



PARENT  
**Handbook**  
**2022-23**

# contents

Contact Information .....	3	Parent – Teacher Conferences.....	8
Our Mission.....	4	Class Placements .....	8
Statement of Philosophy .....	4	Separation .....	8
Our Goal .....	4	Children with Special Needs.....	9
Our Goals For Each Child.....	4	Referral.....	9
Admission.....	5	Discipline Policy.....	9
Registration .....	5	Biting Policy .....	10
Tuition .....	5	Health Information .....	10
Hours .....	5	Illness Policy: .....	10
Temple Membership.....	5	Lice Policy .....	12
Withdrawal .....	5	Food Policy/Allergies .....	12
Parenthood .....	6	Lunches And Snacks.....	12
Early Learning Center Task Force.....	6	Optional Hot Lunch Program .....	12
Drop Off And Dismissal Policy .....	6	Birthday Celebrations .....	12
Cell Phone Use .....	6	Clothing.....	13
Our Staff.....	6	Playground Use .....	13
Learning Environment.....	7	Potty/Toilet Training .....	13
Special Programs .....	7	Security .....	13
Extended Day.....	7	Emergency Information .....	14
Holiday and Shabbat Celebrations.....	7	Hurricanes .....	14
Communication.....	8	Tornadoes .....	14

# Welcome to Beth El Early Learning Center a part of the Maimonides Institute for Jewish Learning at Temple Beth El.

We look forward to providing a very enriching and rewarding educational experience for your child while developing an appreciation and respect for Judaism. We hope that this handbook helps you better understand our mission and operation of our school.



## CONTACT INFORMATION

Ronni Graf  
Early Learning Center Director  
[rgraf@tbeboca.org](mailto:rgraf@tbeboca.org)

Samantha Barhai  
Early Learning Center Assistant Director  
[sbarhai@tbeboca.org](mailto:sbarhai@tbeboca.org)

Lisa Stock-Assil  
Early Learning Center Operations Manager  
[lstock@tbeboca.org](mailto:lstock@tbeboca.org)

Mimy Shegota  
Early Learning Center Senior Associate  
[mshegota@tbeboca.org](mailto:mshegota@tbeboca.org)

Rachael Fushan  
Early Learning Center Senior Associate  
[rfushan@tbeboca.org](mailto:rfushan@tbeboca.org)

Lauren Saldsman  
Early Learning Center Senior Associate  
[lsaldsman@tbeboca.org](mailto:lsaldsman@tbeboca.org)

[tbeboca.org/earlylearning-center](http://tbeboca.org/earlylearning-center) • 561-391-9091



## OUR MISSION

Our school is an inclusive early childhood program that builds Jewish identity while providing comprehensive and meaningful learning experiences for children and their families in a safe, warm and loving environment.

## STATEMENT OF PHILOSOPHY

The philosophy of our Early Learning Center is that the young child can develop a strong self-image through the use of positive reinforcement in a curriculum that enhances cognitive, physical, social, listening and language skills as well as moral growth.

**WE VALUE CHILDREN...**for their individuality, their extraordinary wealth of inborn abilities and potential, their strength and creativity. Children are active participants in the development of their identities, autonomy and creative intelligence.

**WE VALUE STAFF...**for their vision, their delight in children, their skill, dedication, knowledge and commitment to families.

**WE VALUE FAMILIES...**for their bonds and traditions, their commitment to career, home and community, and their visions for their children's education

**WE VALUE JUDAISM...**for the spirit of its teachings, values, traditions, culture and heritage. We encourage families to embrace Judaism at their own comfort level.

## OUR GOAL

Our goal is to prepare each child for success in the area's finest public and private schools. Our program provides a balance between preparing for the future (intellectual development) and living fully in the present (social-emotional development). The balance that is created is different for every child on the basis of their academic needs, temperament, environment and family's needs. Children learn through multi-sensory, child-centered, organized experiences, discovery and rich adult-child interactions.

