



Congregation Anshei Israel  
Esther B. Feldman Preschool/Kindergarten  
*"Where the experiences never end"*

# PARENT HANDBOOK

## 2018/2019 - 5778/5779

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# Congregation Anshei Israel Preschool/Kindergarten

## PARENT HANDBOOK ~ 2018/2019 – 5778/5779

Our program is designed to enhance the physical, social, emotional and religious growth of children ages eighteen months through kindergarten. Classes are supervised by a staff of educationally trained teachers, who combine the warmth and skills needed to understand each individual child. Each child is accepted at his/her own level of development, and helped to gain confidence to go on to the next level.

Our school is associated with the National Association for the Education of Young Children as well as the local branch of the Association. We are also associated with the United Synagogue Commission for Jewish Education. The school is regulated by the Arizona Department of Health Services, 400 W. Congress Suite 100, (520) 628-6540. Inspection reports are available upon request.

To enroll or disenroll your child in the program you must meet with the director of the school and, in writing, you must state your intentions.

All that we expect of the child is that he/she come to school and be himself/herself. **What we expect of the parents** is that you read the operating procedures in this handbook and the supplemental notes and newsletters that we send you from time to time; and that you feel free to be a part of the school, offering suggestions, comments, and constructive criticism, as well as financial and moral support. We also request your assistance on field trips (kindergarten only) as well as in the classroom for special projects.

HOURS	7:30am - 8:45am	Babysitting available
	9:00am - 12:30pm	Half Day
	9:00am - 3:30pm	Full Day
	12:30pm - 3:30pm	Afternoon Enrichment
	3:30pm - 5:30pm	Extended Day (Monday - Thursday)

School begins promptly at 9:00am. Please instill the habit of promptness in your child by having him/her here each morning at that time. A child may feel uncomfortable arriving after everyone else has become involved in play activities. Please note especially that your child is not to be brought and left in the classrooms at school **before 8:45am** because teachers need time to prepare their classrooms for the day and are not free to supervise children until **8:45am**. **If you need to drop off before 8:45am, you can leave them in the morning babysitting room.**

If your child is having a difficult time saying goodbye, ask a teacher to assist you. We are happy to offer suggestions about how to make transitions smoother. Please remember that once you sign your child in they are the responsibility of the teachers. Arriving later than 9:00am can influence your child's day in a negative way. **Children enrolled in our afternoon program may not attend the afternoon program if they did not attend the morning program.**

If, for any reason, you are going to be late, please call and let us know so we can reassure your child. Please be advised that a call does not negate late charges. Once you have arrived at school and located your child, you are responsible for your child. Please be respectful of teachers who are preparing to go home or setting up for the afternoon program by supervising your child once you arrive. Once you have signed your child out they are officially in your care. **NOTE: Arizona State law requires that a parent or guardian sign a child in and out of class each day. It is necessary for you to use your full signature and time of arrival or departure.**

### STATEMENT OF SERVICES

For many children, attending Anshei Israel Esther B. Feldman Preschool-Kindergarten is their first step away from their family. Ahead of them is a wonderful experience filled with new friends and learning activities.

**Parent-Tot Program:** Open to the public, this free weekly class for children up to 24-months-old and their parent(s) or another caring adult is a great way to meet other parents, exchange experiences, and provide an opportunity for the children to play together and engage in age-appropriate activities. The children can also enjoy our park-like playground. Various experts from different fields of child development will visit to share their expertise and provide opportunities for discussions. Each session is moderated by a facilitator.

**14 Month Old Class: (Must attend at least 2 half days)**

Our goal in developing this program was to meet the toddler's need to understand the expanding world around him/her and to lay a sound foundation for a positive emotional Jewish identity. We provide the child with a rich environment, geared to his/her developmental level, in which he/she can explore freely. These young children actively engage in the mastery of new concepts, while at the same time slowly becoming more independent.

**2 & 2 ½ Year Old Programs: (Must attend at least 2 half days)**

Due to the growth and development that takes place between the ages of two and two and a half, there are programs for each age. The teacher's developmental approach is centered on a child attaining a positive self-image while he/she learns a new sense of independence. As a group, the children discover the joys of cooperative play, including the satisfaction of completing a task together and the stimulation of children's combined imaginations. Language acquisition and motor skills progress dramatically during this important year through creative play, focused activities, movement, and music.

**3 Year Old Program: (Must attend at least 3 half days)**

At three, children are ready to challenge themselves by trying out new ideas and taking risks. In this way they increase their level of understanding. The Three-Year Old Program provides classroom activities, holiday celebrations, and special events that strengthen and sharpen both motor and social skills. Children have marvelous opportunities to identify with their peers in exciting and meaningful programs. "Hands-on" introductions to art, music, science and math encourage curiosity and are designed to continue to nurture a positive sense of self.

