

# PARENT HANDBOOK

2024/2025 - 5784/5785

Congregation Anshei Israel  
Esther B. Feldman Preschool

*“Lifelong learning and friendships start here!”*

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*Congregation Anshei Israel Preschool*  
**PARENT HANDBOOK**  
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Our preschool program is designed to provide a warm, nurturing environment to enhance your child's social, emotional, physical, cognitive, and spiritual needs. We offer an age-appropriate Judaic and secular education bridging both together to make learning meaningful, fun, and inspiring. Our dedicated teachers and staff take great pride in creating a special place where each child is loved, supported, and encouraged to be their own wonderful person.

*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 in the classroom for special projects.

Our school is 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.

***CAI PRESCHOOL ENROLLMENT and DISENROLLMENT POLICY***

To enroll your child(ren) in the CAI Esther B. Feldman Preschool, you must speak with the Early Childhood Director.

Registration is accepted anytime during the school year as long as there is availability. A registration form, plus a \$125 (member) or \$150 (non-member) non-refundable application fee must be submitted by the prospective family. These registration forms are not held over from year to year. Once the registration form and fee are submitted, an enrollment packet will be given to the prospective family to complete, sign and return upon the child(ren)'s start in the program.

Priority registration is offered first to currently enrolled families of CAI Esther B. Feldman Preschool, and Congregation Anshei Israel members. When priority registration ends, spaces are open and offered to the public on a first come first serve basis.

Tuition rates are already prorated in consideration of the Jewish Holidays. There are no refunds/or make up days given for holidays, vacations, emergency closures, or brief illness. If you withdraw your child(ren) before the school year is over AND you have paid any tuition in advance, you must speak with the Early Childhood Director regarding a refund.

<b>PRESCHOOL HOURS</b>	7:30am- 8:45am	Early Morning Care
	9:00am- 12:30pm	Half Day
	9:00am- 3:30pm	Full Day
	12:30pm- 3:30pm	Afternoon Enrichment
	3:30pm- 4:30pm	Extended Day (Monday - Thursday)
	3:30pm- 4:00pm	Extended Day (Friday)

School begins promptly at 9:00am. **If you need to drop off before 8:45am, you can sign up in advance for early morning care and will be charged accordingly.**

If, for any reason, you are going to be late picking up your child(ren), please call or email 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 **unique check-in code for brightwheel when you sign your children in and out each day.**

### **STATEMENT OF SERVICES**

For many children, attending Anshei Israel Esther B. Feldman Preschool 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: (Returning in November 2024)** Open to the public, this 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. Each session is moderated by a teacher.

### **14-Month-Old Class: (Must attend at least 3 half days - Monday, Wednesday & Friday only)**

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

### **2- & 2½-Year-Old Programs: (Must attend at least 3 half days - Monday, Wednesday & Friday only)**

The teacher's developmental approach is centered on a child attaining a positive self-image while they learn a new sense of independence. Children will continue to develop an understanding and appreciation for Jewish values. 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 - Monday, Wednesday & Friday only)**

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 3-Year-Old Program provides classroom activities, holiday celebrations, and special events that strengthen and sharpen both motor and social skills. Children have a variety of 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 4-Year-Old Program will continue to encourage their 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***

All children regardless of their differences are welcome and loved in our preschool program. We are an inclusive program and will do our absolute best to work with any family who needs our help. Please contact the Early Childhood Director for any assistance.

#### ***TUITION and FEES***

Tuition may be paid in ten installments and can be easily done through the brightwheel app, or by logging into <https://schools.mybrightwheel.com/billing>. Tuition is due on the 15<sup>th</sup> of every month, beginning in August and ending in May. If paying the full tuition amount in one payment; a check, credit card, or bank draft may be used.

Tuition is based on a 10-month school year and therefore, there is no refund for days missed. Scheduled holidays have already been factored into the tuition price.