## OUR GOALS FOR EACH CHILD ARE TO:

Develop positive self-esteem

- Foster emotional well-being
- Ease adjustment to routines and transitions
- Foster independence and self-direction
- Stimulate curiosity
- Encourage listening, language and literacy skills
- Develop gross and fine motor skills and control
- Enhance cognitive development
- Develop critical thinking skills
- Encourage social interaction
- Gain an understanding of Judaism while respecting cultural diversity
- Participate in an enjoyable and meaningful early childhood experience



These goals are achieved through a variety of hands-on activities and experiences that address the whole child and seek to make learning fun. Our professional staff ensures that individual needs are met and nurtured in a warm, loving and supportive environment. The children attending our Early Learning Center also develop an awareness of, and a positive feeling towards, Judaism. This is best demonstrated in the pride taken when saying the blessings or when participating in holiday celebrations. In addition, the classes are taught through an inclusive curriculum that emphasizes the similarities between people and minimizes the differences whether they are due to race, religion, age or disability. All our children learn to develop a sense of independence and self-confidence beginning at the youngest level. Our hope is that every child leaves our school with a solid foundation on which knowledge and positive self-esteem can grow and flourish.





## ADMISSION

Beth El Early Learning Center is a private, independent and non-discriminatory program. We believe in equal education, attention and care of all children without regard to race, color, religion or ethnic origin.

## REGISTRATION

We require that the following documentation be on file for your child to attend class:

- All Required forms listed on our website
- Medical health exam forms with up to date immunizations (DH 3040 and DH 680) prior to the first day of school.
- All financial obligations must be met before the first day of school

## TUITION

*Deposit and security fee are non-refundable and non-transferable.*

Tuition guarantees a spot for your child in our program. We will hold a spot for 90 days for incoming infants under one year of age. Tuition payment must begin on the 4th month following registration with the required deposits and fees.

Payments can be made in full by August 1st of any given year or in 9 monthly payments due by the 1st of each month. Payments made after the 10th of the month will incur a late fee of \$25. If tuition is in arrears for more than one month, attendance will not be permitted until tuition is up to date or arrangements have been made with the Temple Finance Department. There will be a \$65 charge for any changes made to your payment plan or your child's schedule once registration is completed. Unfortunately, in order to maintain our staff to student ratio, we cannot accommodate any make-up days.

## HOURS

### CHILD CARE (3 MONTHS TO 23 MONTHS)

Programs are available 12 months per year from 7:30 AM until 6 PM with limited holiday closings for Jewish and legal holidays.

### EARLY CHILDHOOD

#### (2 TO 4 YEARS OLD BY SEPTEMBER 1)

Programs are available 10 months for 2's, 3's and 4's. We follow the Palm Beach County Public School calendar for Winter and Spring Breaks.

Intersession (mini-camp) weeks are available during the spring vacation week at an additional tuition cost.

Early Childhood hours are 9 AM-1 PM, 9 AM-3 PM and 7:30 AM-6 PM.

A fee of \$1.00/minute will be charged for late pick-ups past 1:00, 3:00 or 6:00 PM. This fee will be assessed after a 5 minute grace period past the hour. Childcare children must be picked up by 6:00 PM. We appreciate your understanding and respect for our on-time pick-up policy.

Extended hours are only available after prior approval from the Director and are based on student/teacher ratio. Extended hours are billed at an hourly rate of \$20.00.

### SUMMER ADVENTURE CAMP

#### (2 TO 5 YEARS OLD BY JUNE 1)

Hours are full time from 7:30 AM until 6:00 PM or part time from 9:00 AM until 1:00 or 3:00 PM. Lunch is included in tuition.

## TEMPLE MEMBERSHIP

All Early Learning Center (ELC) families receive complimentary membership while your child is enrolled in our school year or child care program.

## WITHDRAWAL

Parents who wish to withdraw their child from the program must give written notice at least one month prior to the actual withdrawal date. If notification of withdrawal is received less than 30 days from the child's last day of enrollment, the family is responsible for tuition payments for that month and any amounts previously paid for that month are non-refundable. Deposit and security fees are non-refundable.



## PARENTHOOD

Parent and Teacher partnerships are fundamental to the foundation of our school community. This reciprocal relationship is built on mutual respect, cooperation and shared responsibility. Anyone can volunteer to become a committee chairperson, Room Parent, or plan a special event. Please consider becoming a member of Parenthood, our parent-teacher organization. Meetings typically take place once a month in the evenings. We also offer a virtual option to give increased flexibility to enable as many parents to participate as possible.

## EARLY LEARNING CENTER TASK FORCE

Our school encourages direct communication. Task Force committees are established to assist with policy changes. In conjunction with the Director and staff, these committees meet as needed. Please watch for our e-mails.