**4 Year Old Program: (Must attend at least 5 half days)**

The challenges a child experiences in the Four-Year Old Program will continue to encourage his or her natural curiosity. Cognitive skills are further developed through individual and group experimentation with color, size, shape, classification, sequencing, and matching. Stimulating pre-reading and math activities nurture later proficiency as the children learn the great satisfaction of early success. Materials and time allow children to explore their environment, to recognize cause and effect relationships, and to better orient themselves in the larger world around them. A growing knowledge of the beautiful traditions and customs of Judaism further enhances the child's love of school.

**CHILDREN WITH SPECIAL NEEDS**

Whether as a result of physical or mental disabilities or limitations, or other reasons, some children have special needs in a school or group setting. A family with a child requiring special needs must meet with the director prior to the child's enrollment. After discussing the child's special needs, the director will make a determination whether Anshei Israel Preschool/Kindergarten has the ability to provide the accommodations that are needed or desired. However, the parents or guardians may be called upon to provide the accommodations to meet the unique needs of the child. In some cases, a child's special needs do not become apparent until the child has been in school for a period of time. If it becomes apparent that an enrolled child has special needs, the director will meet with the parents or guardians to discuss the child's particular situation and procedures for further evaluation. Upon completion of the evaluation the director will then meet with the parents and any agencies involved to discuss Anshei Israel Preschool/Kindergarten's role in providing educational services to

the child. The school does not provide support services, such as speech and language services, but does invite specialists to provide services on site. In some cases the parents or guardians may be called upon to pay any extra costs required to provide any needed accommodations, such as wheelchair access, adaptive equipment and one-to-one staffing.

### LATE PICK-UP CHARGES

We also ask your cooperation and consideration in being on time when picking up your child or car pool at the end of class. All children must be picked up **no later than** 5:30pm, Mondays through Thursdays and **3:30pm on Fridays**. \*There will be a late fee charge of **\$3.00 per minute**. Children are distressed by late pick-ups; we hope to help you avoid them. Should you be unavoidably detained, **please call** the office at 745-5550.

**\*Please remember the building closes early on Fridays, so all children must be picked up by 3:30pm.**

### TUITION and FEES

There is an **initial non-refundable, non-transferable registration fee of \$100.00 for Preschool**. There is also a supply fee of \$150.00 and a PAC activity fee of \$50.00. All fees must be paid prior to the first day of classes. Tuition may be paid in one or ten installments as shown on the tuition card. Tuition is due on the 15<sup>th</sup> of every month, beginning in August and ending in May. If you make one payment in full, it is either payable by **check, credit card or bank draft**. Ten installment payments must be paid by **credit card (Visa, MasterCard or Discover only) or bank draft** and supplied at the start of the school year. Tuition is based on a ten-month school year, therefore, there are no refunds for days missed. Tuition for a second or third child from the same family in school at the same time will be discounted 20%.

**PLEASE NOTE: There is a 2.5% convenience fee for credit card use. You may opt for automatic direct payments (Bank Drafts) from your checking or savings account, which will not be charged a convenience fee.**

***For our complete tuition schedule, please see the end of this handbook.***

We are prepared to handle a certain number of children per day, distributed between the various classes in specific numbers. Therefore, for those attending less than five days per week, **we cannot** automatically grant opportunities to make up all days lost as a result of absences. If a child has a prolonged illness, we will make every attempt to allow for him/her to have some extra time at school.

### SCHEDULE CHANGES

Every schedule change results in a processing cost for the preschool. Therefore, in an effort to reduce expenses, we can only make one alteration to your child's preschool schedule without a fee. For every change after the first one, there will be a \$25 processing charge. Thank you for your understanding in this matter.

### EXTENDED CHILD CARE

#### **MORNING:**

Childcare will be offered from 7:30am to 8:45am daily. The charge will be \$2.00 for each 15 minutes or portion thereof. Billing begins from 7:30am to 8:45am. A 15 minute grace period is offered from 8:45am to 9:00am. You will be billed at the end of the month.

#### **AFTERNOON EXTRA CARE CHARGE:**

For those who are not registered for the afternoon session, it is possible to stay later when desired. The fee is again \$2.00 for each 15 minutes or portion thereof after 12:35pm. These charges will appear on your bill at the end of the month.

### **EXTENDED DAY EXTRA CARE CHARGE:**

For those registered for the afternoon enrichment session but remaining after 3:30pm, the fee is \$2.00 for each 15 minutes or portion thereof after 3:35pm. These hours are offered Monday through Thursday only.

### **PAYMENT:**

Charges will be made monthly to your account for the hours of extended care that are utilized. It will be necessary to have a credit card on file to pay for these charges. This card will be charged on the 10<sup>th</sup> of the month following (e.g. on March 10, February extended care charges will be charged to your card). A convenience fee will not be charged on these transactions.

