



# PARENT HANDBOOK

2017-2018



**STRAUSS ECE AND KINDERGARTEN**  
225 N COUNTRY CLUB ROAD  
TUCSON, AZ 85716  
**P: (520) 325-0390**

## **MISSION**

**At The Olga and Bob Strauss Center for Early Childhood Education, we celebrate children and Judaism. We do this by providing every child in our program, ages six weeks to five years, with high quality Judaic Early Childhood education and care. Our environments and programs are designed to encourage each child to develop as an individual and as part of the Jewish community.**

## **PHILOSOPHY**

***Children learn best when their physical needs are met and when they feel safe.*** Young children need to move and experience through their senses. Children also need quiet and restful times. Our schedules include both active and rest times. Our classrooms are safe with a secure inclusive atmosphere.

***Children construct knowledge.*** The child builds her own knowledge as she interacts with physical and social environments. Children learn through experimentation. Our teacher's role is to work diligently to provide a stimulating environment, solve problems, and work with and alongside the children. Our teachers must also be keen observers and be able to help children articulate their findings.

***Children learn through social interaction with peers and adults.*** We give children time and space to develop relationships with other children and adults. These interactions help the child discover how to be part of a group and who she is as an individual within the group.

***Children learn through play.*** We give children many opportunities to play and the toys and tools with which to learn. Play provides opportunities for exploration, manipulation, and experimentation that are vital for a child to construct knowledge. Through the immediate feedback of peers, children refine their learning and restructure concepts.

***Children are motivated to learn and this motivation is guided by their interests.*** Our teachers work toward emergent curriculum, where the interests of the child are always considered. Our classrooms are centered on what the children want and need. There is natural curiosity, attention, and self-direction present at the Strauss ECE.

***Human development and learning vary widely.*** We treat all children with love and respect. We recognize variations and view each child as an individual.

## **GENERAL DESCRIPTION**

The Strauss ECE has fifteen different classrooms from ages 6 weeks to 5 years of age. Warm, loving, and dedicated professionals guide each classroom. The programs are designed with an appropriate child/teacher ratio which follows NAEYC (National Association for the Education of Young Children) standards and a full schedule of activities. The Strauss ECE is open year round and the holiday schedule follows the Jewish calendar. Parents are made aware of closures and special events ahead of time by calendar, email, and posted notices.

The Strauss ECE is licensed by the State of Arizona Department of Health Services. The State regulations are available in the ECE office for parents and staff to review.

The Strauss ECE is an integral part of Temple Emanu-El. We are fortunate to be able to use the Temple facilities as well as actively interact with its members and professional staff. The Rabbis come into our classrooms to deepen the Judaic curriculum and spend quality time building relationships with the children. We celebrate holidays and Shabbat in the chapel. We also offer enrichment activities including sign language, gross motor, music, Hebrew, Spanish, STEM and yoga!

## **HOURS OF OPERATION**

### ***Monday – Thursday***

7:00am to 6:00pm

### ***Friday***

7:00am to 5:30pm

## **ENROLLMENT OPTIONS**

### **Full Day Hours:**

**7:00am to 6:00pm**

**7:00am to 5:30pm (Friday)**

Full Day options are 3, 4, or 5 days a week

### **Mid Day Hours:**

**8:00am to 3:00pm**

Mid Day options are 3, 4 or 5 days a week

### **Morning Half Day Hours:**

**7:00am to 12:30pm**

## **PROGRAM DESCRIPTIONS**

**We pride ourselves on providing children with caregivers who are able to develop a meaningful relationship with each child. All of our child/teacher ratios meet NAEYC (National Association for the Education of Young Children) standards and are below state required minimums.**

### **DEESHONIM, PARPARIM, & GAMALIM**

#### **(Infants under the age of 13 months)**

Children at this age are learning to trust; a process that begins at birth. The baby cries and her needs are met. This need continues well into the second year of life. Recognizing that; our school day revolves around the individual needs and schedules of the babies. **Babies eat and sleep on demand.** The staff is responsive to the children. We have a one-to-four ratio in our infant classes.

Our environments are designed to help your child grow. There are books to read, pictures to look at and interesting textures to feel. Teachers are on the floor with the children playing and talking with them. Babies are rocked to sleep by the sound of soft lullabies and classical music.

As children become mobile, we provide room for them to wiggle and crawl. There are places for your child to hold and pull themselves up. All of your child's accomplishments will be shared joyfully with your family.