- Tuition for a second or third child from the same family in school at the same time will receive a discount of 15%.
- For students attending less than five days a week, **we cannot** automatically grant opportunities to make up days lost as result of absences.
- If a student has a prolonged illness, we will work with the family to make every attempt to allow the student to have extra days at school.

**For tuition rates and schedules, please see the back of the Parent Handbook.**

**PLEASE NOTE:** There is a 2.95% convenience fee for credit card use, or you may opt for automatic direct payments (Bank Drafts) from your checking or savings account, which will be charged a convenience fee of \$0.60/transaction.

**Registration Fee (per student):** There is a non-refundable, non-transferable fee of \$125 for members or \$150 for non-members for preschool due every year. This fee may be paid via cash, credit card, check (**made payable to CAI**) or bank draft.

**Supply Fee:** There is a \$170 supply fee (**per student**) due every year. This fee may be paid via cash, credit card, check (**made payable to CAI**) or bank draft.

**PAC Fee:** There is a \$100 yearly fee (**per family/not child**) to be paid directly to PAC via the following methods:

- Cash
- Check (**made payable to PAC**)

Your PAC activity fee goes towards educational enrichment and other student needs throughout the school year.

*\*All fees must be paid prior to the first day of classes.*

## ***PAC PARENT VOLUNTEER OPPORTUNITIES***

We have a Parent Action Committee that is actively involved in planning school events, enrichment activities, and fundraising. We value our preschool families and recognize how our community is strengthened by family participation. The PAC committee meets with the Early Childhood Director once a month, or as needed to discuss what will be happening in the school and plan for special events. Each family is required to dedicate at least 5 hours per year to help plan, set up, and run our schoolwide activities and events.

- Families unable to dedicate the 5 hours can opt out by paying \$10 per hour (\$50) to PAC.
- Families will be required to pay the full amount or the amount for unfulfilled hours at the end of the school year.

Your activity fee goes towards educational enrichment and other student needs throughout the school year.

## ***SCHEDULE CHANGE***

Every schedule change incurs a processing cost for the preschool. In an effort to reduce expenses, we can only make one alteration to your child's preschool schedule without a fee. After the initial change, there will be a \$25 processing charge for each change made.

## ***EXTENDED CHILD CARE: \$16 hour/ \$4.00 every 15 minutes***

Childcare will be offered in the morning and after school this year. Please note that children who attend morning care and stay after 3:30pm **will** be combined in an extended care classroom and/or will be outside on the playground when weather permits.

- **Morning Charge:** Childcare will be offered from 7:30-8:45am. There is a 15-minute grace period from 8:45-9:00am. In order for us to have the proper staff coverage, a 24-hour notice is required to attend early care starting at 7:30am if you have not previously designated on your child's schedule card that you will need this service.
- **Afternoon Extended Care Charge:** For students not registered for afternoon enrichment session, but wish to stay, there will be a charge of \$4.00 for each 15 minutes or portion thereof after 12:35pm until pick up.
- **Extended Day Extra Care Charge:** For students registered for the afternoon enrichment session and staying after 3:30pm, there will be a charge of \$4.00 for each 15 minutes or portion thereof after 3:35pm until 4:30pm Monday-Thursday, and 4:00pm on Friday.
- **Children enrolled in our afternoon program may not attend the afternoon program if they did not attend the morning program.**

## ***LATE PICK-UP CHARGE***

All students must be picked up **no later than 4:30pm Monday-Thursday, and 4:00pm on Friday**. There will be a late fee charge of **\$5.00 per minute** after these times. The Early Childhood Director/Assistant Director/Education Assistant will go by the official time on their cell phone.

## ***PAYMENT FOR EXTENDED and LATE CHILDCARE CHARGES***

Charges will be posted monthly to your account for the hours of extended care that are utilized. Charges will be reflected in your brightwheel billing account within 1-2 business days of the month's end and will be automatically charged on the 10<sup>th</sup> of the month to the payment method on file unless other arrangements are made in advance.