### **INJURIES**

In case of accidental injury, we will make an immediate attempt to contact a parent. If we cannot reach you, we will call your emergency contacts. If necessary, the child will be taken to the nearest hospital. Until the arrival of a parent, the Director or an Assistant will be in charge and make all decisions about the care of the child. You will be expected to assume responsibility for any resultant expense not covered by our insurance. **IT IS TO YOUR CHILD'S BENEFIT THAT YOU KEEP THE SCHOOL UP-TO-DATE ON YOUR PHONE NUMBER, EMERGENCY NUMBERS, AND OTHER PERTINENT INFORMATION.**

### **IMMUNIZATION POLICY**

All children attending the school must be fully immunized. ***Unless your child has a medical reason to forgo vaccination, they MUST be vaccinated for the primary childhood illnesses in order to attend Congregation Anshei Israel Esther B. Feldman Preschool/Kindergarten.*** It aligns with vaccination policies at other local preschools, and with state and national public health and physician recommendations. This allows us to keep not only our children, but also our staff, siblings and selves safe.

If your child has a medical reason for not being vaccinated, please continue to follow the policy for vaccination by providing an exemption form from your child's physician.

**NOTE: this policy does not apply to influenza (flu) vaccination, however, the CDC recommends (and we suggest) that all children under age 5 be vaccinated for influenza yearly, beginning in the fall.**

### **MEDICATION POLICY**

When your child requires medication during school hours, it will be administered by the Education Assistant. Prescription and non-prescription medication must be **handed directly to the teacher** in the original container, labeled with your child's full name and all pertinent information. Parents must fill out the proper medication authorization form in order for medication to be administered. All medication given to the children will be documented on this form. The unused portion of the medication will be returned to you. This policy also applies for diaper ointments.

### **CALLING IN WHEN SICK**

We ask that you call the school when your child will not be in attendance for any reason, but especially if they are sick. We are required to keep record of communicable illnesses.

## ILLNESSES

Since handwashing is the #1 preventative measure to avoid the spread of disease, we ask that each day you wash your child's hands in their classroom.

According to State regulations, a child with any of the following symptoms should not be at school. Therefore, we ask that if you are aware that your child has one of the following illnesses, you do not bring them to school. If your child develops symptoms of the following illnesses while at school, he/she will be isolated from other children and we will notify you and ask that you take your child home. Some illnesses require that children be free of that illness for a twenty-four hour period before returning to school (see examples). The school maintains a communicable disease flip chart which describes in detail most childhood illnesses and lots of good information. We are happy to share any information with you upon request.

Children cannot come to school or will be sent home from school if he/she shows signs of the following conditions:

- Diarrhea
- Vomiting
- An unexplained rash
- A fever higher than 100 degrees
- Unusual drowsiness
- Extreme fussiness
- Persistent or excessive crying
- Wheezing
- Uncontrolled coughing
- Difficulty breathing
- Open/Infected sores, not easily covered
- Earache
- Red eyes with discharge
- Lice/Nits

Children may return to school when:

- Fever has been absent for 24 hours, without the aid of Tylenol or other fever reducing medication
- Diarrhea has stopped for 24 hours
- Vomiting has stopped for 24 hours
- Twenty-four hours after beginning medication for strep, conjunctivitis or impetigo

If your child contracts a communicable disease, it is important that you notify the school office immediately. A doctor's note stating that the child is not contagious may be necessary before he/she returns to school.

Prior to the start of school, all children must have an Emergency, Information, and Immunization Record on file in school office. Attached to the State's Immunization Record must be a copy of your child's immunization record from their health care provider.

## AUTHORIZATION TO PICK UP CHILD

Children will be released only to those individuals authorized by parents on the State "Emergency Information and Immunization Record Card." In the event of an **emergency**, the school will accept telephone authorization concerning the release of the child. All parents will be given a password to use when calling in authorization in order that we may verify the identity of the caller.

## VISITING THE SCHOOL

We look forward to your visits to our school. When you plan to observe, it is necessary for you to meet with the Preschool/Kindergarten Director and she will accompany you to the classroom.

## PARENT SUPPORT HOURS

Classroom and program assistance are very important to our preschool/kindergarten. We need and urge your assistance in planning programs, public relations activities, recruitment of future students, fundraising events and other activities and events. We require **every** family dedicate at least 10 hours per year to helping plan, setup and run our schoolwide activities and events in addition to any time spent in the classrooms. Families unable to dedicate the 10 hours can opt out by paying \$10 per hour (\$100) to PAC. You will be required to pay the full amount or the amount for un-fulfilled hours. You are also required to keep your hours logged in the PAC Volunteer Book that is kept outside the Teacher's Lounge. If you do not keep your hours logged in the book, you will be charged at the end of the year if your hours are not reflected. We urge you to log your hours in the book every time you volunteer.