### **EGOOANOT, TZFARDIM, GEERAFOT, SOOSIM, YONIM, PEELIM & DAGIM**

#### **(Toddlers -1 and 2 year olds)**

This is the beginning of a powerful time. As mobile toddlers, they are starting to recognize their autonomy. This creates an interesting dichotomy - toddlers want to do it "myself" yet they also need a lot of adult help and are often ambivalent about "being bigger." In our toddler classrooms, children can choose what they play with and where they are in the room. There are predictable routines, yet the teachers always have the flexibility to seize a "teachable moment" or provide a calm atmosphere.

In these classrooms children may help cook, observe the natural world, sing, dance, or play with water and sand. Everyday there are stories to hear and songs to sing.

### **DUBIM, TUKIM, KOFIM & TZEVAYIM**

#### **(Preschool-age children 2s, 3s and 4s)**

In these classrooms, there will be an appropriate balance of children's choice and teacher initiated activities. Children in these classes will work independently as well as collaboratively. The curriculum will emerge from the children's interests. The class will work on projects of some length and explore subjects in-depth. A consistent schedule will allow for focused work and reflection. The teachers will document children's learning which is guided by the Arizona Early Learning Standards.

## **ARAYOT**

### **(Pre-Kindergarten children that are 4 years old by September 1<sup>st</sup>)**

In Pre-Kindergarten, children will be encouraged to create more in-depth/long-term projects. They will vocalize their actions and creations to fully understand what they are learning. They will begin name recognition, which is a skill very beneficial for comprehending the basics of reading and mathematics. With the guidance of our teachers, the curriculum will give children the power to acquire the skills they need to become responsible members of their community, creative problem-solvers and lifelong learners.

In our Pre-Kindergarten classrooms, we will continue our emergent curriculum as well as integrate Judaics and the Arizona Early Learning Standards (AELS). The AELS leads into the Kindergarten standards that all public schools follow. Our Pre-Kindergarten program is very hands-on, creative, and encourages high level thinking. We also encourage problem-solving and cooperation. Our goal is to prepare children for Kindergarten and the world around them.

## **ACCREDITATION**

National Association for the Education of Young children (NAEYC) promotes excellence in early childhood education by providing accreditation for programs. We have been accredited from **March 2005 – April 2015**. Accreditation involves meeting criteria in ten areas, providing annual reports, conducting program evaluations with input from parents and demonstrating the quality of the Strauss ECE during an accreditation visit every five years. There can also be “surprise” visits during this time frame. The ten standards are: relationships, curriculum, teaching, assessment of child, progress, health, teachers, families, community relationships, physical environment and leadership and management. Although we have chosen not to peruse this accreditation we still strive to adhere hire standard and meet their goals.

## **JUDAISM IN THE CLASSROOMS**

Classes are constantly celebrating Judaism. In every class there are Jewish books and Judaica with which children can interact. Holidays are celebrated in the sanctuary. Prayers are said and Jewish songs fill the air. Children play *Shabbat*, blow Shofars, and hum “Shabbat Shalom.” The children are experiencing Judaism in a way that is real to them. The blessing over food is sung before every snack and meal. Every Friday, all of the children get together to welcome Shabbat with the Rabbi. The children eagerly await Fridays to taste the challah and feel the glow of the candles. **Judaism is not a content area - it is what we live at our school.**

We work hard to bring Judaism to your family. The Temple hosts a monthly Tot Kabbalat Shabbat dinner and service on the first Friday of every month. This is followed by a yummy *oneg* (dessert). The services are child-centered and fun. The dinner on Friday night is a great opportunity to get to know other families and to form friendships.

## **CURRICULUM**

We have both a Judaic and Secular curriculum as well as an Emergent curriculum. Our Judaic and Secular curriculum is based around the holidays. This is taught in an interactive manner as well as using multiple intelligences. You may view a copy of this curriculum in the ECE office.

Emergent curriculum arises naturally from adult-child interactions and situations that allow for “teachable moments.” It connects learning with experience and prior learning. It includes all interests of children and responds to their interest rather than focusing on a narrow, individual, or calendar driven topic. It is process rather than product driven. The curriculum is typically implemented after an idea or interest area emerges from the group of children.

## **ASSESSMENTS**

Twice a year we will assess each child. The purpose of these assessments are to identify any areas a child may need more concentration in or may be in need of a referral, identify a child’s interest and needs, describe their developmental progress and improve program/curriculum planning.

Teachers will take the results of these assessments to help them with their lesson planning. They will use a child’s interests, strengths and areas they need to work on to create meaningful lessons.

The assessments will give them during the normal school day for your child. Lessons and daily routines will go as normal and tasks will be built into the day. They will be assessed by their classroom teacher in the classroom setting.