## DROP OFF AND DISMISSAL POLICY

Children will only be released to their parents unless prior written notification by the parent is given to the teacher or admin staff. Individuals, other than the parents, must be designated as authorized to pick up your child on the registration forms in the school office. Names can be added or deleted as necessary, but must be received in writing. A picture ID will be required of all individuals unknown to the preschool staff. We will not release a child to any caregiver if inappropriate behavior is exhibited or substance abuse is suspected.

## CELL PHONE USE

It is with your safety in mind that we urge you to cease from using your cell phone while driving your vehicle in our parking lot. We suggest waiting until you are stopped while in carline to utilize the Brightwheel App for checking your child in and out. Thank you for your cooperation.

## OUR STAFF

Our employment criterion for teaching staff exceeds all state requirements for a licensed childcare facility. Beth El Early Learning

Center teachers are hired according to their education level, experience and commitment to early childhood education and the mission of the Beth El Early Learning Center.

Every staff member is required to complete a minimum of 10 hours per year of professional development in the area of early childhood education. Staff members are trained in CPR and First Aid.







## LEARNING ENVIRONMENT

Our curriculum is developmentally enriched. It provides children with the opportunities to learn and practice new skills while recognizing individual variations. We offer challenges just beyond the level of present mastery. We recognize various learning styles, so we incorporate Howard Gardner's Theory of Multiple Intelligences into daily learning experiences.

Our curriculum is emergent. We recognize that children learn best when they are highly interested in the subject matter. We utilize a thematic approach that is fluid and flexible, and values the interests of the children.

Our curriculum is experiential. Learning occurs as a result of hands-on involvement with experiences in and out of the classroom. Children's learning reflects a recurring cycle that begins with awareness and discovery, moves to exploration and inquiry, and finally to utilization.

We use a combination of secular and Judaic curricula. The following curriculum is implemented in all classrooms: The Creative Curriculum for Infants & Toddlers, Dodge, Colker & Heroman (Teaching Strategies, Inc.), The Creative Curriculum for Preschool, Dodge, Colker & Heroman (Teaching Strategies, Inc.). In addition, all Pre K classes exceed Florida Pre K Standards (CTB/McGraw-Hill).

Our Judaic curriculum utilizes the following resources: Jewish Every Day, What's Jewish About Butterflies, and Torah Alive.

Our Pre K classes incorporate The Land of the Letter People as part of our reading readiness curriculum and Handwriting Without Tears as part of our writing curriculum. These materials are introduced in our younger classrooms to provide consistency for our students through their years with us.

All curricula are available for parent review in the school office and by visiting the following websites: [www.teachingstrategies.com](http://www.teachingstrategies.com) or [www.ctb.com/preschoolstandards](http://www.ctb.com/preschoolstandards). Our classrooms are divided into many different activity centers. Each of these centers has its own objectives in developing and guiding the use of cognitive skills, group interactions and energy outlets as well as imaginative and sensory activities. Teaching or learning a skill is not just restricted to one center, but may be taught or reinforced at many different centers during the school year. Our emphasis is on teaching children to work independently and in groups with materials that will enhance and develop these skill areas.

## SPECIAL PROGRAMS

### OUR CURRICULUM INCLUDES THE FOLLOWING PROGRAMS EACH WEEK:

- Music and Movement
- Yoga
- Physical Education
- Foreign Language (Hebrew)
- Science
- Literacy – Explore a Story
- Jewish Culture
- Gardening
- Shabbat sing-a-longs with our clergy

## EXTENDED DAY

Enrichment is offered as part of our extended day and is included in tuition. The children are instructed by our Early Learning Center staff and outside resources. Each day, the children will participate in a special activity.

## HOLIDAY AND SHABBAT CELEBRATIONS

All children in our preschool learn about the significant Jewish holidays throughout the year such as Rosh Hashanah, Yom Kippur, Sukkot, Simchat Torah, Chanukah, Tu B'Shevat, Purim, Passover, Lag B'Omer, Yom Ha'atzmaut, Shavuot and, of course, Shabbat. They also learn about the secular holidays of Thanksgiving, Mother's Day, Father's Day, Earth Day, Martin Luther King, Jr. Day, President's Day and Election Day. Some holidays considered secular in nature but with Christian or pre-Christian origins are not celebrated, such as Halloween, St. Valentine's Day and St. Patrick's Day.

