted. The information will be shared during conferences, but it is always available for parent review at any time upon request.

If a referral is needed, we will work with the family to contact the Solon City School district (children ages 3 and older) or Help Me Grow (younger than age 3).

Formal assessments are conducted however, the program does not report child level data to ODJFS pursuant to 5101:2-17-07 of the Administrative Code. Information can be provided on the Early and Periodic Screening, Diagnosis and Treatment program under the Medicaid program carried out under Title XIX of Social Security Act (42 U.S.C. 1396 et seq.). Also, information on the developmental screening services can be made available as needed under section 619 and part C of the Individuals with Disabilities Education Act (20 U.S.C. 1419, 1431 et seq.).

EMERGENCY AND OTHER POLICIES

In the event of an emergency or accident, we will follow the posted medical and dental emergency plans and complete an incident report. We will administer first aid, summon emergency transportation, and contact the parents.

In the event of a general emergency such as no power or no water, the staff will assess the situation and determine if it is necessary to send the children home in which case all parents will be contacted. Staff will remain until all children have been picked up.

If there is an emergency situation which necessitates the evacuation of our building, the students will be walked next door to the Rabbi's house. Parents will be contacted to pick up at that location.

The enrollment/emergency authorization forms must be completed before your child begins her/his first day. Medical forms to be filled out by a licensed physician must be on file prior to the first day of school.

A statement from a physician that your child has been immunized or is in the process of being immunized against the diseases is required. However, a statement from the child's parent that he or she has declined to have the child immunized against the disease for reasons of conscience, including religious convictions may be provided.

If administration of medication is needed, the child's teacher will have access to the medication at all times along with a copy of the child care plan. If medications are needed for school age children, the same procedures apply. Only staff members will have access to the medication.

In the event of an illness or injury which requires transportation, parent/guardian will grant permission for the child to be transported to the nearest hospital. If permission is not granted, parents will be notified immediately. It will be the parent's responsibility to transport their child.

ADMINISTRATION OF MEDICATION

We can only administer medication under the following conditions:

1. An authorization to administer medication must be completed in its entirety by the parent and the child's doctor.
2. The medication must be clearly labeled with the original prescription label and in its original container.
3. Medication must include all dosing instructions and appropriate dosing instruments (spoon, cup, nebulizer, etc.)
4. Medication can only be administered for three consecutive days.
5. Diaper creams may be administered for 14 consecutive days.
6. We cannot administer any over the counter medication that is not approved for the child's age (ex. Cough syrup not approved for children under age 4, etc.)

All medications will be stored in the classroom and out of the reach of the children. Our teachers will verify the correct child is receiving the correct dosage of medication under the supervision of administration.

We do not administer vitamins to children.

IMMUNIZATIONS

All children must be up to date on immunizations or in the process of being immunized.

Unless the child has:

- Statement from a physician that an immunization against the disease is medically contraindicated for the child.
- Statement from physician that immunization against the disease is not medically appropriate for the child's age.

In case of disease outbreak, children who are not immunized will be required to stay home.

DISCIPLINE

At Solon Chabad Preschool, we use a positive approach to discipline. By fostering an environment that emphasizes care and concern, we try to anticipate problems and redirect inappropriate behavior. We don't punish; we teach. We show children how to make proper choices so that their behavior is socially acceptable.

We observe them being good and praise the action. Whether praising or correcting, we focus on the deed, not the doer. We help children to comfort and make amends and encourage them to express themselves verbally. When needed, we give them the words and role-play to recreate the situation using a new approach.

Any child who is severely disruptive or demonstrates a pattern of aggressive behavior, the parent/guardian will be asked to hire a "shadow" who will work one-on-one with the child or else will be asked to leave the program. We will be happy to help him/her get into a program that can help teach the necessary skills to cope in a classroom setting and in society in general.

CHILD ENROLLMENT FORMS

Upon enrollment all children must have the following documents and any medical trainings required completed before their first day of school/camp:

- Child Enrollment form (JFS 01234)
- Child Profile form
- Child Medical Statement (JFS 01305) signed by a physician with a copy of your child's immunization records (given prior to the 1st day of school and updated annually)
- Routine Permission Slip & School Roster Sign Off
- If your child has allergies, special health or medical conditions, and / or food supplements, Child Medical/Physical Care Plan (JFS 01236)

CHILD RECORD TRANSFER

We will provide your child's enrollment and assessment records to you at any time. We will only release your child's records to another agency, school, or individual with written parental consent to release the records. Upon exit of the program, each parent will receive a copy of their child's academic records (portfolios, assessment forms).