## CONFERENCES

When you enroll your child in our school, we assume the responsibility of giving you assistance with special needs in relation to your child's school adjustment and his/her growth and development. There are regularly scheduled conference(s) to discuss your child's progress. However, please feel free to contact the teacher or Director about your child.

Your child will be given maximum consideration as an individual. We will look after his/her health and safety while he/she is at school. Our job is to present a developmentally appropriate and educationally stimulating environment for our children.

## INSURANCE COVERAGE

The Preschool-Kindergarten carries the required liability insurance coverage pursuant to A.A.C.R. 9-5-302. A copy of this policy is on file in the office.

## EMERGENCY EVACUATION

An evacuation drill is part of the monthly routine in our program. We will then proceed to a designated "safe house" in the neighborhood. In the event of such an occurrence, you will be notified as soon as possible. We also have lockdown drills.

## PESTICIDE INFORMATION

A written notice will be posted on the front door of the building 72 hours before any pesticide application takes place. All necessary information will be on the posting.

## WHAT TO WEAR TO SCHOOL

Think of your child's comfort and provide simple clothing that is free of complicated fastenings. Think of our changeable spring weather (and the fact that even though it is pleasant and cool at 9:00am, it probably will be 100 degrees by noon), and dress your child appropriately. During our "winter" months, provide sweaters and jackets. It is much easier to remove an unneeded item than to put on something you don't have. Please refrain from outfitting your child with flip-flops or sandals. Sneakers and closed shoes are much safer. Remember the playground has wood chips, sand, lots of running children and bicycles.

Finally, think of our collection of unlabeled, unclaimed clothing - and please put labels on all garments and nap paraphernalia.

We are committed to protecting the health and safety of students and staff. While we like to provide opportunities for outdoor physical activity, we also want to make it sun safe. Well-defined research has documented a multitude of negative health conditions from overexposure to the sun.

## SUN SAFETY POLICY

Congregation Anshei Israel Esther B. Feldman Preschool/Kindergarten agrees to follow the precautions below for all outdoor activities:

- Staff will follow the age-specific recommendations when planning outdoor activities, as described in Table 1 under the Sun Safety Standard of the State of Arizona Empower Program.
- Staff is encouraged to protect the children's skin (and their own) by:
  1. Using sunscreen, lip balm, hats, sunglasses, light clothing and shade.
  2. Limiting exposure during peak UV times, from 10:00am to 4:00pm.

Information on sun safety will be available to families at least once per year.

## EXTRA CLOTHING

**Each child** (regardless of class) needs a complete extra set of clothing to be kept in his/her cubby at school. Remember to change the size as your child grows and the type of clothing to reflect the season.

## NAP PARAPHERNALIA

**Each child** must have a crib sheet and towel, or two beach towels or two blankets to cover nap mats even if you do not anticipate their staying after lunch.

## DISCIPLINE POLICY

Discipline is not just a word, a technique or a set of rules. We need to teach young children to respect themselves and others and to exhibit that respect.

As adults working with young children, we need an endless supply of understanding and energy to help children develop self-control. Good discipline combines caring and fairness with control. Children tend to be cooperative with adults who combine caring with fair and consistent rules. Children will never be allowed to hurt other children, themselves or the staff. Children will be encouraged to use words to settle their own differences.

We believe that young children are in the process of developing their ability to control their behavior. Discipline promotes the internalization of self-control and the development of skills necessary for positive interaction with others. Our goal is to be proactive, not reactive. This means that at our school:

- Children are supported for the things they can do.
- Children are encouraged to express their feelings.
- Children are offered choices and encouraged to make decisions for themselves.
- Children are redirected if acting inappropriately.
- Appropriate alternative behavior is modeled.
- No child is ever humiliated or verbally demeaned.
- Limits are set with consistent, firm and fair reinforcement.



- Punitive measures are not used as a method of discipline for uncooperative children.
- Children sometimes are over-stimulated and a "time-out" may be used to help them gain self-control.

## **STEPS FOR HANDLING NEGATIVE BEHAVIORS IN THE CLASSROOM (Biting, Hitting, Kicking, Pinching, Spitting, Inappropriate Language, etc.)**

- If a negative behavior occurs, we will contact the parents of both the child who is exhibiting negative behaviors and the child who has been the recipient of negative behaviors.
- If the negative behavior continues to occur, we will again contact the parents.
- We will work step-by-step with the parents of the child who is displaying negative behavior to find a workable solution. We will try to understand what might be going on for the child and develop one or more approaches for helping the child to engage in more positive behaviors and to use words to express frustration, anger or sadness.
- The parents of the child or children who are recipients of the aggressive behaviors will be called by the teacher and/or the Director to offer them support by acknowledging their feelings of worry and frustration, and to assure them that actions are being taken to remedy the problem.
- The goal will be to help the child who is acting out with negative behaviors to demonstrate improvement. The Director will work closely with the teachers and parents assessing what might be going on for the child and how everyone can better meet the child's needs so as to increase self-esteem, decrease negative behaviors, improve social interactions and enhance learning. This might include recommendations for referral for assessment by the child's pediatrician and/or other professionals.
- In the event there is little or no improvement, the matter will be taken to the Advisory Committee for further recommendations and considerations about the appropriateness of Congregation Anshei Preschool and Kindergarten as the school for the child. Nancy Auslander, School Director, will convey the decisions of the Advisory Committee to the parents.