Every Friday morning, we celebrate Tot Shabbat together. This celebration is preceded by classroom Shabbat celebrations with blessings over grape juice, candles and Challah. Our 3 and 4-year old classes have a designated Shabbat Child (Ema "mother" or Abba "father"). Children are selected on a weekly rotating basis. The Shabbat Child's family is invited to provide a special nutritious snack for their child's class that morning. (Please refer to food policy.) Please see your child's teacher for specifics regarding suggested snacks.



## COMMUNICATION

If any events/happenings occur at home that may influence or affect your child's behavior at school, please inform us. We will communicate with you through phone calls, e-mails, informally at morning drop off and afternoon dismissal. Teachers will use the Brightwheel App for daily reports, photo documentation, explanations of the learning process and reminders. Please note that teachers do not have access to Brightwheel outside of school hours. Please allow 24 hours for responses. Open communication is the key to school success! Visit our website and Facebook page for calendar and special events.

## PARENT – TEACHER CONFERENCES

During the Fall and Spring, we offer Parent/Teacher conferences for all age groups. School is closed for students on these days to facilitate these meetings. Depending upon the child's progress, we may arrange for conferences earlier in the year. These parent/ teacher sessions are a wonderful way of assessing a child's progress and serve to address any questions

or concerns that may arise. However, if necessary, a conference can be held at any time during the year with the teacher and/ or member of our Administrative Team. We always keep the lines of communication open between parents and staff.

## CLASS PLACEMENTS

The Administration Team determine a child's class placement. We cannot guarantee teacher or classmate requests, though we will consider them seriously and do everything we can to accommodate our families. The following are just some of the criteria considered when creating classes:

- Age and gender
- Personality
- Learning style
- Teacher-child compatibility/Teacher-child ratio
- Recommendations from current teachers

Rest assured that a lot of time, effort and care is spent forming well-balanced classes with the goal of producing an optimal learning environment for every child.

## SEPARATION

The process of separation is tailored to meet the needs of individual children and families. Children's reaction to separation can range from a child who is able to comfortably say goodbye on the first day of school, to a child who clings to a parent and requires more time. So, what can you expect during the first days of school? You should expect a range of reactions and emotions from your child and yourself.

At the Beth El Early Learning Center, we believe that successful separation is a process whereby children learn to develop trust and are then able to have a positive classroom experience.

You and your child's teachers will work as a team to develop the best plan of action for a successful separation process. Communication is key.

### The following are some helpful tips to remember:

If your child demands your attention, try to redirect him/her to the staff. Offer a few words or a hug, but keep your interactions with your child to a minimum so that he/ she learns to trust the staff.

NEVER sneak away without saying goodbye to your child. Always tell your child you are leaving and when you will be back (i.e. after story time, after lunch). Then, be sure to return at that time.

When you say goodbye to





your child, always exude confidence and trust in the teachers. If you express any ambivalence, your child will sense it, making the separation process much more difficult.

Always feel free to give us a call later in the day to check on your child's adjustment. You will also receive regular notifications on our Brightwheel app to let you know how your child is doing.

Once separation has been established, always remember to pick up your child from school on time. They look forward to seeing you at dismissal time.



## CHILDREN WITH SPECIAL NEEDS

Our program makes every effort to appropriately accommodate children with special needs whenever possible.

## REFERRAL

Teacher concerns about a child's behavior and/or development are discussed with the Director and Assistant Director. Documentation is kept and further classroom observations performed by the classroom teachers, Admin Team, and Behavioral Consultant. If concerns are validated, a parent conference is scheduled. At this meeting, observations are shared and a course of action is put into place. In some instances, parents may be referred to an outside agency such as Early Steps or Child Find for a formal evaluation.

## DISCIPLINE POLICY

We are committed to helping children learn to express feelings appropriately, to consider other people's feelings and to negotiate their own conflicts. Challenging behavior is addressed first through teacher observations. It is important to identify events, activities, interactions, and other contextual factors that predict and may contribute to the child's challenging



behavior. Once children's behavior is assessed, positive guidance and supportive strategies are then put into effect.