DISENROLLMENT OF A CHILD

A child will be disenrolled if he/she is dangerous to themselves or others. If the decision is made for disenrollment of a child, a meeting is required with the administrator. Proper paperwork will be given, including recent assessments and portfolios.

FOOD

Parents will provide a snack of fruits and/or vegetables. We will provide a grain snack (crackers, pretzels, cereal). If your child is joining the lunch program, you will need to send a non-meat lunch or purchase hot lunches.

It is important that you prepare lunches that follow nutritional guidelines and meet one third of the child's recommended daily dietary allowance. As required by law, our preschool has supplemental food from all four basic food groups to offer any child who brings a lunch that does not meet the guidelines.

Each meal should include at least one food from the bread and grains group, meat or meat alternative group, milk group, and two foods from the fruit/vegetable group.

If a parent chooses to breastfeed and/or pump breast milk during school hours, a place is provided in the lounge area of the women's bathroom on the first floor.

PLEASE NOTE: Our school is a peanut free facility. However, we DO use products that are manufactured in a plant/bakery that processes/uses peanuts.

NAPPING

Children who attend school for Aftercare are required by the State of Ohio to rest or nap. Any child who does not fall asleep during nap time will have the opportunity to engage in quiet activities. A designated cot will be provided, and the family should provide a specific covering for the cot as listed in the Supply list online. All linens will be sent home at the end of the week for laundering.

OUTDOOR PLAY CONDITIONS

When weather permits, the children will play outdoors in the gated playground area. In extreme conditions, children will play in the large muscle room located in the lower level. Children will play inside if outside temperatures exceed 85 degrees or fall below 30 degrees. Weather conditions, such as wind chill, ozone levels, pollen count, lightning, rain, or ice, will be considered before allowing children to play outdoors.

WATER ACTIVITIES/SWIMMING

During summer months, weather permitting, children will have use of wading pools of less than 18 inches in height. Every child must have a parent permission form on file.

PARENTAL INVOLVEMENT/COMMUNICATION

Parents are welcome and encouraged to observe at the preschool at any time. Please notify us of your arrival. Parents are also permitted access to all parts of the center during the preadmission interview. The center must have legal documents on file to deny access. (ex. Non-custodial parent etc.)

We feel that open communication between staff and parents is of utmost importance.

The Director is available for meetings or to hear any concerns. Please feel free to contact us Monday – Friday, 9:00 am – 12:30 pm.

We can be reached by phone at 440-498-9533 or email Miriam at: miriam@solonchabad.com.

TUITION

Please see the Preschool brochure for pricing. A statement is sent out at the beginning of the school year. You will be asked to sign a tuition contract with 3 options for payment:

1. Full payment
2. Half payment
3. Post-dated checks

Credit cards are accepted as well.

If you must leave our program due to relocation, job transfer or if your child needs special services not provided by our program, you may receive a refund of your unused payment, prorated, minus nonrefundable registration fee. All decisions regarding refunds are solely at the discretion of Solon Chabad Preschool.

Drop in Fees

Sometimes families would like to temporarily add on extended days or lunch. Our drop-in schedule and fees are below. Please note that the drop-in fee is higher than if you signed up for the whole year.

Early Care - \$10.00	7:30 - 9:00 am
Extended Care - \$25.00	12:30 – 2:30 pm
After Care - \$35.00	2:30 – 6:00 pm
Lunch - \$7.50	

If you want to add an additional day to your child's schedule for the rest of the year, feel free to ask if there is space in your child's class.

Drop in option is not available for the regular morning classes.

