

SHORESH PRESCHOOL TEMPLE NER TAMID  
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# PARENT HANDBOOK

2017-18

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**EARLY CHILDHOOD PHILOSOPHY:** Our goal at Shoresh is to instill in each child a sense of self-worth...to give each child a meaningful, happy and successful experience learning and interacting with peers and teachers. We strive to provide a nurturing and developmentally appropriate environment that reinforces a child's natural curiosity. Each child is a unique individual and is allowed to progress according to his/her own rate of development.

Young children learn through play and need the opportunity to explore their environment in a way that feels safe and secure to them. Our teachers provide age-appropriate learning activities which will guide the children through the important areas of language, social, emotional, physical and cognitive growth.

**TUITION/REGISTRATION:** A non-refundable registration fee of \$250.00 will ensure your child's placement in the program. The Tuition Payment Agreement must be completed and returned. A copy will be returned to you along with a payment plan you have selected. Refunds are allowed only if your family moves out of the Northern New Jersey area or Shoresh Preschool determines that it has no program appropriate for your child or for reasons otherwise determined by the Preschool Director. No refunds of tuition will be granted for holidays, vacations, emergency closures or brief illness. No refunds will be granted after March 1.

**STUDENTS WITH SPECIAL NEEDS:** If your child has been evaluated and/or diagnosed by:

Child Study Team

Learning Disabilities Specialist

Speech/Language Therapist

Pediatric Neurologist...

A copy of the IEP/IFSP must be sent to the Shoresh Preschool office so that our staff can plan for your child's individual needs. We may recommend an assessment period of approximately 4-6 weeks to determine our ability to create a successful learning environment

for your child. All information will be kept in the strictest confidence.

While we are committed to meeting the needs of each child, we cannot overlook the needs of the class as a whole. We reserve the right to remove a child from our program if at any time the behavioral/educational needs of an individual child far surpass our ability to meet the socio-emotional or educational goals of our school.

Removal from the program, should it become necessary, is based on evaluations by the teacher, the director, and at least one other professional. This would be a last resort after meeting with the parents and trying some alternate strategies in the classroom.

**OUR PROGRAM:** Shoresh Preschool is licensed by the State of New Jersey Department of Children and Families. Shoresh provides a variety of programs to meet the needs of our families. We offer extended morning hours for working parents as well as after-school hours. Our Breakfast Club is available from 7:30 am - 9 am. In an attempt to offer you the option of more time at school, we have an optional pick-up at 4:00 pm for an additional fee.

Our preschool classes are as follows:

- Parent/Toddler program for children aged 15 - 23 months, which meets once a week.
- Two's class (for children who will be two by September 1) meets M, W, and F or T and Th from 9 - 1.
- Three's class meets M, W, F or M, W, F + one day or M-F from 9 - 1 or 9 - 3.
- Four's class meets M-F from 9 - 1 or 9 - 3.

### **PHILOSOPHY OF CHILD DISCIPLINE AT SHORESH PRESCHOOL**

#### **Temple Ner Tamid**

It is the philosophy of Shoresh Preschool to help children grow emotionally as well as intellectually, to help children succeed, feel good about themselves, and be able to express their feelings in a positive and constructive manner.

It is our policy that discipline be positive at Shoresh. It is a way of helping children learn to identify socially acceptable behavior. Punishment teaches children what they should not do; positive discipline tells children what they should do.

Within Shoresh, limits and rules are clearly defined, consistent with and in accord with the appropriate development and age of each child, and the program in general. We focus strongly on the reinforcement of acceptable behavior and the prevention of *undesirable* behavior by being consistently responsive to the needs of the children.

The ways of correcting inappropriate behavior at Shoresh consist of the following:

1. Teachers will begin by validating the child's feelings.
2. Change the focus of a child's behavior by redirection of activities.
3. Help the child to deal with a particular situation on an individualized basis.
4. Removal of a child from the area of activity for a couple of minutes, so that he/she may have some "think time" (NOT a time-out) and regain self-control.
5. Respond to and reinforce positive behavior, acknowledging or praising the child when behaving well to let him/her know that we approve of what he/she is doing.
6. Staff will communicate with the Director and the parents when a child's behavior becomes too disruptive in the classroom. The teacher, parents and Director will meet to formulate a plan of action for the child.