## **CARPOOLS**

If necessary, we can help parents find others with whom they might like to form a carpool. The school does not offer transportation.

## **ONEG SHABBAT**

Fridays are special days at Preschool-Kindergarten. The children are encouraged to bring *tzedakah*, coins for those less fortunate. Candles are lit, grape juice and challah are served. Two children from each class are picked to be *Abba*, (father), and *Imma*, (mother), (except in Par Par, Keshet and Shemesh). You may help your child get into the Shabbat mood by helping him/her look for flowers or greens to decorate our Shabbat table. Once a month we have a school-wide Oneg Shabbat where the Rabbi tells a story. Parents and grandparents are invited to attend when their youngster is *Abba* or *Imma* or any scheduled group Oneg Shabbat/music. Check with the teacher regarding the time.

## **SCHOOLWIDE FAMILY SHABBAT SERVICE & DINNER DECORUM**

Each school year the school holds a Schoolwide Family Shabbat Service, followed by a traditional Friday night dinner. This twenty-minute service is designed specifically for young children. It is a wonderful way to experience Shabbat with the entire school family. In addition, the classes take a turn hosting a monthly Tot Shabbat Service.

All sanctuary and chapel services are learning as well as religious experiences. The modeling of appropriate behavior during these times will help our children feel comfortable and know how to behave properly in respectful situations (this includes appropriate attire).

## HOLIDAYS

Congregation Anshei Israel does not observe Halloween or St. Valentine's Day. Please do not send your child to school in costume, with Halloween treats, valentines or valentine candy.

## TOYS FROM HOME

Except for "Show and Share" items, we ask that you leave your child's toys at home or in your car. If an item is brought to school, we cannot always be responsible for it. If you have a book that may be of interest to all the children, we would appreciate this being shared with the class, but ask that it be left for several days. We also appreciate occasional CD's for curriculum enrichment.

## NUT AND FOOD ALLERGIES

Food allergies are a growing concern in schools cross America. Millions of children who are perfectly healthy in every other way must watch every single bite they eat or risk suffering a severe or even life-threatening reaction. Peanut allergies account for the vast majority of fatal food reactions. Children with a serious peanut allergy can suffer a reaction by merely touching or inhaling a food containing peanuts. As it has always been a policy of this school to make the safety of our students a top priority, we make every effort to avoid any product which includes nuts as an ingredient. In order to achieve this goal, we have put the following guidelines into effect.

- **ANY** product that contains peanuts, tree nuts or peanut butter should **NOT** be brought to school.
- If your child ate a peanut product for breakfast, please be sure his/her hands and face are washed with soap and water, and teeth are brushed before leaving for school.
- Our staff is peanut and allergy aware, and will not knowingly prepare foods containing nuts or nut products.
- For all food allergies, when sending in baked goods (**Must be from Nadies Bakery, Entenmann's or store-bought Kosher sealed items**) for birthday parties or celebrations, please be careful about the ingredients. You must let the teacher know a few days in advance of a celebration so that the food allergic child or child with special dietary needs can provide his/her own special and safe treat.
- We make every effort to avoid any product which includes nuts as an ingredient.

**PLEASE NOTE: Products that say "is made on shared equipment" are allowed in the school.**

## SNACKS / FRUIT JUICE / ORAL HEALTH

We serve a mid-morning snack, accompanied by milk. **PLEASE NOTE THAT CANDY AND GUM ARE NOT ACCEPTABLE IN OUR SCHOOL.**

We are committed to supporting your child in establishing lifelong healthy eating and drinking habits. Too much juice may be linked to weight problems and is associated with tooth decay and decreased appetite for other nutritious foods. Too much juice may also take the place of more nutritious beverages such as fat-free or low-fat (1%) milk or water. In keeping with this philosophy, our facility will:

- Limit 100% fruit juice with no added sugar to no more than two times per week for all children.
- Only 4-6 ounces shall be served at one time. Fruit juice shall only be served with meals and snacks and not continuously throughout the day.
- Water shall be used as the first choice for thirst and will be offered throughout the day.

Information on fruit juice will be made available to families at least once per year.

We are committed to protecting the health and safety of our students and staff in regards to tooth decay, which is an infectious disease and a serious problem among young children in Arizona. Our facility recognizes that we play an important role in preventing tooth decay and in educating children, their families and staff on tooth decay prevention. In keeping with this philosophy, our facility will:

- Provide oral health education
- Guide our staff members on steps they can take to prevent tooth decay

Information on tooth decay prevention will be made available to families at least once per year.