Appendix A: SCHEDULES

A sample of the daily schedule in the 2-year old room:

- 9:00 - 9:30 Drop off and free play
- 9:30 - 10:00 Outdoor or indoor playground
- 10:00 - 10:15 Snack time
- 10:15 - 10:30 Circle time
- 10:30 - 10:50 Art time & specials
- 10:50 - 11:00 Story time and pack up to leave

For those staying for lunch

- 11:00 - 11:15 Circle time / music movement
- 11:15 - 11:45 Outdoor/muscle room & room 5 play
- 11:45 - 12:15 Lunch
- 12:15 - 12:30 Good-bye circle

A sample of the daily schedule in the 3 & 4-year old rooms:

- 9:00 – 9:50 Free choice: includes art project, blocks, fine and medium motor muscle play, writing center, math & science center, reading center, dress-up and housekeeping
- 9:50 - 10:15 Circle time - discussion of day, songs, theme introduced
- 10:15 - 10:30 Snack
- 10:30 – 11:00 Playground
- 11:00 - 11:30 Daily special- Music, Cooking, Movement class, Hebrew, etc.
- 11:30 - 11:45 Story time & learning activities
- 11:45 - 12:15 Lunch
- 12:15 - 12:30 Clean up and prepare to leave / good-bye circle

Appendix B: COMMUNICABLE DISEASE POLICY

1. The administration will review with all staff members the signs and symptoms of illness and proper hand washing and disinfection procedures. This review shall be given to each new employee and discussed periodically at staff meetings.
2. No staff member shall attend the center if they exhibit signs of communicable diseases.
3. Parents of children who have been exposed to the disease, will be notified of exposure. The Center will send home information with the date and type of exposure.
4. A staff member, trained to recognize the common signs of a communicable disease or other illness will observe each child daily as he enters the group. The center will notify parent or guardian of a child's condition when a child has been observed with the signs and symptoms listed below.
5. A child who has been suspected of communicable disease, shall be provided with a cot and a blanket and isolated in the corner near the office. (An adult will always be within sight and hearing of the sick child.) The parents will be asked to come and pick up the child as soon as possible. After each use, the cot shall be disinfected and cleaned appropriately.
6. The Ohio Department of Health "Child Day Care Center Communicable Disease Chart" is located on the office wall.
7. Any child who does not feel well enough to participate in activities, will be sent home. A child who is experiencing minor common cold symptoms may stay and will be closely monitored for signs and symptoms of worsening conditions.

If your child exhibits any of these symptoms, they will be isolated (within sight of the teacher) and sent home.

- ◆ Diarrhea (more than once), severe coughing, (red/blue face) whooping sound, yellowish skin or eyes, obvious discharge, redness of the eyes or eyelid, thick and purulent (pus), matted eyelashes, burning, watery, or itchy eyes or eye pain, temperature of 100 degrees F. or over, infected skin patches, dark urine, gray or white stool, lice, scabies or other parasites, unusual spots or rashes, sore throat/difficulty swallowing, vomiting

In order for a child to return to the preschool, the parent must be sure the child is no longer contagious. Children must be fever free for 24 hours without the use of a fever reducing medication in order to return to preschool. Please contact your doctor for verification.

Appendix C: LICENSING INFORMATION

*This information must be given in writing to all parents, guardians, and employees as required in 5101:2-12-30 of the Ohio Administrative Code.

Solon Chabad Preschool is licensed to operate legally in the State of Ohio. Our license which was issued by ODJFS is posted in the office.

We are licensed to serve a maximum of 79 children at one time. We are licensed for 30 toddlers, 49 preschoolers, and our staff/child ratio is at least one teacher for each eight preschoolers. Our group size will never exceed sixteen children. In the toddler classes, we have a 1:6 teacher child ratio and our maximum group size will never exceed 12 children.

Our licensing record is available upon request from the ODJFS. The laws and rules governing child daycare are available in our office for your review, upon request. The licensing inspection reports and complaint investigation reports, for the current licensing period, are posted in the office.

We have a roster of name and phone numbers of parents or guardians of children attending our preschool, and it is available upon request. Parents have the option of omitting their names and numbers from this list.

Any parent, custodian, or guardian of a child enrolled in the facility shall be permitted unlimited access to the facility during all hours of operation for the purpose of contacting their children, evaluating the care provided by the facility or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the administrator of his/her presence.

The administrator and each employee of the facility is required, under Section 2151.421 of the Ohio Revised Code, ORC to report their suspicions of child abuse or child neglect to the local public children's services agency. ODJFS toll free number may be used to report any suspected violation.

If a parent chooses to breastfeed and/or pump breast milk during school hours, a place is provided in the lounge area of the women's bathroom on the first floor.

It is unlawful for the facility to discriminate in the enrollment of children upon the basis of race, color, religion, sex, or national origin, or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101et seq.