If a child exhibits continually challenging, disruptive and/or unsafe behavior that is not resolved through appropriate behavior management strategies, the teachers will discuss the situation with a supervisor, parent, and/or other professionals to develop an individualized action plan that supports the child's inclusion and success. Teachers like to work closely with parents to understand each child and to determine which methods work best for them. Teamwork with parents is very important. If a parent declines to work with the staff in resolving the problem and/or the behavior problem persists resulting in a chronic situation requiring greater need for care than the Early Learning Center teachers can provide, then the child's enrollment is subject to termination.

### We will facilitate the development of self-control in children by treating each child with dignity, utilizing techniques that:

- Set clear, consistent and fair limits.
- Value mistakes as learning opportunities.
- Redirect children to more appropriate behavior.
- Listen to children discussing their feelings and frustrations.
- Guide children to solve their own conflicts.
- Patiently remind children of rules and their rationale as needed.
- In extreme cases, a child may be asked to leave the preschool if he/she becomes a threat to the other children, to the teacher or to him/herself. In addition, if a child's behavior requires a one on one relationship with the teacher, he/she could be dismissed from the program. However, in most cases, a child would be allowed to continue in school if appropriate professional help is received.

We encourage parents to discuss any questions or concerns with teachers and/or the Director and Assistant Director. Communication and consistency between home and school are essential to managing children's behavior and to the healthy development of every child.





## BITING POLICY

Biting can be a form of expression in children, especially those children who have limited verbal skills. Biting is a powerful way to exhibit control and release frustration. Studies show that by the age of three, almost all biting and most hitting behaviors disappear. While biting is considered typical behavior for young children two years of age and younger, it is detrimental to the safety and well-being of children and staff in a classroom setting.

Parents will be notified after the first incident. Each case will be handled on an individual basis and at the discretion of the Director. An assessment will be made by the teacher and Director to determine if further action needs to be taken. A referral for outside services may be necessary.

## HEALTH INFORMATION

The Florida Department of Health is the state's preschool and childcare licensing board. All children enrolled in any childcare facility are required to have specific forms on file in our preschool office. We require all of our students to receive the recommended vaccinations according to the American Academy of Pediatrics. A parent or emergency contact must be reachable by phone at all times. Please notify the teacher and school office in

writing if any emergency contact information changes.

Two health forms, the physical and immunization records (DH3040 & DH680 - provided by your child's pediatrician), should be filled out by your child's doctor and must be turned in to the office prior to the start of school. From time to time, you may be called to provide additional information or to remind you that you need to update your child's forms. For our school to stay in operation, without penalties, we must have current health records in our files. If your child's forms are not current, we will ask you to keep your child out of school until we receive the appropriate information.

If your child experiences a change of health condition during the year, a description of this change should be sent in writing to the school office. If your child is taking any type of medication, please let the classroom teacher know. Sometimes medications affect behavior, and knowing about the medication makes it easier to address your child's needs.

## OUR POLICY REGARDING ILLNESS IS AS FOLLOWS:

Often behavior that is different (i.e., fatigue, paleness, loss of appetite, irritability or restlessness) is a precursor to illness, and the child should be kept home. Illness can





affect a happy, energetic child in a negative manner, predisposing him/her to accidents in the classroom and on the playground.

In the school setting, germs are easily spread by touching one's nose and mouth, placing toys in one's mouth and the touching of someone else. It is important that if your child's nose seems to be running constantly, or if he/she is coughing frequently (even with the absence of green mucus), the child should be kept at home. A medicated child often will exhibit the behaviors mentioned and should also be kept home. Our policy is not to deny the child the right to attend school, but to use discretion if it is not in the child's best interest to be at school.

In the case of a contagious disease, please notify the school office immediately. It is our responsibility to alert parents in the class. If your child should contract a contagious disease or rash, we must have a note from the doctor stating that the child is in good health before being readmitted.

Health alerts regarding communicable diseases such as, conjunctivitis, lice, pinworms and strep will be distributed to all parents. Detailed information will be included on symptoms, incubation period, treatment and re-admittance to school.

Rash – no child can be admitted to school with an unspecified rash without a doctor's note.

A child who becomes ill at school will be made comfortable in the school office or classroom until his or her parent can be notified and the child is picked up. Parents or a person on your authorized pick-up list are expected to arrive immediately after being called. The school is not equipped to accommodate the needs of a sick child.

So as not to spread germs, bottles and pacifiers are not permitted in the classrooms for 2, 3 and 4 year olds.