## HEALTHY SNACK INITIATIVE / PHYSICAL ACTIVITY

Our school strives to promote good health and eating habits in our growing children. Anshei Israel recognizes that healthy, well-nourished children are better able to learn. Anshei Israel also recognizes that eating habits developed in childhood will affect health throughout life. Therefore, in accordance with the USDA, local, state and federal governments we adopted a healthy snack initiative.

We have greatly reduced foods containing potentially harmful additives such as, hydrogenated oils (trans fats), high fructose corn syrup, excessive salt, artificial flavors and colors, preservatives, and excessive refined sugar. We serve healthy whole grain crackers, cookies, sunflower seed butter, fresh fruits, vegetables, cheese, yogurt and other healthy snacks. There is a healthful and delicious treat provided on Fridays, in keeping with our Shabbat tradition.

The foods used during classes as part of the learning process, for fundraisers that take place at school, and school sponsored events should follow the nutrition guidelines for snacks at school, and should be healthy and delicious.

We are committed to our children's health. We encourage all children to participate in a variety of physical activity opportunities that are appropriate for their age, that are fun, and that offer variety. If children are inactive for long periods of time they can be at risk for problems associated with being overweight. In keeping with this philosophy, our facility will follow the guidelines below:

- All children are provided at least 60 minutes of physical activity every day, including both teacher-led and free-play activities in accordance with the Empower guidelines.
- Staff will encourage moderate and vigorous levels of physical activity. Every child will have the opportunity to participate in outdoor physical activity.
- We encourage children to be active throughout the day exploring their environment by limiting sedentary activities to fewer than 60 minutes at a time (except during nap time).


- Screen time is not permitted for children under the age of two and limited to a rainy day activity.
- Physical activity is never used or withheld as punishment.

Information on screen time will be made available to families at least once per year.

## KASHRUT

Our school is an integral arm of Congregation Anshei Israel; therefore, we share the same standards for keeping the dietary laws as our congregation.

What snacks are acceptable under our kosher guidelines? All food needs to be vegetarian or dairy – NO MEAT. All food items brought into the school must have a heksher (kosher marking). Some of the most recognized markings are:

K	Kosher
KP	Kosher for Passover
	Union of Orthodox Congregations
K	OK Laboratories
Parve is always written	

All fresh fruits and vegetables are acceptable. Domestic and foreign cheese is acceptable. All pure fruit juices are acceptable.

UNACCEPTABLE ITEMS: Beef or animal fat/shortening and stearates of any kind.

ACCEPTABLE ITEMS: 100% Vegetable shortening/oils.

## LUNCHES / FAMILY-STYLE MEALS

We do not warm up food for children and ask that you pack a low sugar lunch. In keeping with Kashrut regulations, please ensure your child's lunch contains only dairy or vegetarian products. Please **do not include any meat products** or questionable items. Please check all prepared or cracker/cheese products for lard (animal fat) which is not kosher and may not be brought into school. Hot lunch, which includes cheese pizza, fruit and veggie, is offered every Monday. **Please provide reusable utensils in your child's lunchbox.**

We are committed to supporting your child in establishing lifelong habits of healthy eating patterns. In keeping with this philosophy, our facility will:

- Serve meals family-style whenever possible to support children in learning to serve themselves and develop healthy relationships with food. Our role as caregivers is to provide nourishing food. The child's role is to decide whether and how much to eat. We will never force a child to eat.
- Model behaviors for healthy eating and positive body image in the presence of children by having staff members recognize the important role adults play as role models for children as they learn to live healthy lives.

Healthy eating handouts will be made available for the families at least once per year.

## BIRTHDAYS

Simple birthday celebrations may be arranged with your child's teacher.

1. Parents may bring in a Kosher store bought treat for their child's birthday and are encouraged to provide treats that are consistent with the goals of both our "Healthy Snack Initiative" and our "No Nuts" policies; or
2. Our *Mashgiach* (kitchen supervisor) will bake cake bites. The cost is \$12.00 for 12 and the proceeds benefit PAC. All food coming into the preschool must be kosher.

We request that party invitations be sent via email or USPS. Please do not distribute invitations at school or bring gifts to school. You will find addresses on the class lists handed out at Open House. As we do have Shabbat and Holiday observant families in our school, every effort to avoid holding parties on Shabbat or Holidays would be appreciated. We strive to instill respect for each other at our school.

## STAFF TRAINING / ASHLINE / SMOKE-FREE CAMPUS

We are committed to furthering staff knowledge on the Empower Program and Empower topic areas including: physical activity, nutrition, oral health and tobacco. In keeping with this philosophy, our facility will make sure that our staff receives or attends three hours of training annually on age-appropriate topics pertaining to physical activity, nutrition, oral health and tobacco education. All training shall be documented and records will be readily available.