You will receive the results of the assessments during parent-teacher conferences or in an informal meeting.

We see benefits in using assessments to help us get to know your child as well as help make our lesson plans more meaningful.

## **SPECIAL NEEDS**

If a child has special needs or accommodations that need to be made, we will do our best to meet those accommodations. There may be certain circumstances where due to financial reasons, licensing or building access that we might not be able to accommodate a particular special need. If a child has a special need or disability, we ask the family to let us know up front. If the child is already meeting with a specialist, they are welcome with parental permission to come to the school to provide therapy. If they have an Individualized Education Program (IEP), we encourage the family and specialist to make us aware of the accommodations needed. We would have two other meetings during the year to discuss the goals and create new ones. If there is no IEP in place; a team including an outside therapist, parents and teachers will create an IEP for the child, as well as having two additional meetings to reevaluate the goals.

## **CONFIDENTIALITY**

The Strauss ECE protects the confidentiality of your child's records by keeping them in a locked filing cabinet. These records may only be accessed by family members and your child's teacher. Consultants with an obligation of confidentiality shall obtain parent/guardian consent (except in cases of abuse or neglect). When we have reason to believe that a child's welfare is at risk, we share confidential information with those agencies as well as with individuals who have legal responsibility for intervening in the child's best interest.

## **ADMISSION POLICY**

Children 6 weeks to 5 years old are eligible to enroll at the Strauss ECE. Parents must complete a tour; sign a mutual covenant, handbook agreement form, and emergency contact card. **A non-refundable registration fee and first month's tuition** must be paid in full. Proof of immunizations must also be included. Registration forms must be complete before a child begins. We have an open enrollment policy based on availability for all families on the waiting list (priority is given to Temple Emanu-El members).

## **"BLUE CARD" IMMUNIZATION FORMS**

Please keep your child's "blue card" updated. Each child has an Emergency Information and Immunization Record Card referred to as the "blue card." We release your child only to adults previously authorized on your "blue card." You must have two local contacts (other than parents) with different telephone numbers on your "blue card" authorized for pick up. No child will be released to the care of anyone who is not authorized. In an emergency, you may call or send a note to the ECE office to approve new arrangements. The office staff will call and verify these new arrangements and will ask to see identification when the person arrives to pick up your child.

## **REGISTRATION FEES AND TUITION**

There is an annual non-refundable registration fee. In addition, when first enrolling at the Strauss ECE, you will be asked to pay your child's first months tuition. This will secure your child's spot in our school.

## **NOTICE OF NONDISCRIMINATORY POLICY**

The Strauss ECE admits children and employees of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to children and staff at the Strauss ECE. We do not discriminate on the basis of race, color, national or ethnic origin in hiring or the administration of its educational and mission.

## **ARRIVALS AND DEPARTURES**

**To prevent incoming illnesses as well as the spread of illness we ask that you wash your child's hands upon arrival to the Strauss ECE.** Please escort your child into her classroom when you arrive at school. This is a time for parents and teachers to "touch base" briefly. It is state regulation that you sign your child in and out each day with a full readable signature. We are subject to disciplinary action if this policy is not followed. The Strauss ECE assesses a fee of \$5.00 per occurrence if

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a parent/responsible party does not follow this official state policy. Dismissal is by 12:30 pm for morning groups, 3:00 pm for mid day groups and by 6:00 pm Monday-Thursday and 5:30 pm on Fridays for full day groups. It is very important parents remember that once they arrive at the Strauss ECE, sign their child in, children are the responsibility of the staff. At pick up time, once parents have signed their child out, children are the parent's responsibility. If someone other than the parent or regular pick up person is going to pick up the child, please inform us in writing. **We will not release children to unauthorized adults.**

Parents who pick up after 12:30 pm for half day children, after 3:00 pm for mid-day children will be charged a \$1 a minute. After 6:00 pm for full day children Monday-Thursday and after 5:30 pm for full day children Friday will be charged \$5.00 per minute per child, to be paid directly to teachers on duty.

Children can become anxious or frightened when a parent is late. If, for any reason, you are going to be late, please call and let us know so that we can reassure your child. Please be advised that a call does not negate late charges. For the safety and security of all children enrolled at the Strauss ECE a security system is in place. Enrolled families will have access to the Strauss ECE during regular business hours. If you are entering when another person is entering please use your own fob key even if the door is already open. By doing so, the system can accurately monitor who is in the building. If your fob key is lost, you will be charged a non-refundable fee of \$15 for a new one. Visitors, friends, and relatives will be permitted to enter the building only after being admitted by the staff. All visitors must present an ID before being admitted to any classrooms.