### ***IMMUNIZATION POLICY***

All children attending CAI Esther B. Feldman Preschool 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 our preschool program.*** If your child has a medical reason for not being vaccinated, please meet with the Early Childhood Director and continue to follow the policy for vaccination by providing an exemption form from your child's pediatrician.

This policy aligns with the Arizona Department of Health Services in which our preschool program is licensed.

**PLEASE NOTE: This immunization 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, Kim Miller as the designated party. If Kim Miller is unavailable, it will be administered by the Early Childhood Director. If neither Kim Miller nor Allison Wetzel are available, medication will be administered by your child's teacher. Epi-Pens will remain in your child(ren) 's classroom at all times, and the teacher will administer upon need. Prescription and non-prescription medication must be **handed directly to either Kim Miller or Allison Wetzel** 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 the medication consent form. The unused portion of the medication will be returned to you.

### ***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 Early Childhood 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.**

## ***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 upon arrival each day. According to Arizona 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, they 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 form which describes in detail most childhood illnesses and helpful 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 they show 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 they return to school.

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

We ask that if your child has to go home ill, that the parent(s)/guardian(s) or your emergency contact(s) picks up your child within an hour of being called to pick up.

## ***NOTIFICATION/CALLING IN WHEN SICK***

We ask that you call the office/school or email Allison Wetzal, Kim Miller, and your child's teachers when your child will not be in attendance for any reason, but especially if they are sick. We are required to keep records of communicable illnesses. Please let us know the exact reason why your child will be missing school.

## ***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." If the person picking up your child is not recognized by the front desk staff member, they will be asked to show a valid form of I.D., which will be cross-checked with the information provided on your child's Emergency Information and Immunization Record card. We ask that you regularly update your "approved pick-ups and emergency contacts" in your child(ren)'s brightwheel profile. In the event of an **emergency**, the school will accept telephone authorization concerning the release of the child.

## ***BEHAVIOR EXPECTATIONS***

It is imperative that we teach respect for self and others to young children. As adults working with young children, an endless supply of understanding and energy to assist their development of self-control is required. Redirection of inappropriate behaviors combines caring and fairness with consistency. Children will be encouraged to use words to settle their differences and will not be permitted to hurt other children, themselves or the staff.

We understand that young children are developing their ability to control their behavior. Our behavior expectations promote 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.
- Children are encouraged to express their feelings using words.
- Children are offered choices and encouraged to make decisions for themselves.
- Children are redirected as needed.
- Appropriate alternative behaviors are modeled.
- No child is ever humiliated or verbally demeaned.
- Expectations are set with consistent, firm, and fair reinforcement.
- Punitive measures are not used.
- A "time-away" from the group or classroom may be used to help re-gain self-control if deemed necessary by the classroom teacher and/or Early Childhood Director.

## ***POLICY FOR NEGATIVE BEHAVIORS WHILE AT SCHOOL***

- Negative behaviors include, but are not limited to, biting, hitting, kicking, pinching, spitting, self-injury, disruption, and inappropriate language.
- If a negative behavior occurs, the parents of both the child who is exhibiting negative behaviors and any child who has been the recipient of negative behaviors will be notified via brightwheel message, email, or phone call, depending on the severity of the issue.
- If your child is affected by the negative behaviors of another, we will offer support by acknowledging feelings of worry and frustration, and work to reestablish feelings of safety while in our care.
- If the negative behavior continues to occur, a parent meeting with the teacher and Early Childhood Director will be scheduled to develop a workable solution appropriate for the child's unique circumstances. Our goal is to assist the child in learning to engage in positive behaviors and to use words or other safe ways to express frustration, anger or sadness. Working towards demonstrated improvement, the Director will work closely with the teachers and parents to assess the child's needs 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. If there is minimal or no progress observed, the issue will be escalated to the Advisory Committee for additional expert recommendations. Moreover, the suitability of the child's requirements in relation to the Esther B. Feldman Preschool will be deliberated upon, including evaluating whether the school adequately meets the child's specific needs.