A good rule of thumb to apply when making the decision as to whether or not to send your child to school is: "When in doubt, please keep them out."

Supplemental health and safety guidelines specific to Covid-19 are available on our website.

### **MINOR BUMPS & BRUISES**

Staff members attend to all bumps and bruises. If a child has an accident or incident during the day, you will receive a telephone call or notification. We will complete an incident and accident report and you will receive a copy at the end of the day.

In the event of a serious accident, the school will secure medical attention as described

on the "Authorization of Medical Treatment" form.

### **MEDICATION ADMINISTRATION**

Prescriptions are needed for any prescription medication administered at school. An Administration of Medication Form must be filled out and signed by a parent for any medication given at school, including prescription and over the counter medication. We will administer prescription and non-prescription medication such as Epi-Pen, Benadryl, and inhalers. We cannot administer nebulizer treatments at this time. All medication must be in the original container, with the name of the doctor, child and medication directions for administration on the label.

We request that parents provide two Epi-Pens. One to be stored in the classroom and one to be stored in the school office. Children with Epi-Pen prescriptions must have them on site at all times they are present at school.

Under no circumstances are medications to be mixed by a parent or staff member in a child's bottle, sippy cup or food.

Physical barriers such as lotions, ointments, diaper creams, insect repellent and sunscreen will be applied with a signed parent Medication Administration form and consent noted on the child's registration.



## LICE POLICY

If your child is found to have head lice we ask that you keep your child home for 24 hours after treatment. You must bring a note from your pediatrician or "Louse" professional stating that your child is "nit" free before returning to school or camp.

## FOOD POLICY/ALLERGIES

Our school is a peanut- and tree nut-aware facility. Peanuts, tree nuts and nut products are not permitted in the classrooms or at any school related functions.

All foods brought to the classroom for Shabbat or other celebrations must be store bought, in unopened packages, and have ingredient labels on the packaging. Please do not be offended if we do not serve foods that contain peanuts, nuts, or their by-products. If you are in doubt about any foods, please speak to your child's teacher or member of the Administrative Team.

A peanut- and tree nut-aware facility means we take necessary precautions to avoid such foods in our program, but cannot guarantee that we are completely peanut- or tree nut-free.

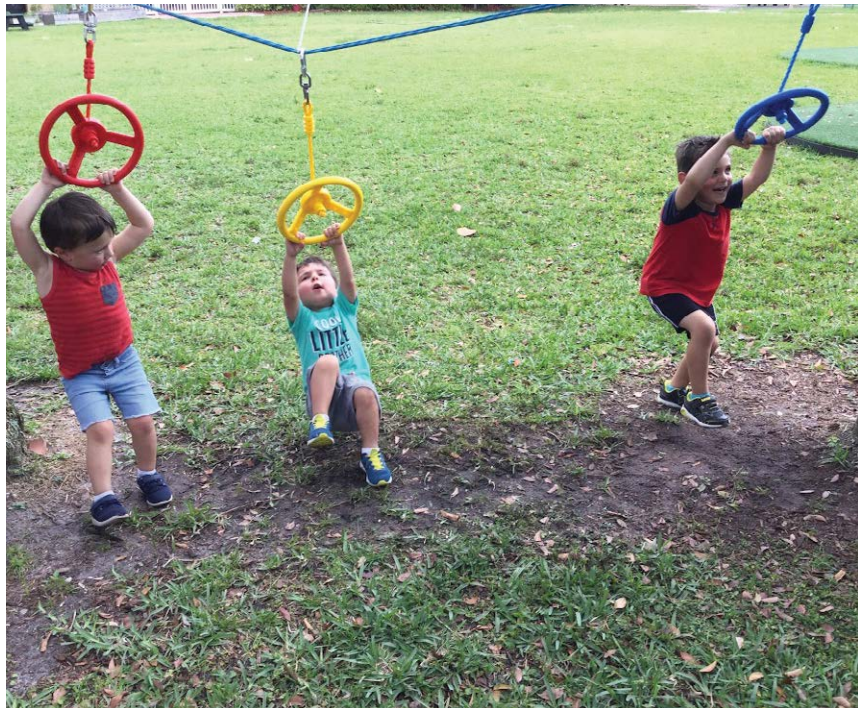
If your child has any food related allergies, please inform the Administrative Team. We will make every effort to make special accommodations for your child.