**Parents have access to the Strauss ECE during all hours of operation. Access is granted by way of fob key or by buzzing at the door. We have an open door policy.** Parents are welcome to come and go as they please.

## **ANNOUNCEMENTS**

Your child has a sign-in and out binder in her classroom. Important notices such as bills, policy changes, and move-up letters will be attached to the sign-in and out page. Your child will also have a mailbox outside her classroom door. Announcements will also be available through email and on social media sites (i.e., Facebook). Artwork and flyers on exciting events will be placed in the mailbox and weekly letters will be written for the older classrooms.

## **DISCIPLINE POLICY**

Discipline is never punishment - discipline is behavior guidance. We discipline children when necessary in a manner that is consistent, fair, and age appropriate. Our teachers separate the behavior from the child.

- We will never punish a child for toileting accidents
- We will never use food as a punishment or reward
- We will never humiliate a child



**Discipline will be handled in the following manner for each group:**

**DEESHONIM, PARPARIM, & GAMALIM**

**(Infants under the age of 13 months)**

An infant's only job is to be cared for and loved. A baby is not "good" or "bad" - she is just a baby. Teachers can guide an infant by attending to their needs, by playing with them, and by singing to them. When a baby does something "wrong" (grabs hair, grabs earrings, etc.), the teacher tells her in a warm way to stop ("That hurts, please don't!").

Older babies need to explore and experiment. They will make a mess when learning how to self feed. They may push another child just to see what happens. The teacher must be aware that a healthy older baby will cry and laugh, be compliant and defiant - all in one hour! Teachers can talk to children about reactions their actions cause. "When you push so and so, it hurts him." "Remember, we use gentle hands".

**EGOOANOT, TZFARDIM, GEERAFOT, SOOSIM, YONIM, PEELIM, DAGIM**

**(Toddlers 1's and 2s)**

Toddlers are powerful. This is a time of pushing, fighting over toys, and tantrums, as well as discoveries, friendships, and learning. Teachers need to be present at all times and proactive. They can use redirection and reminders to encourage good behavior.

**TUKIM, DUBIM, KOFIM, TZEYAYIM, ARAYOT**

**(Preschool-age children between 2 and 5 years old)**

Children at this age thrive on consistent expectations and routine. Misbehavior can be discussed and behavior redirected. This is the time to fully introduce "logical consequences." Children have experiences deciphering the difference between hurtful and helpful. This could mean cleaning up spilled milk, rebuilding someone's block tower, or rubbing someone's back. Teachers never force a child to say, "I'm sorry," but are encouraged to help her feel better.

If a child is not safe to be in the group the teacher may go away from the group with the child and have quiet time together. Teachers **never** put a child in time out.

**DISRUPTIVE BEHAVIOR POLICY (BITING, HITTING, ETC.)**

When a disruptive behavior becomes an issue for the staff and/or administration, the director will meet with the teacher and the parents to develop a "plan of action." We will make every attempt to work with the family to offer options for changing behavior. We may also consult Child and Family Resources for their expertise in dealing with certain behaviors.

**POTTY TRAINING PHILOSOPHY**

When your child enters our two-year-old classroom, there is a bathroom near the classroom. Every time a child is having their diaper changed, they will be

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encouraged to sit on the potty (if they choose). This will begin to get children in the habit of pulling up and down their pants as well as sitting on the potty. When a child learns to go potty, teachers give a great deal of verbal praise and high-fives so the child feels proud of herself. Once your child is staying dry for long periods of time, parents and teachers can decide together when they think the child should wear underwear at school. Once your child begins wearing underwear, she will be reminded to go to the bathroom more often until it becomes a habit.

**It is our philosophy that when a child is ready, she is ready. Your child will be potty-trained in her own time:**

- We never force a child to go potty; we do encourage
- We never use food or any other tangible rewards
- Please also remember that we are a licensed facility and must follow state rules. We must keep the sanitation of the room at the certain level of cleanliness. If your child is having excessive accidents in a day, she should wear diapers or pull-ups until she is closer to being ready for underwear. We do understand that young children have accidents, which is completely acceptable. We will never be upset with a child who has an accident

## **NURTURING**

Young children need physical contact. It is important to a child's physical and emotional development. Physical touch should be respectful of the child's body cues and only occur with their permission. Except for safety or cleansing, children will always have the right to refuse touch. Children are also taught to respect adults' and other children's personal space.