\*\* No child shall be subjected to corporal punishment, emotional neglect, abusive language, ridicule, or any behavior that shall intimidate, frighten, or endanger the child or his/her self-image.

**CURRICULUM:** Our curriculum is designed to meet the needs of each child through developmentally appropriate activities and to encourage children to become self-confident, independent learners. Each age group has its own unique curriculum, which is reassessed on an ongoing basis. Age-appropriate activities in the areas of math, language arts, science, social studies, art and music are provided in a creative classroom environment. The classroom design

allows children to learn through play and exploration. The children are guided through sequential steps to new levels of accomplishment through block building, dramatic play, use of manipulatives, and fine and gross motor activities. We ensure that the children experience a balance in scheduling which includes group activities, independent play, gross motor activities and quiet time.

The following list represents a sampling of what your child will be learning in different curricular areas:

- Literacy - vocabulary, letters, language, words, books, reading readiness skills, including comprehension and inference-making
- Math - numbers, patterns, shapes, spatial awareness, measurement, graphing, sorting
- Science - physical properties of objects, experimentation, nature, living things, caring for the environment. Our new garden will provide wonderful new learning experiences for the children.
- Social Studies - how people live and get along with others
- Arts - painting, drawing, dramatic play, dance, music
- Process Skills - exploring, observing, problem solving, communicating, organizing

The teachers will also take into consideration the unique interests of the children and may plan lessons and activities around those interests.

**JEWISH HERITAGE:** Our bi-cultural program is integrated into the curriculum. We hope to instill in each child a sense of Jewish history, a love of Jewish heritage, and create many Jewish memories. We celebrate Shabbat every week, recite the blessings before snack, and learn about the holidays through cooking, art projects, songs and stories. We meet monthly with Cantor Meri for Bimah Time, during which the children are exposed to sanctuary rituals.

**SHABBAT:** Friday mornings are special at Shoresh. Our classes join together to celebrate Shabbat. Cantor Meri leads the children in song, dance, and Shabbat blessings. The children

will also learn about upcoming holidays.

Each family will choose a date to be the Shabbat guest for his/her child's class. You can bring a favorite book to read to the class and a special healthy snack to share.

Tzedakah ("doing the right thing") is an important part of our program. Sharing and caring for others who are less fortunate is a valuable learning experience for children. We ask that you allow your children to feel the warmth of giving by bringing in coins to put in the class tzedakah can every Friday. Additionally, the children will create their very own tzedakah box which will be kept at home for coin collection until spring. At the end of the year all of the money collected from both home and school is sent to a variety of charitable organizations which the children help to select.

**MUSIC:** Shoresh has a certified music teacher on staff who sees the children every week. She exposes them to a variety of traditional songs, holiday songs, and creative movement experiences.

**SECULAR HOLIDAYS:** At Shoresh we do not celebrate Halloween or St. Valentine's Day. We ask that you please refrain from sending your child to school in costume on Halloween and please, no Valentine Day cards. Costumes are encouraged for the holiday of Purim, however!

**BIRTHDAYS:** Birthday celebrations in school are optional. **If you elect to celebrate in school, please think healthy.** Fruit, pretzels, even veggies and dip are good snack choices. We ask that you *please avoid heavily iced goodies.* We hope that you will permit your child to present a book to the school in honor of his/her birthday. It will become a permanent part of our library. In this way children learn the pleasure of giving as well as receiving.

Birthday party invitations may be given out in school **only when the entire class is invited;**



otherwise we ask that you send the invitations by mail to avoid any hurt feelings.

**SNACK:** Mid-morning snack consists of a drink of water and a variety of other foods such as plain cookies, crackers, and pretzels.