## ***NAPPING***

All children staying for nap must have a crib sheet and blanket, or an all-in-one preschool nap mat. These items will be sent home at the end of the week for cleaning.

## ***WHAT TO WEAR TO SCHOOL and EXTRA CLOTHING***

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 9:00 am, 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.

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

## ***SUN SAFETY POLICY***

Congregation Anshei Israel Esther B. Feldman Preschool 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:
  - Using sunscreen, lip balm, hats, sunglasses, light clothing and shade;
  - 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.

## ***POTTY LEARNING***

All children will learn to use the toilet at different times and our teachers will support your child in this learning journey. While we understand that this process is unique to each child, there are restrictions in the way we are able to support your child while at school and constraints due to our building, licensing, and class schedules.

Signs of readiness for using the toilet at school include: your child should be able to pull down their own clothing including underwear, show interest in the toilet, express their need to pee or poop and/or that their diaper is dirty or wet, and be able to keep diaper dry for at least 2 hours.

When you think your child is ready to use the toilet while at school, it is very important that you communicate with your child's teacher in advance. It is recommended that you put this plan into writing and also share it with the Early Childhood Director. When your child is starting to learn to use the toilet, please dress them in clothing that is loose-fitting and easy to pull down. Please provide extra pairs of labeled underwear, bottoms, socks, and shoes. Remember that there may be setbacks when child starts practicing at school, and this is normal in a new environment and schedule. They will get there!

## ***NUT AND FOOD ALLERGIES***

Food allergies are a growing concern in schools across 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 any 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 their 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 Nadines 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 their 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.**

### ***FRUIT JUICE / ORAL HEALTH***

We serve a mid-morning snack, accompanied by milk and/or water. On Friday mornings during Shabbat Celebrations the children are offered a small amount of grape juice to taste when we say Kiddush, the blessing over the fruit of the vine.

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.

We are committed to protecting the health and safety of our students and staff regarding 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.

**PLEASE NOTE THAT CANDY AND GUM ARE NOT PERMITTED AT SCHOOL.**

### ***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. 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 stebrates of any kind.**

**ACCEPTABLE ITEMS: 100% Vegetable shortening/oils.**

### ***LUNCHES / FAMILY 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. **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.

We request that party invitations be sent via email or USPS. Please do not distribute invitations at school or bring gifts to school. 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.

## ***SHABBAT***

Fridays are special days at Preschool. The children are encouraged to bring *tzedakah*, coins for those less fortunate. Candles are lit, grape juice and challah are served. You may help your child get into the Shabbat mood by helping them look for flowers or greens to decorate our Shabbat table. Once a month we have a schoolwide Oneg Shabbat where the Rabbi tells a story. Check with the teacher regarding the time. Each month we will have an Oneg Shabbat where the entire school will share in lighting the candles, having juice and challah together. On the remaining Fridays each family will have an opportunity to sign up with their child for a Special Shabbat. This time will be a time when you can join your child in his/her class as well as during our Shabbat music time with Cantorial Soloist, Nichole Chorny and or Rabbi Metz.

## ***SCHOOLWIDE FAMILY SHABBAT SERVICE and FAMILY DINNERS***

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, Valentine cards or 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.

## ***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 their growth and development. There are regularly scheduled conference(s) to discuss your child's progress, anytime we feel there is something you need to know as well in the spring every year. 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 their health and safety while they are at school. Our job is to present a developmentally appropriate and educationally stimulating environment for our children.

### ***STAFF PROFESSIONAL DEVELOPMENT and HALF DAYS***

All CAI Esther B. Feldman Preschool staff members are background checked and certified in CPR and First Aid. We are committed to furthering staff knowledge and being a licensed facility. We are mandated by the State of Arizona to provide at least 18 hours of professional development per year. Periodically during the school calendar, we will take a half day as a staff professional development training day to fulfill this requirement.