**These are acceptable forms of touch at the Strauss ECE:**

Hugging, holding on laps, rocking, carrying, and rubbing backs

**These are touches for restraint we may employ:**

Holding tightly in arms, carrying in arms, and rubbing backs

**These are unacceptable touches:**

Intentional touching of intimate parts (other than for toileting procedures) and touching a child who does not want/need to be touched.

## **PARENT PARTICIPATION**

Parent participation is **always** encouraged. It is beneficial for children to have their parents involved in their school activities. If you would like to help in your child's class, please talk to the teacher. Please keep in mind that the state does not allow parents to 'act as a teacher's assistant' by rocking children, feeding a child, or passing out snack without a staff file including a fingerprint clearance card. What you can do is help a teacher with a special class project, come and teach a

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particular skill, or help coordinate a program. In addition, parents can periodically sign up to help with school-wide activities. Please remember that when you are at the Strauss ECE, your child is expected to follow the rules of the school and teacher. You can show support to your child's teacher by respecting those rules. **Parents are required to volunteer at least 5 hours per year per child enrolled.** Possibilities for volunteer work are periodically posted on the parent communication board in the hallway leading to the ECE office.

\*Please keep in mind that when you are volunteering or present at the Strauss ECE that we are responsible for all children. For our liability, you are not permitted to pick-up another child other than your own. You are also not permitted to discipline another child. If you witness an incident (even if it involves your own child), please immediately direct it to a teacher's attention for them to handle.

## **EMERGENCY PROCEDURES**

Decisions to institute any of the following procedures will be made by the Director, Assistant Director or designee:

### **Evacuation Procedures**

In case of evacuation (such as a fire drill), the alarm will sound. Students will be escorted to the Strauss ECE parking lot. Infants will be placed in a fire evacuation crib and wheeled out, while toddlers and preschoolers may be wheeled out in a wagon or walk together. Administrative staff or designee will remove "blue cards" from the ECE office and bring the first aid kit. Staff will take attendance as soon as the children are gathered. Staff will notify administrative staff immediately about missing children. Administrative staff will check all rooms and bathrooms. If evacuation is to continue for more than 20 minutes, we will move next door to the Church of Christ. If warranted, 911 will be called. If evacuation procedures continue for more than 30 minutes, parents will be notified by phone. All parents will be notified within 24 hours of any incident that does not require immediate notification.

### **Lock Down Procedures**

Children will be removed from that playground when there is an immediate danger from outside the building or on the playground. The building doors will be locked. All teachers will lock their classroom doors during this emergency. Children, teachers and assistant teachers will remain out of view of the window or outside doors until danger has passed. Staff will be responsible for maintaining roll and supervising children at all times. They will also be responsible for releasing children to a parents or designee. All children must be signed out when released during an emergency. Every effort will be made to obtain as much information about the danger as possible from the appropriate authorities.

### **First Aid Kits**

First aid kits are located in the Deeshonim classroom and the playground on the blue shelf.

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### **Injury and Incident Reports**

When your child has been injured at school, we send home an “ouch report.” This informs you of what happened and what we did to address the injury. We are required by ADHS to call you any time the injury is on the head (including face). We are also required to call both parents in a case where a child is bitten by another child and it breaks the skin. You will also be called right away when there has been an injury that might require medical attention.

### **ILLNESS POLICY**

According to A.R.S. R9-5-519, a child will not be permitted to stay at the Strauss ECE if a staff member determines the child shows signs of illness or infestation.

If you are aware that your child is sick please keep your child home. In some cases, a doctor’s note stating that your child is no longer contagious may be required before she returns to school.

As our school is not set up to care for ill children, parents and the Strauss ECE staff will use the following three criteria to exclude children with short-term illnesses from attending our school:

1. Your child does not feel well enough to participate comfortably in the usual activities
2. Our staff cannot care for the sick child without interfering with care of other children
3. Child shows symptoms of a contagious diseases or immediate need for medical attention

If we determine your child shows signs of being sick, we will call you to pick up your child as quickly as possible.