**PLEASE MAKE SURE TO INFORM YOUR CHILD'S TEACHER OF ANY  
POSSIBLE FOOD ALLERGIES.**

Children may bring in an occasional treat for the entire class. The food brought into the Temple must be kosher (labeled (U) or K) and unless it's fresh fruit or veggies, must be packaged with a clearly legible ingredient label so that we can screen for potential allergens. Again, please think healthy.

**FOOD ALLERGIES:** We are concerned about the health of your child. The number of children with severe food allergies seems to grow each year. Please be sure to let us know if your child has any allergies. **We want to provide a safe environment for your child and to that end we will remain a Peanut/Tree Nut Sensitive school (no peanut/tree nut products allowed).** Please read labels carefully, as sometimes there are traces of peanuts/tree nuts in foods like cookies or cereal bars. If your child has a food allergy there will be a specific allergy form that you will need to complete. Additionally, as per state law, medication can only be administered to a child if there is a written, dated and signed request by a licensed physician.

**BATHROOM POLICY:** Children who are in our three and four year old program will be taken to the bathroom several times during the day or as individually needed. Teachers will assist students with snaps, buttons, and clothing items. It is our policy not to "wipe" children when they use the bathroom in school. However, we will certainly assist the children verbally when necessary.

**TOILET TRAINING:** Please inform the teacher if you are in the process of toilet training your child. It will be handled in a calm and patient manner. Children will not be required to use the facilities, but will be encouraged to try. No child will ever be punished for having an accident.

Children in our two-year old program who attend wearing diapers or pull-ups will be changed as necessary.

**CLOTHING**: Clothing should be selected for its durability, comfort, and convenience in play. Clothing that encourages self-help is important. Clothing that is easily managed builds self-esteem. Clothing should be simple. Shirts and pants are best for floor play. Overalls might present a problem with toileting because of the straps. Sneakers are preferable to open sandals or clogs in warm weather.

**EACH ARTICLE OF CLOTHING BELONGING TO YOUR CHILD MUST BE LABELED WITH HIS/HER FULL NAME.** \* *You might want to check out Oliver's Labels; every purchase from this link earns commissions for Shoresh: [oliverslabels.com/Shoresh](http://oliverslabels.com/Shoresh)\**

It is requested that each child bring his/her school bag each day.

**HEALTH REQUIREMENTS**: Each child is required by the State to submit proof of a complete medical examination, detailing the proper immunizations, before entering school in September. **Children who show signs of illness (i.e. runny nose, coughs, fever) should not be sent to school. A child must be free of fever without medication, vomiting, or diarrhea for a 24 hour period before returning to school.** Children who are ill will be separated from the group and parents will be requested to take the child home. Consideration is the key word - both to the staff and to the other children. **Please call the office to let us know if your child will be absent.**

Parents will be notified in the event of any contagious illness in our groups so that, when possible, precautionary measures may be taken.

**TRANSPORTATION**: All parents will be given a class list to assist them in arranging car pools. Please let us know what arrangements you have made for pickup. We must be notified in writing of any changes to the usual procedure. You may also take advantage of our drop-off line

in the morning. A teacher will escort your child from the car at the curb for kids who are ready to hop out without a parent walking them in to school.

**ARRIVAL AND DISMISSAL:** Children should arrive on time. Children arriving late, or too early may find it more difficult to transition into the classroom routine. Punctuality also applies to departure. A child left waiting after other parents have picked up their children may feel disappointed and anxious. State law requires that all children be signed in and out every day by a parent or guardian.

**POLICY ON THE RELEASE OF CHILDREN:**

Each child may be released only to the child's parent(s) or person(s) authorized by the parent (s) to take the child and to assume responsibility for the child in an emergency if the parent(s) cannot be reached. As per State Policy 10:122-6.5 Policy on the release of children, if the authorized individual(s) fails to pick up a child at the time of the school's closing and staff members have attempted to contact those individuals authorized by the parents and an hour has passed, the preschool will call the Division's 24 hour Child Abuse Hotline to seek assistance in caring for the child until the parent or person authorized by the child's parent is able to pick up the child.

**Important note:** Should a staff member determine that a parent (or authorized person) appears to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child would be placed at risk of harm if released to such an individual, the same procedure as above would apply.