## LUNCHES AND SNACKS

A snack is provided every morning for children who are in the half-day programs and another snack is provided in the afternoon for those children who are in full day programs. These snacks frequently become part of a study unit on numbers, letters, shapes, colors or nutrition.

All children who are in programs which run until 1:00 PM or later are expected to bring their own lunches and drinks, with the exception of those enrolled in our hot lunch program. Lunches MUST be Kosher- style. This means no pork products or shellfish. Meat and dairy products are permitted in the same meal, but not in the same bite. For example, a turkey sandwich and a cheese stick are permissible. A turkey and cheese sandwich is not permissible. Please try to send a balanced lunch with your child that is low in sugar and combines different food groups, such as a sandwich, sliced fresh fruit or vegetables, and fruit juice. Please, do not send any candy, popcorn, whole grapes, soda or glass bottles/containers to school with your child. Please include a cold pack to keep food cold or a thermos to keep hot food warm. We strongly encourage the use of reusable containers and lunchboxes to cut down on waste.

Lunchtime is one of the many opportunities your child has to



develop self-help skills. Please send easy to open containers and finger foods to encourage your child's independence.

## OPTIONAL HOT LUNCH PROGRAM

Parents are welcome to sign their child up for our hot lunch program catered by Artisan Foods. More information and menus are available on our website.

## BIRTHDAY CELEBRATIONS

Birthdays are always a special happening at our school. You may choose to provide a special birthday treat of cupcakes, brownies, cookies, etc. (please refer to food policy.) Party invitations may be passed out at school only if the entire class is invited. This is also true of thank you notes. We believe that this policy will spare any hurt feelings by children not invited.



## CLOTHING

Children should be dressed comfortably in weather appropriate clothing. Closed shoes with soft soles and socks will provide the most protection in our outside play areas. If sandals are worn, socks are required. Clothing depicting guns or similar violent designs is not permitted.

All children should have an extra set of clothing left at school at all times. Please make sure the extra clothing is clearly labeled with his or her name. Accidents happen. The best way to minimize the effect they have on your child is to be able to treat them with minimum fuss. Having a change of clothing on hand helps to accomplish this. We provide smocks for painting; however, since this is an early childhood program, you should send your child in clothing that you wouldn't mind getting soiled. For all children not yet potty-trained, a supply of diapers or pull-ups is to be sent in and left at school along with 3 containers of unscented wipes monthly. When supplies are low, parents will be asked to replenish them. If your child naps in school, please provide a crib or cot sheet and small, lightweight blanket. Items in need of laundering will be sent home weekly or on an as-needed basis. Please be sure to return all items sent home on the next school day.

## PLAYGROUND USE

For insurance purposes, the playgrounds may not be used before or after school hours. During school hours they are reserved for children and classroom use. Thank you for your cooperation.

## POTTY/TOILET TRAINING

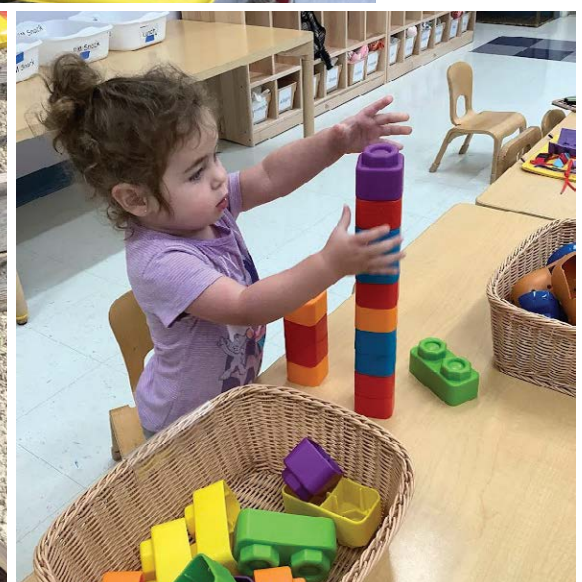
Children entering our 2 and 3-year old classes do not need to be toilet trained. Children are required to be toilet trained by January of the 3 year old program and independent

enough to attend to their own bathroom needs.

Classroom staff will support your efforts to toilet train your child by taking your child to the bathroom and encouraging your child to use the toilet. Children who are toilet trained should be able to initiate the need to use the bathroom independently rather than relying on reminders from teachers. Please note: Staff are not permitted to wipe children who are toilet trained. We will however, provide verbal guidance for your child, which will help ensure success.