We are committed to supporting the efforts of the Arizona Smokers' Helpline (ASHLine) to help staff and parents quit tobacco. In keeping with this philosophy and to protect the health of our children, their families and our staff, our facility will promote the ASHLine information on the dangers of second and third-hand smoke by placing them in a visible spot at least once per year so parents and staff can see them. We will also refer parents, when possible, to ASHLine.

We are committed to providing a smoke-free environment for children and staff due to acknowledged hazards from exposure to second-hand smoke. Appropriate signage is posted.



# Tuition Rates 2018-2019

## MEMBER

### PRESCHOOL HALF DAY RATES (9:00-12:30)

	First Child		Second Child	
	Yearly	Monthly	Yearly	Monthly
5 Days/Week	\$4,521	\$452	\$4,069	\$407
4 Days/Week	\$3,730	\$373	\$3,357	\$336
3 Days/Week	\$2,939	\$294	\$2,645	\$265
2 Days/Week	\$2,034	\$203	\$1,831	\$183

### FULL DAY RATES (9:00-3:30)

	First Child		Second Child	
	Yearly	Monthly	Yearly	Monthly
5 Days/Week	\$6,557	\$656	\$5,901	\$590
4 Days/Week	\$5,368	\$537	\$4,831	\$483
3 Days/Week	\$4,182	\$418	\$3,764	\$376
2 Days/Week	\$2,939	\$294	\$2,645	\$265

### COMBINATION DAY RATES

	First Child		Second Child	
	Yearly	Monthly	Yearly	Monthly
1 Half/1 Full	\$2,487	\$249	\$2,238	\$224
1 Half/2 Full	\$3,957	\$396	\$3,561	\$356
1 Half/3 Full	\$5,198	\$520	\$4,678	\$468
1 Half/4 Full	\$6,330	\$633	\$5,697	\$570
2 Half/1 Full	\$3,506	\$351	\$3,155	\$316
2 Half/2 Full	\$4,860	\$486	\$4,374	\$437
2 Half/3 Full	\$6,105	\$611	\$5,495	\$550
3 Half/1 Full	\$4,409	\$441	\$3,968	\$397
3 Half/2 Full	\$5,766	\$577	\$5,189	\$519
4 Half/1 Full	\$5,296	\$530	\$4,766	\$477

#### **PRESCHOOL REFUND POLICY**

*There are NO refunds given for days missed. If you withdraw your child before the school year is over AND you have paid any tuition in advance, you must speak with the Director regarding a possible refund.*

**3's must attend at least 3 half days.**



## Tuition Rates 2018-2019 NON-MEMBER

### PRESCHOOL HALF DATE RATES (9:00-12:30)

	First Child		Second Child	
	Yearly	Monthly	Yearly	Monthly
5 Days/Week	\$5,651	\$565	\$5,086	\$509
4 Days/Week	\$4,663	\$466	\$4,197	\$420
3 Days/Week	\$3,674	\$367	\$3,307	\$331
2 Days/Week	\$2,543	\$254	\$2,289	\$229

### FULL DAY RATES (9:00-3:30)

	First Child		Second Child	
	Yearly	Monthly	Yearly	Monthly
5 Days/Week	\$8,196	\$820	\$7,376	\$738
4 Days/Week	\$6,710	\$671	\$6,039	\$604
3 Days/Week	\$5,228	\$523	\$4,705	\$471
2 Days/Week	\$3,674	\$367	\$3,307	\$331

### COMBINATION DAY RATES

	First Child		Second Child	
	Yearly	Monthly	Yearly	Monthly
1 Half/1 Full	\$3,109	\$311	\$2,798	\$280
1 Half/2 Full	\$4,946	\$495	\$4,451	\$445
1 Half/3 Full	\$6,498	\$650	\$5,848	\$585
1 Half/4 Full	\$7,913	\$791	\$7,122	\$712
2 Half/1 Full	\$4,382	\$438	\$3,944	\$394
2 Half/2 Full	\$6,075	\$608	\$5,468	\$547
2 Half/3 Full	\$7,631	\$763	\$6,868	\$687
3 Half/1 Full	\$5,511	\$551	\$4,960	\$496
3 Half/2 Full	\$7,207	\$721	\$6,486	\$649
4 Half/1 Full	\$6,620	\$662	\$5,958	\$596

#### **PRESCHOOL REFUND POLICY**

*There are NO refunds given for days missed. If you withdraw your child before the school year is over AND you have paid any tuition in advance, you must speak with the Director regarding a possible refund.*

**3's must attend at least 3 half days.**



## Tuition Rates 2018-2019 MEMBER

### PRE-K HALF DAY RATES (9:00-12:30)

	First Child		Second Child	
	Yearly	Monthly	Yearly	Monthly
<b>5 Half Days/Week</b>	\$4,614	\$461	\$4,153	\$415