**The following symptoms will require a parent to pick up the child within one hour:**

1. Two or more episodes of diarrhea
2. Vomiting
3. An unexplained rash
4. A fever higher than 100 degrees taken on the forehead
5. Unusual drowsiness
6. Extreme fussiness
7. Persistent or excessive crying
8. Wheezing
9. Uncontrolled coughing
10. Difficulty breathing

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**The following symptoms will require parents to come immediately while a staff member calls the child's doctor (911 will be called if indicated by the doctor's office):**

1. A temperature of 105 degrees or higher in a child of any age
2. A temperature of 100 degrees taken on the forehead for a baby less than four months
3. For infants under four months, forceful vomiting more than once
4. Looking or acting very ill or getting worse quickly
5. Neck pain when the child's head is moved or touched
6. A stiff neck or severe headache
7. A seizure
8. Acting unusually confused
9. Unequal pupils
10. A rash of hives or welts that appears and spreads quickly
11. Breathing so fast or hard that the child cannot play, talk, cry, or drink
12. A severe stomachache that causes the child to double up and scream
13. Stools that are black or have blood in them
14. Not urinating at least once every eight hours, a dry mouth, no tears or sunken eyes

If your child is out sick or contracts a communicable disease, please notify the ECE office. State regulations require that an illness log be maintained in the ECE office. It is also necessary for your child to be fever-free and symptom-free (e.g. no diarrhea or vomiting) for twenty-four hours without medication before returning to school.

## **MEDICATION POLICY**

*In accordance with state regulation R9-5-521*

The Strauss ECE staff will administer medication if parents have completed the proper medication authorization form. All medication given to the child will be documented on the authorization form. These forms are kept in the ECE office on top of the green filing cabinet. Medication will be kept under lock and key and, if appropriate, refrigerated. A director qualified staff member will be assigned to administer medication when the director is not present. Prescription medication must be brought to the Strauss ECE in its original container, labeled with your child's name and all pertinent information including instructions on how to administer the medication. If the label of the medication states "for children/infants under age x, ask a doctor" the Strauss ECE will not administer the medication without written permission from the child's doctor, even if the medication is over-the-counter.

**A child must have received at least one dose of the medication before administered by the Strauss ECE.**

## **EMERGENCY MEDICAL PROCEDURE**

If a medical emergency occurs, the director or a staff member will call 911. We will immediately attempt to notify the child's parents and if they cannot be reached, we will attempt to notify the emergency contacts. If neither the parents nor the emergency contacts can be reached, we will contact the child's doctor to make medical decisions. We will continue our attempts to reach the parents and emergency contacts and will stay with the child until the parents or emergency contacts arrive.

## **SUNSCREEN POLICY**

Parents must provide sunscreen for their child. Teachers will let you know when supplies are running out so you can replenish them. Parents are responsible for applying sunscreen in the morning. Teachers will reapply in the afternoon. The sunscreen has to be labeled with your child's first and last name. You will be also given a sunscreen waiver to allow our staff to put sunscreen on your child.

## **PESTICIDE APPLICATION PROCEDURES**

Before pesticides will be sprayed, a notification will be posted 48 hours in advance and after treatment.

## **PARENT-TEACHER COMMUNICATIONS**

It is essential for an effective program to have ongoing communication between home and school. Parents are encouraged to discuss any questions or concerns with teachers or the director as they arise. If parents have concerns regarding an issue that pertains directly to the activities in the classroom they should bring their concerns directly to the lead teacher. If parents are not satisfied with the results after discussing the issue with the lead teacher, then the concern should be addressed with the director. School-wide and program related issues should be brought directly to the director. Arrival and departure are good times to share **quick** information, but it is important to understand that our teachers need to remain focused on all of the children. Please do not feel ignored if teachers are not entirely responsive during classroom time. Our teachers are instructed to remain focused on the children while in the classroom. If you would like to speak with your child's teachers or the director at length, please schedule a convenient time to do so. Some other ways we communicate with each other are:

- ❑ **Bulletin Board**: Look for notices, schedules, and items of interest on the Parent Communication Center board in the hallway leading to the ECE office.
- ❑ **Conferences**: Parent-Teacher Conferences will be scheduled twice yearly and can also be scheduled by a parent or teacher at any time.
- ❑ **Telephone calls**: Parents are encouraged to call teachers or the director to share or request information. The Strauss ECE direct line is: **325-0390**. We are not always able to answer this phone, so please leave a message and we will return your call as soon as possible. In the event of an emergency or if

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you need an immediate response, you can always reach the director's mobile phone: **272-7369**.

**You may also dial your child's classroom directly by waiting until the message starts and dialing the extension number, as follows:**

Deeshonim	30	Parparim	31	Yonim	35
Gamalim	32	Tzfardim	28	Geerafot	36
Soosim	37	Peelim	34	Dagim	33
Tukim	47	Tzevayim	49	Egoanot	38
Arayot	46	Dubim	48	Kofim	42

- **E-Mail** – The Strauss ECE Director's e-mail address is: **[lhenry@templemanuelucson.org](mailto:lhenry@templemanuelucson.org)**
- **Other Information**– Teachers write a weekly update letting families know what is happening in their child's classroom. Written documentation of a child's day is sent home in the following classes: Deeshonim, Parparim, Gamalim, Yonim, Tzfardim, Soosim, Geerafot, Peelim, Dagim, Tukim and Dubim classes.
- There are two parent-teacher conferences scheduled throughout the school year.