## SECURITY

Entrance onto the campus requires clearance past the armed guard station. An additional armed guard is stationed at our front desk and does periodic "sweeps" through the campus. Our building is equipped with a security system. Entry doors are locked with a buzzer system and security codes in place. Security cameras are located throughout the building. Only adults listed on a parent issued authorized pick-up list are permitted to pick up children from school. In some cases, photo ID may be required for pick up.







## EMERGENCY INFORMATION

In the event of an emergency, we will notify and update parents using our Emergency SMS texting system. After school begins, you will receive an opt-in text message to accept this service.

Different types of emergencies require different action. An evacuation from our school to a safer site would be prudent, as in the case of a fire or a bomb threat. Other emergencies such as chemical or weather related threats such as a hurricane may make it unsafe for us to leave the building. In these situations, we would "Protect in Place," rather than going to our evacuation site.

### IN THE EVENT OF A BUILDING EVACUATION, PLEASE REFER TO THE FOLLOWING INFORMATION:

**The evacuation site for the Beck Family Campus is located at JARC Rales Campus  
9832 Yamato Road**

In the event of an evacuation we will use our text messaging system and post signs on the school's entry doors.

In the event that we PROTECT IN PLACE, the following measures will be taken:

- All staff and children will remain in the school building.
- We are prepared to care for your children until it is safe for them to be picked up from school. We will "protect in place" until local authorities give us clearance to leave the building.

### IN THE EVENT OF LOSS OF UTILITIES, THE FACILITY IS EQUIPPED WITH THE FOLLOWING:

- Cell phones
- Emergency lights
- Flashlights with batteries
- Battery powered walkie-talkies
- First Aid and burn kits
- Emergency bags, which include emergency contact numbers for every child and staff member

It is very important that you regularly update the accuracy of all information on your child's emergency information sheets. Please email the school office if there are changes to home and/or cell phone numbers.

## HURRICANES

Our entire building is hurricane proof. In the event of a hurricane watch, school will remain open. In the event of a warning, school will be closed.

## TORNADOES

In the event of a tornado watch, school will remain open. Drop off and pick up will continue as normal

In the event of a tornado warning, we will "Protect in Place." We will not dismiss children. Disaster experts advise that automobiles are among the most dangerous places to be in a severe storm. Once the warning is lifted, dismissal will resume as usual. We will update parents using the Brightwheel App and by posting signs on the school entry doors if these conditions should arise

### AFTER OFFERING YOU ALL OF THIS INFORMATION, PLEASE KEEP THE FOLLOWING IN MIND:

In the event that we lose phone service, most staff have cell

phones. We will do all we can to contact you. However, during times of crisis, even cell phone lines may be unreliable (as in the case of a hurricane).

During an emergency, roads and parkways may be closed or impassable. You may be instructed by local authorities to remain in your house and, therefore, be unable to pick up your child from school.

Local police and fire departments have been notified of our emergency plans and



both have copies of the building site map on file in their offices.

Please be advised that we share this information with you, not to alarm you, but to prepare you in case of an emergency. Hopefully, we will never have to resort to any of the aforementioned plans but, if we do, rest assured we would do everything possible to ensure the health and safety of every school child in our care.



## CONTACT INFORMATION

Ronni Graf  
Early Learning Center Director  
[rgraf@tbeboca.org](mailto:rgraf@tbeboca.org)

Samantha Barhai  
Early Learning Center Assistant Director  
[sbarhai@tbeboca.org](mailto:sbarhai@tbeboca.org)

Lisa Stock-Assil  
Early Learning Center Operations Manager  
[lstock@tbeboca.org](mailto:lstock@tbeboca.org)

Mimy Shegota  
Early Learning Center Senior Associate  
[mshegota@tbeboca.org](mailto:mshegota@tbeboca.org)

Rachael Fushan  
Early Learning Center Senior Associate  
[rfushan@tbeboca.org](mailto:rfushan@tbeboca.org)

Lauren Saldsman  
Early Learning Center Senior Associate  
[lsaldsman@tbeboca.org](mailto:lsaldsman@tbeboca.org)

[tbeboca.org/earlylearning-center](http://tbeboca.org/earlylearning-center)  
**561-391-9091**