**POLICY ON THE USE OF TVs, COMPUTERS, AND iPADS:** The staff at Shoresh believe strongly in play as a learning tool. For this reason, Shoresh does not use "screen time" on any regular basis. iPads or phones may be used occasionally to research a question that arises during classroom discussion or to take photos of the children and their work. Should electronics be used in the daily curriculum at some point in the future, children will be engaged

for no longer than 20 minutes consecutively and teachers will track each child's use of the equipment. All use of this equipment will be under the guidance and supervision of a teacher.

**SOCIAL MEDIA POLICY:** This social media policy applies to parents and other guardians, members of staff, students, committee members, and volunteers at Shores Preschool. This policy includes (but is not limited to) the following technologies:

- Social networking sites (Facebook, Instagram, Snapchat, etc.)
- Discussion forums
- Media sharing services (ie YouTube)
- Micro-blogging (ie Twitter)

*As part of our duty to safeguard children it is essential to maintain the privacy and security of all our families. We therefore require that:*

- No photographs taken with the preschool setting or at a preschool special event and outing with the children are to be posted for public viewing, except for those of your own child/ren. Parents are advised that they do not have a right to photograph anyone else's child or to upload photos of anyone else's children. This excludes pictures taken by staff for which we have a signed release.
- No public discussions are to be held or comments made on social media sites regarding the preschool children, staff, or committee business (except appropriate use of marketing fund raising events) or that could be construed to have any impact on the preschool's reputation or that would offend any member of staff or parent using the preschool.

**PARENT INVOLVEMENT:** We welcome your involvement in our program! You can become a class parent or join the Shores Preschool Parent Committee, which is made up of parent representatives from each class and each age group. The Committee meets with the director and the Temple's Vice-President for Early Childhood Education on the third Monday of every month during the school year to help formulate school policies, design new programs, and to keep the lines of communication open. Your children are the beneficiaries of a strong partner-

ship between home and school, and so we strongly encourage that connection. Throughout the year we provide many opportunities for parents and families to participate in school functions and celebrations.

**PARENTAL NOTIFICATION:** It is the policy of Shoresh Preschool to maintain open lines of communication with our families. Important announcements, reminders, alerts, as well as routine communications are generally sent home through a combination of emails and/or printed flyers.

If your child is sick or we need to reach you quickly, we will call and/or text the phone number you listed as the main number on your child's registration. If there is no answer, we will then try any additional numbers you listed. In the event of an emergency, we will call the numbers on your emergency contact card until we reach someone.

**CONFERENCES:** You will have the opportunity to meet with your child's teacher during two regularly scheduled conferences - early winter and, if you request it, again in late spring. If you have any questions or problems before those times, please do not hesitate to speak to the director or your child's teacher. Open communication is the key to solving most problems.

**SCHOOL CLOSINGS:** In the event of inclement weather or when it is considered hazardous to open school, you will be notified by phone. Additionally, Shoresh will not be in session when the Bloomfield schools are closed because of snow or other emergency. When this occurs, we will notify you by telephone.

**SCHOOL CALENDAR:** The enclosed calendar informs you of important dates, school closings and holidays. Please read it carefully and keep it visible for regular reference.