### FULL DAY RATES (9:00-3:30)

	First Child		Second Child	
	Yearly	Monthly	Yearly	Monthly
<b>5 Full Days/Week</b>	\$6,651	\$665	\$5,985	\$599

### COMBINATION DAY RATES

	First Child		Second Child	
	Yearly	Monthly	Yearly	Monthly
<b>1 Half/4 Full</b>	\$6,425	\$642	\$5,782	\$578
<b>2 Half/3 Full</b>	\$6,198	\$620	\$5,578	\$558
<b>3 Half/2 Full</b>	\$5,859	\$586	\$5,273	\$527
<b>4 Half/1 Full</b>	\$5,390	\$539	\$4,851	\$485

#### **PRE-K REFUND POLICY**

*There are NO refunds given for days missed. If you withdraw your child before the school year is over AND you have paid any tuition in advance, you must speak with the Director regarding a possible refund.*

**Pre-K children must attend at least 5 half days.**





# Tuition Rates 2018-2019

## NON-MEMBER

### PRE-K HALF DAY RATES (9:00-12:30)

	First Child		Second Child	
	Yearly	Monthly	Yearly	Monthly
5 Half Days/Week	\$5,768	\$577	\$5,191	\$519

### FULL DAY RATES (9:00-3:30)

	First Child		Second Child	
	Yearly	Monthly	Yearly	Monthly
5 Full Days/Week	\$8,313	\$831	\$7,482	\$748

### COMBINATION DAY RATES

	First Child		Second Child	
	Yearly	Monthly	Yearly	Monthly
1 Half/4 Full	\$8,031	\$803	\$7,228	\$723
2 Half/3 Full	\$7,748	\$775	\$6,973	\$697
3 Half/2 Full	\$7,323	\$732	\$6,591	\$659
4 Half/1 Full	\$6,737	\$674	\$6,064	\$606

#### **PRE-K REFUND POLICY**

*There are NO refunds given for days missed. If you withdraw your child before the school year is over AND you have paid any tuition in advance, you must speak with the Director regarding a possible refund.*

**Pre-K children must attend at least 5 half days.**



**Congregation Anshei Israel**  
**Esther B. Feldman Preschool/Kindergarten**  
**2018-2019 Calendar**

*\*Indicates days children are not in class or have a 12:30pm dismissal.  
(Calendar subject to change.)*

**August**

1 Staff Returns  
3 Tot Shabbat  
8 Classes Begin  
19 Welcome Back Party

**September**

\*3 *Labor Day - No School*  
5 School Pictures  
7 Tot Shabbat  
\*10 *Rosh Hashanah - No School*  
\*11 *Rosh Hashanah - No School*  
\*18 *Kol Nidre - 12:30pm Dismissal*  
\*19 *Yom Kippur - No School*  
\*24 *Sukkot - No School*  
\*25 *Sukkot - No School*  
28 Schoolwide Oneg in Sukkah

**October**

\*1 *Shemini Atzeret - No School*  
\*2 *Simchat Torah - No School*  
5 Tot Shabbat  
17 PAC Meeting  
\*19 *Staff Work Day - 12:30pm Dismissal*  
26 Schoolwide Oneg

**November**

2 Tot Shabbat - **Shomrim**  
5-9 Usborne Book Fair  
9 Dad & Me Breakfast  
9 Schoolwide Oneg  
\*12 *Veteran's Day - No School*  
14 PAC Meeting  
\*21-23 *Thanksgiving Break - No School*

**December**

5 Hanukkah Celebration  
7 Tot Shabbat  
12 PAC Meeting  
\*21 *Staff Work Day - No School*  
\*24-1/4 *Winter Break - No School*

**January**

7 Classes Resume  
16 PAC Meeting  
\*21 *MLK Jr. Day - No School*  
25 Schoolwide Oneg

**February**

1 Tot Shabbat - **Maccabim**  
8 Schoolwide Oneg  
\*8 *Staff Work Day - 12:30pm Dismissal*  
13 PAC Meeting  
15 Mom & Me Breakfast  
\*21-22 *Rodeo Break - No School*

**March**

1 Tot Shabbat - **Par Par, Keshet & Shemesh**  
13 PAC Meeting  
21 Purim Celebration  
\*22 *Parent-Teacher Conferences - No School*  
29 Schoolwide Oneg

**April**

5 Tot Shabbat  
\*5 *Staff Work Day - 12:30pm Dismissal*  
10 PAC Meeting  
15 Model Seder  
19-26 *Pesach Break - No School*

**May**

3 Tot Shabbat  
8 PAC Meeting  
10 Schoolwide Oneg  
\*23 *Closing Program - 12:30pm Dismissal*

**June**

3 Summer Program Begins  
7 Tot Shabbat  
\*10 *Shavuot - No Camp*

**July**

\*4 *Independence Day - No Camp*  
19 Summer Program Ends