## **LUNCH**

Parents must provide lunch for their child. Kashrut, the act of keeping Kosher, is a central feature of Jewish life. Lunches must be Kosher (dairy or vegetarian); examples and suggestions are listed below. Meat is only allowed in the Deeshonim, Parparim, Gamalim, Geerafot, Soosim, Egoanot, Yonim and Tzfardim rooms. **Lunches cannot include peanuts or peanut butter due to severe allergies of some children.** In the interest of saving time on lunch preparation we ask that you send foods ready to be eaten. This means food needs to be premixed or cut up. Please label lunches with first and last name and the date. There will be masking tape hung on each refrigerator to assist with this task.

### **Foods that are treif (not Kosher) include:**

Shellfish	Amphibians
Wild Birds	Pig Products
Mixing of dairy and meat	

### **Foods that are welcome at the Strauss ECE:**

Milk	Fish	Pasta	Seeds	Eggs (boiled or scrambled)
Cheese	Yogurt	Rice	Fruits	
Tofu	Beans	Bread	Veggies	

### **Lunch suggestions:**

Tuna, Soy beans, Yogurt, Tofu, Dehydrated veggies or fruits, Fresh fruits, Cream cheese and cucumber sandwich, Cheese sticks, Cheese sandwiches, Couscous,

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Olives, Hard-boiled eggs, Sunflower seeds, Red bell peppers strips, Raisins or Cranberries, Cherry or Grape Tomatoes, Apple sauce, English muffin with butter and jelly, Cold Salmon, Bagel, Quiche, Crackers & cheese, Avocado, Pita & hummus, Egg salad, Dried fruit, Non-sugared cereal, Cottage cheese, Pasta salad, Jelly sandwich (with soy or almond butter).

We also would like to encourage you to pack a lunch that fits into the guidelines of the USDA food guidelines. You can visit these guidelines at [www.mypiramid.gov](http://www.mypiramid.gov).

Also remember that some food can be a **choking hazard**. The following are **not recommended** for children under the age of 4 years:

- Hot dogs – whole or sliced in rounds. Hot dogs may be sliced lengthwise.
- Whole grapes – they may be sliced in half
- Nuts, popcorn, raw peas or hard pretzels, spoonfuls of peanut butter, chunks of raw carrot or meat cut larger than can be swallowed whole

Infants should have their food cut into pieces no larger than  $\frac{1}{4}$  inch squares, toddlers not larger than  $\frac{1}{2}$  inch squares according to each child's chewing and swallowing ability. All food must be tried at home before given at school.

### **SNACK**

Snacks will be provided by the Strauss ECE in the following classrooms: Peelim, Dagim, Tukim, Dubim, Kofim, Tzevayim, and Arayot. You can view the snack menu on the information board when walking into the Strauss ECE. For all other classrooms you provide the snack because children are still tasting and discovering new foods and food allergies can begin to appear.

### **BIRTHDAY POLICY**

We take great pleasure in celebrating your child's birthday in the classroom. Feel free to bring healthy snacks to share. All food brought to the Strauss ECE for sharing must be store bought in its original sealed packaging. Be aware of children's' allergies when providing a food for the whole class and avoid bringing something that contains the allergen. Please feel free to talk further with your child's classroom teacher. Please remember: balloons pose a choking hazard and are not allowed.

**Party Invitations:** You may distribute birthday party invitations at school if you are going to invite the entire class. If only selected individuals are to be invited, please do not distribute invitations at school. You may request email addresses in the ECE office.

### **DRESS**

Children are encouraged to wear play clothes and tennis shoes or sandals (**flip-flops are not advised**). Daily activities include active and messy play, and children should feel comfortable enough to enjoy themselves without worrying about their



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clothes. Please make sure clothing is weather appropriate as well as their spare clothes.

## **TOY POLICY**

We have toys and equipment at the Strauss ECE for your children to enjoy. Please do not send toys or books to school unless arranged through your child's teacher. Toys from home may cause fighting and uncomfortable situations for children. If your child insists on bringing in a toy from home they will be given two choices: 1) the parent will take it to work with them and have it waiting in the car at the end of the day, or 2) the toy will stay safely in the office and the child may have it at the end of the day.