### ***TRANSPORTATION and FIELD TRIPS***

CAI Esther B. Feldman Preschool does not provide transportation to and from our facility, nor do we leave the premises for field trips. However, teachers may, weather permitting, take students to walks/buggy rides in and around the Anshei Israel property.

### ***INSURANCE COVERAGE***

The Preschool 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 and EVACUATION PROCEDURES***

There are a variety of emergency situations that require the staff at CAI Esther B. Feldman Preschool to relocate the children or remove them from harm's way. Our emergency evacuation plan is posted in each classroom, as well as in the CAI main front office. Monthly drills are practiced and reviewed together as a staff. When necessary, teachers may assume authority for the safety of students without waiting for directions from the Director.

In the event of a fire or evacuation, teachers and students will evacuate classrooms and building per directions on the building evacuation map. Teachers will take all students, plus the class backpack with emergency cards, phone list, as well as personal cell phones. Teachers and students will remain outside until "All Clear Signal" sounds (regular bell or the director indicates it is safe to return to the building).

If, for whatever reason, we cannot return to the building, teachers and students will proceed to *Sewell Elementary School*, located at *425 N. Sahuaro Ave, Tucson, AZ 85711*, east of the preschool. Teachers will be directed by the person in charge i.e. Early Childhood Director, Assistant Director, and/or Education Assistant, about what to do once we've coordinated with Sewell's administration staff, at which time we will begin contact with our preschool families and local authorities.

If we are advised to lock down/shelter-in-place, everyone must remain in the building until local authorities advise us it is safe or that there is a need to evacuate. In the event we are instructed to lockdown/shelter-in-place, teachers will take necessary precautions to either secure their classroom or move students to Rabbi Breger Hall. If instructed to secure the classroom, teachers will lock all doors, close all window blinds, shut off lights, and help students find an isolated space away from doors and windows. Teachers keep students calm and quiet until directed by the person in charge i.e. Early Childhood Director, Assistant Director, and/or Education Assistant. Instructions will be given to the teachers when it is safe to release the lockdown.

If instructed to move to Rabbi Breger Hall, teachers will take all students, plus class backpack with emergency cards, phone list, as well as personal cell phones and quickly proceed to that location. Once all students and staff are secured in Rabbi Breger Hall, the Early Childhood Director, Assistant Director and/or Education Assistant will write down the names of everyone in the room and begin contact with our preschool families and local authorities. If a lockdown is required before school or during dismissal, teachers, students, and all adults in the area will move to the nearest classroom or secured area and wait for further instructions.

### ***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.



## Preschool Tuition Rates 2024-2025

CAI MEMBER

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

	First Child		Second Child	
	Yearly	Monthly	Yearly	Monthly
5 Days/Week	\$6,386	\$639	\$5,747	\$575
3 Days/Week	\$4,150	\$415	\$3,735	\$373

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

	First Child		Second Child	
	Yearly	Monthly	Yearly	Monthly
5 Days/Week	\$9,266	\$927	\$8,340	\$834
3 Days/Week	\$5,907	\$591	\$5,316	\$532

#### ***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 Early Childhood Director regarding a possible refund.*

**Children ages 14 months, 2, 2 ½ and 3 must attend at least 3 half days (Monday, Wednesday & Friday only).**



## Preschool Tuition Rates 2024-2025 NON-MEMBER

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

	First Child		Second Child	
	Yearly	Monthly	Yearly	Monthly
5 Days/Week	\$7,519	\$752	\$6,767	\$677
3 Days/Week	\$4,878	\$488	\$4,390	\$439

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

	First Child		Second Child	
	Yearly	Monthly	Yearly	Monthly
5 Days/Week	\$10,910	\$1,091	\$9,819	\$982
3 Days/Week	\$6,947	\$695	\$6,252	\$625