## **SHORESH PRESCHOOL**

### **2017-18 SCHOOL CALENDAR**

<b>Thursday, September 7<sup>th</sup>, 2017</b>	<b>Meet &amp; Greet 10:30 am - 12:00 pm</b>
<b>Monday, September 11<sup>th</sup></b>	<b>First day of school - Lunch will begin</b>
<b>Wed. – Fri., September 20<sup>th</sup> – 22<sup>nd</sup></b>	<b>Rosh Hashanah – SCHOOL CLOSED</b>
<b>Friday, September 29<sup>th</sup></b>	<b>Erev Yom Kippur - SCHOOL CLOSED</b>
<b>Thurs. &amp; Fri., Oct. 5<sup>th</sup> &amp; 6<sup>th</sup></b>	<b>Sukkot – SCHOOL CLOSED</b>
<b>Friday, October 6<sup>th</sup></b>	<b>** Tot Shabbat</b>
<b>Thurs. &amp; Fri., Oct. 12<sup>th</sup> &amp; 13<sup>th</sup></b>	<b>Simchat Torah – SCHOOL CLOSED</b>
<b>Saturday, October 14<sup>th</sup></b>	<b>** Saturday Morning Tot Shabbat</b>
<b>Thursday, October 26<sup>th</sup></b>	<b>Back to School Night - 7:30 pm</b>
<b>Friday, November 3<sup>rd</sup></b>	<b>** Tot Shabbat</b>
<b>November 6<sup>th</sup> – November 17<sup>th</sup></b>	<b>Thanksgiving Food Drive</b>
<b>Saturday, November 11<sup>th</sup></b>	<b>** Saturday Morning Tot Shabbat</b>
<b>Sunday, November 12<sup>th</sup></b>	<b>Vendor Sale</b>
<b>Wednesday, November 22<sup>nd</sup></b>	<b>School will Close at 12:00 - No Lunch</b>
<b>Thurs. &amp; Fri., Nov. 23<sup>rd</sup> &amp; 24<sup>th</sup></b>	<b>Thanksgiving Holiday – SCHOOL CLOSED</b>
<b>Thursday, December 7<sup>th</sup> (?)</b>	<b>Professional Dvlpmnt. – SCHOOL CLOSED</b>
<b>Saturday, December 9<sup>th</sup></b>	<b>** Saturday Morning Tot Shabbat</b>
<b>Friday, December 15<sup>th</sup></b>	<b>Family Hanukkah Celebration</b>
<b>Friday, December 1<sup>st</sup></b>	<b>** Tot Shabbat</b>
<b>Mon., Dec. 25<sup>th</sup> - Mon., January 1<sup>st</sup></b>	<b>Winter Break – SCHOOL CLOSED</b>
<b>Tuesday, January 2<sup>nd</sup>, 2018</b>	<b>School Resumes</b>
<b>Friday, January 5<sup>th</sup></b>	<b>** Tot Shabbat</b>
<b>Saturday, January 13<sup>th</sup></b>	<b>** Saturday Morning Tot Shabbat</b>
<b>Monday, January 15<sup>th</sup></b>	<b>MLK Jr. Birthday - SCHOOL CLOSED</b>

Friday, February 2 <sup>nd</sup>	** Tot Shabbat
Saturday, February 10 <sup>th</sup>	** Saturday Morning Tot Shabbat
Monday, February 19 <sup>th</sup>	Presidents' Day - SCHOOL CLOSED
Thurs. & Fri., March 1 <sup>st</sup> & 2 <sup>nd</sup>	Purim Parade
Friday, March 2 <sup>nd</sup>	** Tot Shabbat
Monday, March 5 <sup>th</sup>	Smile! Picture Day
Saturday, March 10 <sup>th</sup>	** Saturday Morning Tot Shabbat
Thursday, March 15 <sup>th</sup>	Teacher In-Service Day - SCHOOL CLOSED
Thursday, March 29 <sup>th</sup>	Family Passover Celebration
Fri., March 30 <sup>th</sup> – Sat., April 7 <sup>th</sup>	Passover/Spring Break – SCHOOL CLOSED
Monday, April 9 <sup>th</sup>	School Resumes
Saturday, April 14 <sup>th</sup>	** Saturday Morning Tot Shabbat
Friday, May 4 <sup>th</sup>	** Tot Shabbat
Saturday, May 12 <sup>th</sup>	** Saturday Morning Tot Shabbat
Art Show	TBD
Monday, May 21 <sup>st</sup>	Shavuot - SCHOOL CLOSED
Monday, May 28 <sup>th</sup>	Memorial Day - SCHOOL CLOSED
Friday, June 1 <sup>st</sup>	** Tot Shabbat
Friday, June 8 <sup>th</sup>	Last Day of School "Stepping Up" & End of Year Celebration

*Dates are subject to change.  
Updated: August 10, 2017*