## **WHAT YOUR CHILD NEEDS TO HAVE AT SCHOOL**

All children ages 12 months to 5 years need to have the following items at school:

- Sippy cup/water cup (labeled with child's first and last name) that is to be washed at home and brought to school every day
- Change of clothes including shirt, shorts or pants, underwear and socks labeled with child's name
- Crib sheet for naptime mat labeled with child's name (if staying for nap)
- Blanket for naptime labeled with child's name (if staying for nap)
- Diapers and wipes labeled with child's name (if needed)
- Sunscreen labeled with child's name
- Daily lunch labeled with name and date

**Teachers wash dishes daily in a commercial dishwasher and do laundry once a week.**

All infants under 15 months need to have the following items at school:

- Bottles labeled with child's name to be washed at home and brought to school every day
- Milk, formula or breast milk and food labeled with child's name
- Diapers, wipes and diaper ointments labeled with child's name
- Change of clothes labeled with child's name

Teachers wash dishes in a commercial dishwasher and do laundry daily in infant rooms. Parents are welcome to come and breast feed their child. We do ask that you let their teacher know what time you are coming by, so they will not have just given them a bottle.

## **TEACHERS**

Our teachers all have two things in common: a love of children and a commitment to providing the highest quality childcare. Teachers at the Strauss ECE are carefully screened. Per state requirements, teachers must have two verifiable references

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and a criminal background check. They must also meet the standards of the National Association for the Education of Young Children. Requirements are in the ECE office if you would like to see them.

## **CHILD ABUSE REPORTING**

We are required by mandatory reporting laws to report any suspected child abuse or neglect to the Department of Social and Health Services and Child Protective Services.

## **TRANSPORTATION**

The Strauss ECE does not provide transportation.

## **FIELD TRIPS**

The Strauss ECE must obtain a written permission form from a parent before a child participates in a field trip. The field trip permission slips include the date and purpose of the field trip, the times of departure from and return to the Strauss ECE, and the name, street address, and telephone number (if any) of the field trip destination. The Strauss ECE will prepare a written field trip plan that is maintained in the ECE office and includes the name of each participating child, staff member, and other individuals on the field trip, the times of departure to and from the Strauss ECE, the license plate number of any motor vehicle used on the field trip, and the name, street address, and telephone number of the field trip destination. Field trip permission forms and field trip plans will be maintained at the Strauss ECE for three months from the date of a field trip.

A staff member taking enrolled children on a field trip will carry a copy of the “blue card” for each child participating in the field trip; water in an amount sufficient for

each participating child during the field trip, and a list stating the name of each participating child, placing a check mark next to each child’s name at the beginning of the field trip or when boarding the motor vehicle, upon arrival and each hour while at the field trip destination, when preparing to leave the field trip destination or when boarding the motor vehicle to return to the Strauss ECE, and when reentering the Strauss ECE at the conclusion of the field trip.

Each child participating in a field trip (will wear in plain view): a written identification stating the Strauss ECE’s name, address, and telephone number. Each child will also wear written identification stating the child’s first and last names.

If the Strauss ECE uses a motor vehicle volunteered by a parent or other individual for a field trip, the Strauss ECE will determine before the field trip begins that the motor vehicle is registered by the Arizona Department of Transportation and that there is current insurance coverage for the motor vehicle. Proof of current motor vehicle coverage will be maintained on the Strauss ECE premises and inside each motor vehicle used for transporting enrolled children. The Strauss ECE will determine before the field trip begins that the motor vehicle driver is 18 years of

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age or older and holds a valid driver's license issued by the Arizona Department of Motor Vehicles. Children will either ride in their parent's car, or if riding in another parent's car, they will have a staff member riding in the car with them. Child will also ride in an appropriate car restraint (car seat or booster seat) provided by the parent.

### **PLAYGROUND RULES**

1. Keep yourself and others safe
2. Children under two-years-old may not be on the large climber
3. Sand stays on the ground
4. Only teachers turn on the hose and mister system; mister should be turned off when leaving the playground
5. Teachers should sweep the sidewalk before bringing their class inside
6. Children should clean up the playground before going inside

### **LICENSURE**

The Arizona Department of Health Services, Office of Child Care Licensure regulates the Strauss ECE. The Office of Child Care Licensure can be contacted at:

400 West Congress St.  
Tucson AZ 85701  
Phone: 628-6540

### **INSURANCE COVERAGE**

The Strauss ECE carries the required insurance coverage pursuant to A.R.S. R9-5-302. A copy of this policy is on file in the ECE office.