#### **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 Early Childhood Director regarding a possible refund.*

**Children ages 14 months, 2, 2 ½ and 3 must attend at least 3 half days (Monday, Wednesday & Friday only).**



**Pre-K Tuition Rates 2024-2025**  
**CAI MEMBER**

**HALF DAY RATES (9:00am-12:30pm)**

	First Child		Second Child	
	Yearly	Monthly	Yearly	Monthly
<b>5 Half Days/Week</b>	\$6,521	\$652	\$5,869	\$587

**FULL DAY RATES (9:00am-3:30pm)**

	First Child		Second Child	
	Yearly	Monthly	Yearly	Monthly
<b>5 Full Days/Week</b>	\$9,402	\$940	\$8,461	\$846

***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 Early Childhood Director regarding a possible refund.*

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





## Pre-K Tuition Rates 2024-2025

### NON-MEMBER

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

	First Child		Second Child	
	Yearly	Monthly	Yearly	Monthly
<b>5 Half Days/Week</b>	\$7,675	\$768	\$6,907	\$691

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

	First Child		Second Child	
	Yearly	Monthly	Yearly	Monthly
<b>5 Full Days/Week</b>	\$11,045	\$1,104	\$9,940	\$994

#### ***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 Early Childhood Director regarding a possible refund.*

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



# Congregation Anshei Israel Esther B. Feldman Preschool 2024-2025 Calendar

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

## August

- 2 Open House
- 5 Classes Begin
- 9 Welcome Back Tot Shabbat
- 16 Schoolwide Oneg
- 19 PAC Meeting

## September

- \*2 *Labor Day - No School*
- 16 PAC Meeting
- 20 Schoolwide Oneg
- 23-27 Family-Teacher Conferences
- 27 School Pictures

## October

- \*2 *Erev Rosh Hashanah -  
12:30pm Dismissal*
- \*3 *Rosh Hashanah - No School (Day 1)*
- \*4 *Rosh Hashanah - No School (Day 2)*
- \*11 *Kol Nidre - 12:30pm Dismissal*
- 14 PAC Meeting
- \*16 *Erev Sukkot - 12:30pm Dismissal*
- \*17 *Sukkot - No School (Day 1)*
- \*18 *Sukkot - No School (Day 2)*
- 20 PJ's & Breakfast in the Sukkah  
@ 9:30am
- \*24 *Shemini Atzeret - No School*
- \*25 *Simchat Torah - No School*

## November

- 15 Schoolwide Oneg
- 18 PAC Meeting
- 22 Tot Shabbat hosted by Halutzim
- \*27 *Staff Work-Day - No School*
- \*28-29 *Thanksgiving Break - No School*

## December

- 13 Schoolwide Oneg
- 16 PAC Meeting
- \*20 Chanukkah Celebration /  
*Staff Work-Day - 12:30pm Dismissal*
- \*23-31 *Winter Break - No School*

## January 2025

- \*1-3 *Winter Break - No School*
- 6 Classes Resume
- 13 PAC Meeting
- 17 Schoolwide Oneg
- \*20 *MLK Jr. Day - No School*
- 31 Tot Shabbat hosted by Kochavim

## February

- 3 Family Breakfast
- 14 Schoolwide Oneg
- 17 PAC Meeting
- \*19 *Staff Work-Day - 12:30pm Dismissal*
- \*20-21 *Rodeo Break - No School*

## March

- \*7 *Family-Teacher Conferences - No School*
- 14 Purim Parade & Celebration
- 17 PAC Meeting
- 28 Tot Shabbat hosted by Keshet & Shemesh

## April

- 4 Model Seder
- \*11 *Erev Pesach - Noon Dismissal (No  
lunch)*
- \*14-18 *Pesach Break - No School*
- 21 Classes Resume  
PAC Meeting

## May

- 5-9 Teacher Appreciation Week
- 9 Schoolwide Oneg
- 12 PAC Meeting
- \*23 *Last Day of School - Noon Dismissal  
(No lunch)*
- 26 Memorial Day

## June

- 9 Summer Camp Begins